



REQUEST FOR QUALIFICATIONS

For

**ENGINEERING SERVICES
FOR
STREET/FLEET SERVICE FACILITY**

RFQ Opening

Thursday, August 18, 2022 @ 4:00 pm
City of Grand Island, City Hall
100 East 1st Street
Grand Island, NE 68801

**ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
GRAND ISLAND, NEBRASKA**

JULY 2022

**ADVERTISEMENT
REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES FOR
STREET/FLEET SERVICE FACILITY**

CITY OF GRAND ISLAND, NEBRASKA

Statements of qualification submittals will be received by the City Clerk's Office, 100 E 1st Street or PO Box 1968, Grand Island, NE 68802 until **4:00 p.m. (local time) on Thursday, August 18, 2022 for Street/Fleet Service Facility**. Submittals received after the specified time will be retained unopened until after award. Submittals must be based on the City's Request for Qualifications and will be publicly opened at the designated time in Conference Room #1 located on the 1st floor of City Hall. Submittals received after the specified time will be returned unopened to sender.

Documents for use in preparing submittals may be downloaded from the Quest CDN website, www.QuestCDN.com for a thirty dollar (\$30) fee. Submittals must either be uploaded to the Quest CDN website or received in hard copy before the specified time to be considered.

Contact Keith Kurz, Interim Public Works Director, at keithk@grand-island.com for further information.

The statement of qualification and any addenda may be viewed on-line at www.grand-island.com under Business - Bid Calendar.

Submittals shall include, but are not limited to:

- **Introductory Letter**
- **Statement of Qualifications**
- **Project Schedule and Approach**
- **References**
- **Insurance**
- **Miscellaneous (any exceptions to the submittal requirements)**

The award winning submittal(s) will be required to comply with the City's insurance requirements.

Submittals will be evaluated based upon firm experience and qualifications on similar work, proposed project schedule/approach, and past experience working with the City of Grand Island Public Works Department. Submittals shall remain firm for a period of ninety (90) days after due date. The City of Grand Island reserves the right to refuse any or all submittals, to waive technicalities, and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

City Administrator
308-389-0140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards
City Clerk



**CITY OF GRAND ISLAND
REQUEST FOR QUALIFICATIONS
FOR
STREET/FLEET SERVICE FACILITY**

PURPOSE

This Request for Qualification is for the solicitation of qualified individuals and/or firms to provide engineering services for a Street/Fleet Service Facility.

PROJECT BACKGROUND AND SCOPE OF WORK

The City of Grand Island is requesting engineering services for a Street/Fleet Service Facility in the 2023 fiscal year capital improvement budget.

PROJECT INFORMATION

Questions regarding the technical aspects of this project submittal are to be directed to Keith Kurz, Interim Public Works Director, at keithk@grand-island.com.

SELECTION PROCESS

Submittals will be evaluated with the following considerations, along with the weight percentages assigned to each element, which will be used to rank and evaluate the proposals:

- Firm experience and qualifications on similar work. (50%)
- Proposed project schedule/approach (40%)
- Past experience working with the City of Grand Island Public Works Department. (10%)

This Request for Qualification does not commit the City to award a contract or agreement, to pay any cost incurred in the preparation of a submittal responding to this request, or to contract for services. The City reserves the right to accept or reject any or all submittals received, to negotiate with qualified sources, or to cancel the request in total or in part. The City may require the selected consultant to submit such data or other information necessary to substantiate costs, or to revise technical, schedule or other elements of their submittals in accordance with contract negotiations.

Interviews of shortlisted firms may be requested by the city. If requested, interviews will be used to further evaluate the above noted criteria.

CONTENT OF PROPOSAL

Submittals should be as *concise* as possible, and should contain as a minimum the information presented below. Submittals for partial categories of work will not be accepted. Additional materials, including detailed resumes and brochures may be submitted as an attachment to the submittal. Brochures and marketing materials not directly related to specific experience with the proposed scope of work shall not be submitted.

Proposal package shall include the following:

Introductory Letter:

- A one (1) page introductory letter, addressed to the Interim Public Works Director which contains the firm's mailing address, telephone number, fax number, type of ownership, and the name of the person to contact, with email address, regarding the qualifications. The letter should also state an expression of the

consultant's interest in the work, and describe the firm's geographical location within the project geographic area and knowledge of the locality of the project.

Statement(s) of Qualifications

- Consultant's qualifications and experience in the recent past on projects with similar work. Consultant should demonstrate full capability in providing the required services.
- Identification and role of key personnel proposed to participate in the project, along with their background and experience. Be specific in identifying the nature and the extent of each person's participation.
- Identification of any sub consultant necessary for the project.

Project Schedule and approach:

- Consultant to provide an approach and proposed schedule to the project.

References:

- Attach a separate sheet containing a minimum of three (3) references for whom the consultant has provided similar work during the previous ten (10) years.

Insurance:

- Include a statement that all consultants involved have insurance coverage acceptable to the City. See Below.

Miscellaneous:

- Any exception(s) to the submittal requirements
- **A digital PDF copy of the entire submittal shall be included with the package**

FINAL SELECTION IS SUBJECT TO REVIEW AND APPROVAL BY THE GRAND ISLAND CITY COUNCIL AND IS CONTINGENT UPON NEGOTIATING A SATISFACTORY AGREEMENT.

PRICE AND SCOPE

The City will negotiate the scope and associated fees required to complete the project with the consultant whose qualifications best meet the project based on the criteria. If negotiations are unsuccessful with the highest ranked firm the next highest firm will enter into negotiations.

TECHNICAL REQUIREMENTS

In an effort to standardize with other City of Grand Island departments, the City of Grand Island Public Works Department has adopted the Low Distortion Projection (LDP) coordinate system as the standard coordinate system for all spatial data housed in GIS and CAD.

The City of Grand Island Public Works Department requests that in addition to the traditional construction plan sets delivered in PDF format (original design and final as-built versions), that corresponding CAD drawing or drawings be provided to Public Works registered to the LDP coordinate system. One CAD drawing submittal is requested at the initial approval for construction and another is requested representing the as built condition of the project. CAD drawings shall be in .dwg format. These submittals greatly reduce time needed to input this data into the City GIS database.

Additional information about the LDP projection standard is available on the city website at www.grand-island.com/departments/public-works/engineering/standard-coordinate-system.

SUBMISSION DEADLINE

Respondents to this RFQ must deliver five (5) copies of their proposal to:

Attn: City Clerk
City of Grand Island
City Hall, 100 East First Street
P.O. Box 1968
Grand Island, NE 68808-1968

Submittals should be marked **“STREET/FLEET SERVICE FACILITY - ENGINEERING SERVICES”** and shall be delivered to the Office of the City Clerk no later than **4:00 p.m. on August 18, 2022.**

Documents provided shall remain firm for a period of ninety (90) days after the submittal due date. Submittals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The City reserves the right to accept or reject any or all submittals and to waive informalities or irregularities in the selection process.

ANTICIPATED SELECTION SCHEDULE

August 18, 2022	Proposal Due
September 8-19, 2022	Begin Contract Negotiations with Highest Ranked Firm
September 27, 2022	City Council Approval of Agreement
October 3, 2022	Issue Notice to Proceed

GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a consultant under a contract to the prime consultant or higher tier consultant or any person associated therewith, as an inducement for the award of an agreement or order.

INSURANCE

Provide a summary of the firm’s (and sub-consultant’s) insurance coverage. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in this section.

WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

FISCAL YEARS

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the requested documents. The City reserves the right to modify or cancel, in part or in its entirety, this RFQ. The City reserves the right to reject any or all submittals, to waive defects or informalities, and to offer to contract with any firm in response to any RFQ.

This RFQ does not constitute any form of offer to contract.

The projects listed in this RFQ are subject to the final approval of the 2023 City of Grand Island budget by city council. If a project gets cut from the budget, professional services for that project will not be required. Scope may be reduced or project may not be awarded if other circumstances change.

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End of Request for Qualifications Information

Project Name: Street/Fleet Service Facility

Estimated Project Schedule:

Conceptual Phase: 2022

Construction: 2023+ pending future funding

Project Background:

The City of Grand Island is seeking proposals from qualified consultants to perform a Space Needs and Facilities Assessment for the Department of Public Works: Streets Division and Fleet Service Division. The assessment shall address any identified existing deficiencies and determine a site that would combine all existing facilities to meet future needs (30+ years) for the Streets Division and Fleet Service Division.

The Streets Division provides for the maintenance of safe and efficient driving conditions for the traveling public by keeping over 900 lane miles of roadway in a good state of repair, maintaining traffic control devices, mowing and drainage maintenance, as well as, performing snow and ice removal.

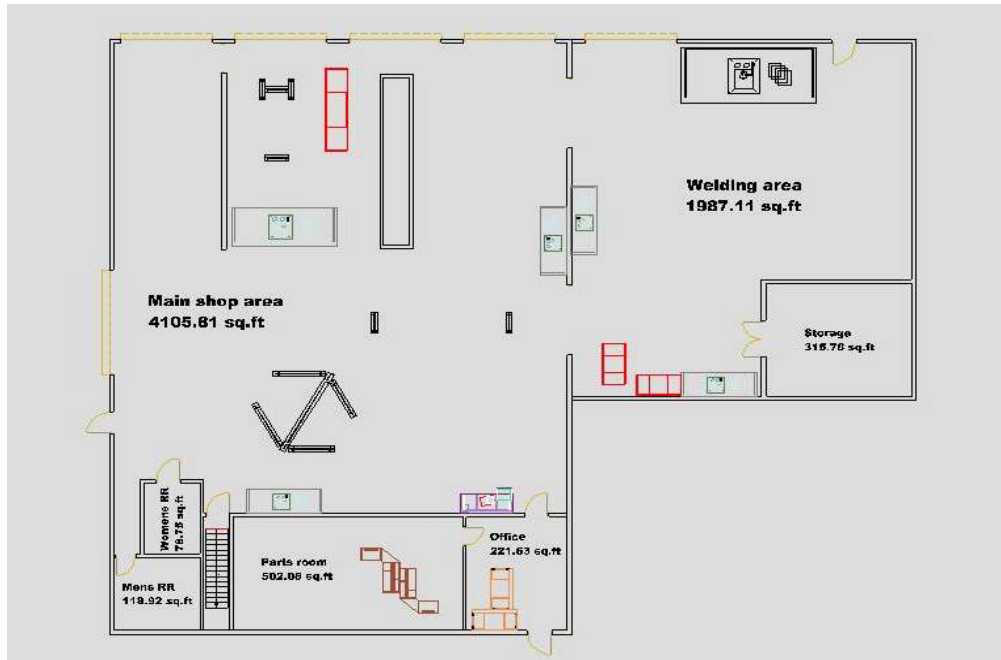
Fleet Service provides equipment and vehicle services to 450 plus units owned by various City Departments. The primary purpose is to repair production equipment that is needed to perform services and functions within each division, provide equipment repairs during emergencies (24/7), and repair security sensitive equipment (such as police vehicles). The Division is also responsible for dispensing fuel for the City's fleet.

Existing Facilities

There are three primary locations that are used by the Streets Division and Fleet Services; North Front Campus, the West Yard, and the East Yard.

North Front Campus





This is a shared campus between the Streets Division and Fleet Service Division and occupies 1111 W. North Front St, 346 N. Lincoln Ave, and 353 N. Lincoln Ave. It houses office areas for both divisions and common areas such as locker rooms, break room, and employee parking.

Part of this campus is owned by the City of Grand Island and part is leased from the Union Pacific Railroad.

Streets Division use of the campus includes office space, equipment storage, small laydown yard, street sweeping collection, and equipment water filling and washout.

Fleet Service hosts both the shop garage and fueling station within the North Front property. The 6,000 square foot shop houses office space, parts room, tire storage, seven equipment bays with several hoists to accommodate a range of equipment from cars to heavy duty trucks. There is also a truck service pit and a welding/fabrication area located in the shop garage.

The fueling station is comprised of three (3) underground tanks and four (4) fuel pumps. This is used by all City of Grand Island departments including Fire, Police, Utilities, and Streets.

Outdoor paved area serves as short and long term storage of equipment in the queue for repairs.

West Yard



Located at 2124 W. Old Lincoln Hwy, this property is owned by the City of Grand Island and houses the 1,000+ ton salt storage dome, traffic signal shop, sign shop, and several equipment storage buildings. It also has a large, paved outdoor space used for parking equipment and storage of items such as manhole rings and covers, arrow boards, snow fence, and tack tank.

East Yard



Located at 523 E 19th St, this property is owned by the City of Grand Island and used as a primitive laydown yard for dirt storage and some pipe storage.

Project Scope:

Conceptual Design Services

- Have project kickoff meeting with City to discuss direction of the project, introduce the design team, determine project goals, tour existing facilities, overview past and present planning, talk about future growth of the department.
- Evaluate current and future needs of department. Develop conceptual design/s to include site layout which will allow for potential future land purchase.
- Create cost estimates for design alternative/s to allow for budgeting planning.
- May aid in the evaluation of sites proposed for this project.
- May include presentation to council/administration about the findings of this process.

Surveying Services

- Perform topographic survey required for design of this project.
- ROW and potentially permanent and temporary construction easements may be acquired for this project.
- Draft legal easement and ROW documents as needed.

ROW Appraisal Services

- ROW appraisal services will be required for the above easements / ROW / Real estate.
- Aid in acquiring needed easements / ROW / Real estate for project

Geotechnical Services

- Geotechnical service will be required to verify soil conditions and provide proper pavement design for traffic conditions on this roadway.

Arch/Engineering Design Services

- Have project kickoff meeting with City to discuss direction of the project as well as intermittent meetings throughout design process.
- Provide utility coordination with existing utilities in the area if required adjacent to the selected site.
- Provide construction documents stamped and sealed by a Professional Architect/Engineer licensed in the State of Nebraska for the improvements as indicated from the conceptual design phase for all building, site/roadway paving, temporary traffic control, drainage, pavement stripping, erosion control, signing and all other related improvements needed for the project. Documents shall be provided as:
 - Electronic AutoCAD Civil 3D files; Half size final prints on 11x17; Electronic PDF files
- Provide any special provisions that are not part of the Grand Island City Specifications that the engineer deems needed for this job for the City to incorporate in the bidding documents.

Construction Phase Services

Provide construction observation, construction staking, and soil and material sampling and testing in accordance with the project technical specifications and at the direction of the Project Engineer. Work includes providing personnel and equipment to:

- Take concrete samples and perform concrete testing
- Take soil samples to perform classification, moisture content, gradation, and relative compaction tests
- Take field density tests to verify appropriate compactive effort is producing the required compaction results
- Provide construction oversight to observe compliance with City of Grand Island Specifications.
- Provide necessary construction staking services in order for contractor to build project per plans.
- Submit weekly construction testing reports to the City by Monday of the following week

Project Contact: Interim Public Works Director; Keith Kurz keithk@grand-island.com