

REQUEST FOR PROPOSALS (RFP)
100 SOUTH ROAD
ROADWAY AND DRAINAGE IMPROVEMENT PROJECT

PLEASE NOTIFY PROVIDENCE CITY OF YOUR INTEREST TO OBTAIN ANY
AMENDMENTS OR ADDITIONAL INFORMATION.

REQUEST FOR PROPOSALS (RFP)
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ROADWAY AND DRAINAGE IMPROVEMENT PROJECT

BACKGROUND AND INTRODUCTION

Providence City is requesting proposals (RFPs) for design and engineering services for roadway widening and drainage improvements along 100 South from 200 West to 475 West.

The consultant scope of service includes Survey, Design, Engineering, Environmental Permitting (if applicable), COG Funding Application and Bidding documents.

This RFP has been structured to comply with all applicable Providence City Standards. All respondents to the RFP must ensure that the submittal is received by the date and time specified herein or automatically be disqualified.

**Proposals will be accepted by the City Manager at 164 N Gateway Drive,
Providence City, UT 84332 office until 5:00 p.m., June 5, 2020.**

If any changes are made to this RFP, addenda will be issued. Addenda will be emailed to all bidders on record. All questions regarding the RFP must be submitted by email. Verbal responses by City staff or others are not valid. Submitters must submit all questions in writing no less than seven (5) days prior to the bid opening date and time. Questions in writing shall be submitted to: Ryan Snow, City Manager, Providence City.

A response to all questions submitted in writing will be provided in the form of an RFP Addendum to all bidders of record. In order to facilitate this process, questions and responses will be transmitted by e-mail.

A bidder may correct, modify, or withdraw a proposal by written notice received by the City prior to the deadline set for the proposal submittal.

The City may cancel this RFP, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

All bid prices submitted in response to this RFP must remain firm for one hundred twenty (120) days following the bid opening.

SCOPE OF SERVICE

DESCRIPTION OF SERVICES

Providence City is seeking a consultant to provide engineering services to prepare construction documents for the widening of 100 South from 200 West to 475 West in Providence City, Utah. The City will look to use COG or other grant funds to perform the construction work. The services shall include the following:

- Field reconnaissance
- Survey
- Preliminary design
- Environmental assessment and permitting, if applicable
- Final design
- Grant Application(s) preparation
- Right-of-Way Actions
- Bidding
- Construction Phase Services, as a separate figure

PROJECT LIMITS

The project extends along 100 South from 200 West to 475 West, a distance of approximately 1,500 LF.

DESCRIPTION OF IMPROVEMENTS

The design services will include the following:

- Construction design of previously double chip sealed roadway
- Widening of roadway to match city standards and drawings
- Alteration, if any, of the horizontal and vertical geometry
- Utility system adjustments
- Installation of a closed drainage system
- Installation of signs and pavement markings

FIELD RECONNAISSANCE

Road Survey

The Consultant shall conduct a topographic survey within the project limits to include the following:

Establish horizontal and vertical control.

Establish coordinates and closed set of base lines for streets.

Locate surface detail including signs, utility poles, driveways, isolated trees with species and sizes, fences, walks, mail boxes, etc.

Locate edge of pavement, shoulders, sidewalks, etc.

Determine existing ground cross sections at driveways, private walkways and critical locations.

Locate utilities that are visible or marked out in the field.

Locate wetland flags with elevations delineating wetland boundaries.

Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, driveways, curbs, sidewalks, utility poles, utility covers, rights-of-way (ROWs).

Utility Research

The Consultant will obtain plans from private and public utilities within the project limits and plot the information on the prepared base plans.

Right of Way Research

The Consultant will research the roadway layout within the project limits for information regarding parcel ownership, deed restrictions, utility easements, etc. at the County Assessor's office. Information obtained through ROW research will be drafted on the base plan.

PRELIMINARY ENGINEERING

Preliminary Design

The CONSULTANT will prepare a preliminary roadway plan for the reconstruction/rehabilitation of 100 South road. The CONSULTANT shall perform the following services:

Prepare graphic geometrics of existing roadway alignment.

Design a typical roadway section.

Define project limits, construction materials, and conceptual details.

Identify drainage easements required.

Identify limits of temporary construction impacts for the purpose of developing temporary construction easements.

Preliminary Estimate

A preliminary construction estimate will be prepared for use in budgeting the project.

ENVIRONMENTAL ASSESSMENT AND PERMITTING

The proposed project may result in temporary wetland impacts due to proposed drainage outlets. The scope is as follows based on this assumption:

Wetland Delineation

Determine if any Wetlands Delineation is necessary, and if necessary then CONSULTANT will delineate and flag the boundaries of wetland resource areas adjacent to the project in accordance with the Utah Wetland Protection Act Regulations (WPA) and the U.S. Army Corps of Engineers (ACOE) Wetlands

Delineation Manual. The CONSULTANT will prepare a technical memorandum that describes the wetland areas and details the delineation methods that were used.

Preparation of a Notice of Intent

The construction of the project and installation of drainage outlets may require work within the regulated buffer zone. The CONSULTANT will prepare a Notice of Intent (NOI) for filing with the State of Utah.

FINAL ENGINEERING

The CONSULTANT shall proceed with Final Engineering tasks as outlined below.

Final Design - Plans and Specifications

The CONSULTANT shall prepare the 100 percent Design Submissions for review and comment by the City. Comments shall be considered and incorporated during this task.

It is anticipated that the pavement will be widened with possible alignment modifications. However, cross sections may be needed to determine limits of construction, impacts on private property and to facilitate development of rights-of-entry or temporary construction easements. In the development of the final design documents and the preparation of the Contract Plans and Specifications, the CONSULTANT shall perform the following project tasks:

Roadway Design - Provide design plans and calculations for:

- Construction/materials layout
- Alignment, grading and drainage
- Pavement markings
- Sign Summary
- Typical Sections
- Cross sections to identify property impacts and grading
- Construction details
- Traffic Management Plans

Utilities - Coordinate with municipal and private utility companies to establish relocation and/or modification procedures and schedule for existing utilities to be compatible with proposed improvements.

Special Provisions – Prepare any needed Special Provisions to Providence City Standard Specifications.

Construction Phasing - Develop traffic management plans that will permit access to adjacent properties during construction, and manage traffic through the construction zones.

RIGHT-OF-WAY ACTIONS

Right-of-Way Plans

Permanent drainage easements and right of entry forms may be required from property owners to construct the proposed improvements.

The roadway improvements are expected to be within the existing City layout, but may require right of entry forms for work outside the layout including rebuilding existing driveways and installing sidewalks.

The CONSULTANT will prepare a Preliminary Right-of-Way Plan to identify and define the limits of work along each property, required to construct the proposed improvements.

The CONSULTANT will obtain copies of the deeds for properties affected by the necessary acquisition of permanent drainage easements.

The CONSULTANT will prepare a Right-of-Entry Form for each property where construction is required outside the road layout.

PROJECT MEETINGS

The CONSULTANT will attend project meetings with the City and other groups as required for the project. Services include preparation, travel, attendance, supporting graphics and documentation in the form of meeting notes.

Public Meetings/Hearings

The CONSULTANT will attend public meetings/hearings with the City, as required.

BIDDING AND NEGOTIATING

The CONSULTANT shall assist the City by advertising for the project. The CONSULTANT shall maintain a record of prospective bidders to whom Bidding Documents have been issued, attend a pre-bid conference, and receive and process deposits for bidding documents. The CONSULTANT will also issue addenda to interpret and/or clarify the bidding documents; assist the City in determining the acceptability of alternatives proposed by contractors, attend the bid opening, prepare bid tabulation sheets, and assist the City in evaluating bids or proposals. The CONSULTANT shall also assist the City in selecting a contractor and awarding the construction contract.

CONSTRUCTION PHASE SERVICES

The CONSULTANT shall provide construction phase services limited to interpretations and clarifications of the contract documents, shop drawing review, and field inspection to assess substantial completion and punch list items.

QUALIFICATIONS

The consultant shall be qualified in the areas of roadway engineering, stormwater management, environmental permitting and construction administration sufficient to execute the project scope as outlined above. The City has limited GIS data available to the consultant selected.

Proposal Format: Proposals must not exceed a total of 10 pages, double-sided for 20 pages of print, including all resumes and qualifications. Proposals should be organized according to the following format.

1. Cover Letter – Consultant/team introductions, name and address of the contact person, names of other team members, availability, experience and role in the project team. In addition, three client references of similar project type shall be supplied.
2. Experience in similar projects shall be included in this section.
3. Location - Location of the team, team member offices and project manager.
4. Approach - Prepare a brief recommended project approach.
5. Project Schedule - Propose a work schedule based on construction taking place during summer months.
6. Sealed and separate price proposal - The project will be awarded on a Not to Exceed basis according to the phasing established in the scope. A schedule of professional rates and expected number of hours by phase shall also be attached.

SUBMITTALS

Submit three (3) hard copies and one (1) Digital of proposals to: Ryan Snow, City Manager at 164 N Gateway Drive, Providence City, UT 84332 office until 5:00 p.m., June 5, 2020. Proposals may be mailed or hand delivered. Proposals received after

this time will not be considered. Providence City reserves the right to prepare a short list of eligible proposals that may require consultant/team interviews.

SCHEDULE

The selected consultant should commence work within two (2) weeks of receipt of a Notice to Proceed, and have final construction bid documents ready in time to submit Grant application to COG for funding 2021. This is expected to be mid-summer of 2020, but date has not yet been release.

SELECTION CRITERIA

Proposals will be judged based on factors including but not limited to the following:

1. Understanding of the project objectives and work tasks.
2. Consultant qualifications including structure, organization, background, resources, personnel experience, demonstrated competence and performance ability in engineering and urban streetscape design, as well as demonstrated success on similar projects.
3. History of client satisfaction based on reference checks.
4. Clear, creative and reasonable project approach.
5. Personnel qualifications including education and experience of key team members assigned to the project.
6. Quality of presentation including graphics, verbal skills, time management and response to questions.
7. Adequacy of response to scope.
8. Value and competitiveness of the proposed fee for the Scope of Services offered (to be opened at the completion of the qualification evaluation).