

REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES
Project Number MAPA-5061(5) CN 22276
Project Number MAPA-3773(1) CN 22288
36th Street – Blaine Avenue to Platteview Road
For the City of Bellevue NE

PROJECT DESCRIPTION

The City of Bellevue NE is seeking an engineering Consultant to provide professional services related to the completion of final design for the reconstruction of, **36th Street – Blaine Avenue to Platteview Road: MAPA-5061(5) CN 22276 and Project Number MAPA-3773(1) CN 22288**

This is a Federal Aid project and the selected Consultant will be required to follow the “LPA Guidelines Manual for Federal-Aid Projects” and all applicable Federal, State and Local requirements and procedures.

The draft Scope of Services for the project is outlined in Exhibit “A” as an attachment. Additional information can be found on the City of Bellevue’s Website.

- I. The selected Consultant will meet with the City of Bellevue to develop a detailed work plan. The work plan consists of a detailed scope of services along with a staffing plan. The staffing plan should identify the categories of personnel who will be working on the project along with their associated labor rates.
- II. All submissions and work product including complete plans shall be submitted in electronic format suitable for archiving by the City of Bellevue. Submissions shall include, but are not limited to, drainage calculations, CAD files, reports, environmental audits, studies, quantities/calculations etc. Consultant will not copyright any work product and work will remain property of the City of Bellevue.

WORK COMPLETED IN PRELIMINARY DESIGN PHASE

The following work has been completed as part of the preliminary design phase:

- Survey. A survey has been completed and is the basis of the preliminary design within the limits of the project. City will provide any additional survey needed for completion of the project.
- Noise Study. A noise study has been completed and has established the noise wall locations.

- Environmental Action Plan. This project is covered in the Environmental Assessment (EA) for this corridor. The NEPA final decision document is anticipated to be issued in November, 2017. The selected consultant will be required to review and comply with all commitments established in this document that are associated with this project. The final design notice-to-proceed shall not be issued until the NEPA final decision document is issued. Likewise, no final design tasks, or work described in this RFP, shall be performed until the NEPA final decision document is issued. Reviewing and complying with all commitments established in this document that are associated with this project will be required.
- Preliminary/Functional Design. The roadway design has been completed to a functional level establishing final limits-of-construction. Design included typical section, vertical profile, horizontal alignments, drainage design, geometrics, retaining wall profiles and roadway cross sections.
- Geotechnical Investigation. Geotechnical investigation has been performed as part of the preliminary design and will be available to the consultant.
- Traffic Analysis. Traffic analysis has been performed as part of the preliminary design and will be available to the consultant.

SCOPE OF SERVICES FOR FINAL DESIGN

The following work tasks will be required by the consultant, but are not necessarily limited to:

- Existing Information. Review all existing preliminary design information related to the project, including the CAD files, plan sets, traffic study, reports and Right-of-Way tract maps.
- Agency Review. Meet with the City of Bellevue for the purpose of understanding project performance objectives, assumptions used and design elements contained in the preliminary design. Other meetings will include constructability meeting, 90% submittal review meeting, final utility meeting and various review meetings.
- Utility Coordination. Provide copies of the 90% plans to all utility companies that serve the project area for coordination of their facility relocations and improvements into the plans. Prepare a status of utilities for final bid documents.
- Final Design. Review and verify limits of construction established in preliminary design. Final design shall be performed to show the plan, elevation, typical section of the proposed roadway, the final grade lines, final drainage adjustments, large culvert extension, utility conflicts, proposed geometric for pavement, fence design, noise wall design, retaining wall design and phasing plans.

- **Bid Documents.** Prepare bid documents, including final plans, special provisions, quantity computations and a construction cost estimate. Project will be let by the Nebraska Department of Transportation and all documents shall be in strict conformance with their guidelines. Consultant shall assist City staff in responding to requests for information from prospective contractors during the bid process.
- **Cost Estimates.** Final engineers cost estimates for the proposed improvement shall be prepared and furnished. Final quantities shall be taken from the final plans submitted to the Nebraska Department of Transportation P.S.&E section.
- **Right-of-Way.** Review and verify preliminary design limits of construction and develop Right-of-Way acquisitions and easements, tract maps and legal descriptions for all parcels required to complete the project. Update strip map and tract maps and write legal descriptions for individual parcels.
- **Reports.** A brief narrative report shall be furnished which will include the following:
 - Description of the proposed improvements
 - Technical memos of all meetings with affected parties
 - Miscellaneous correspondence and information related to the project

Project Schedule

The following schedule is anticipated for this project, but is subject to change. This schedule is provided as a guide to ensure responding Consultants have staff available to complete the necessary services required. A more detailed schedule of the professional services will be required of the selected Consultant, once negotiations have been concluded.

Schedule of Activities	Date
Proposal Submittal Deadline	September 8, 2017
Short-List Firms	September 15, 2017
Interview Date	September 28, 2017
Final Selection	October 4, 2017
Scoping Meeting with Selected Consultant	October 10, 2017
Completed Plan Package to NDOT (for PE Phase)	Fall 2018
Anticipated Start of Construction (for CE Phase)	Fall 2019

PROPOSAL REQUIREMENTS **Note Page Limits**

All firms interested in being considered for this project should submit proposals that include:

1. **A letter of interest not to exceed two (2 single sided) pages.** (Include the name, telephone and fax numbers, mailing address and e-mail address of the contact person.)
2. **The body of the proposal** (project understanding, approach, etc.) **shall be limited to ten (10) pages (8-1/2" x 11" single sided).**

3. Project organizational chart with key personnel.
4. A list of similar work performed within the last 5-years (**maximum of four (4) projects**) to include dollar value, project description, project team, and contacts. **Each project description will be limited to one single sided page.**
5. Resumes for **up to 7 key personnel** explaining their proposed roles in the project and their relevant experience may be submitted. **Resumes shall be limited to one (1) single sided page per person.**
6. Proposed schedule of completion.
7. Provide proof of professional liability insurance in the amount of \$1,000,000.
8. Nebraska Department of Transportation DR Form 498 "Architect, Engineer and Related Services Questionnaire and Application Detail Supplement".
Submitting firms must be certified with the Nebraska Department of Transportation to provide the required services.
9. A Drug-Free Workplace Policy Form for the prime consultant and any subconsultant.
10. A Conflict of Interest Disclosure Form for the prime consultant and any subconsultant.

NOTES: Price **is not** a selection factor and is not to be included in the consultant's proposal.
The price will be negotiated after the consultant is selected. The **cost plus a fixed fee contract** will be negotiated after the consultant is selected.

SELECTION CRITERIA

	Point Range Poor - Excellent
1) Ability and experience of professional personnel and staff.	0 - 20
2) Past performance.	0 - 15
3) Adequate staff to perform the work and willingness to meet time requirements.	0 - 20
4) Location of the project and knowledge of the area	0 - 10
5) Information Provided	0 - 10
6) Project understanding and approach.	0 - 25
Total Points for Short List Selection	100
1) Quality of Interview	0 - 15

2)	Past Performance on Federal Aid Projects	0 - 10
3)	Approach to the project	0 - 15
Total Points for Final Selection		40

Selection will be based upon qualifications and interviews

POINT OF CONTACT

Inquiries relating to this RFP should be directed to Dean Dunn, Engineering Manager, 402-293-3025.

Proposals (three copies) shall be submitted to:

City of Bellevue Public Works Department
 Attention: Dean Dunn
 1510 Wall Street
 Bellevue, NE 68005

by 4 p.m. on September 8, 2017.