

**ADVERTISEMENT
REQUEST FOR PROPOSALS
ENGINEERING CONSULTING SERVICES RELATED TO
STATE STREET AND CAPITAL AVENUE CONNECTOR TRAIL FOR THE
CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the **City Clerk's Office**, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until **4:15 P.M. (local time) on June 2, 2011** for **engineering consulting services related to State Street and Capital Avenue Connector Trail for the City of Grand Island, NE**. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposal. Contact Scott Griepenstroh, Project Manager, at (308) 385-5444, extension 265 for further information.

This project is made possible through funds provided by the Nebraska Department of Roads Enhancement Program and the Federal Highway Administration. The selected Consultant will be required to follow the Nebraska Department of Roads "LPA Guidelines for Federal-Aid Projects" and all applicable Federal, State, and Local requirements and procedures.

The chosen consultant will be required to comply with the City's insurance requirements, fair labor standards and the NDOR Conflict of Interest polices.

Proposals will be evaluated based upon professional qualifications necessary for satisfactory performance, specialized experience and technical competence in the type of work required, past performance on contracts with government agencies and private industry, the capacity to accomplish the work in the required time, and location of the project and knowledge of the area. Proposals shall remain firm for a period of sixty (60) days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of the City of Grand Island, 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.

Mary Lou Brown
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

RaNae Edwards, City Clerk

Publication Dates:

May 9, 2011
May 16, 2011
May 23, 2011

REQUEST FOR PROPOSALS

FOR PROFESSIONAL CONSULTING SERVICES For Project Number ENH-40(59), Control No. 42650 State Street and Capital Avenue Connector Trail For the City of Grand Island

The City of Grand Island is seeking an engineering Consultant to provide professional services for the preliminary engineering and National Environmental Policy Act (NEPA) clearance for the State Street to Capital Avenue Connector Trail, Project No ENH-40(59). This project is located within City right-of-way on the west side of the Moores Creek Drainway between State Street and Capital Avenue in northwest Grand Island. A map of the project is attached as Exhibit "B".

This is a federal aid project and the selected Consultant will be required to follow the Nebraska Department of Roads (NDOR) "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.

- I. The selected Consultant will meet with the City of Grand Island 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 whom will be working on this 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 Grand Island. Submissions shall include, but are not limited to, drainage calculations, CAD files, reports, environmental audits, studies, quantities/calculations, etc. The Plans, Specifications and Estimate (PS&E) package will include a full size hardcopy set of plan and, if applicable, special provisions. Consultant will not copyright any work product and the work will remain the property of the City of Grand Island.

Project Schedule

All firms submitting proposals must be prepared to initiate work on this project within 30 days of "Notice to Proceed". The City Of Grand Island wishes to submit the completed PS&E package to the NDOR no later than January 1, 2012. The anticipated start for construction of this project is the summer of 2012. Only those firms able to perform the necessary work activities within this schedule should respond to this Request For Proposals (RFP).

Submittal

In order to facilitate a review of the project proposals by the Consultant Selection Committee, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed one page.
2. Organizational chart of resources not to exceed three pages.
3. A narrative responding to the established evaluation factors not to exceed three pages. The narrative should include the approach to the project that meets the project schedule and experience with similar projects.
4. A maximum of six pages of additional supportive material such as charts, tables, or photos.

5. DR Form 498 not to exceed 4 pages for the prime consultant and 4 pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.
6. An acceptable Drug-Free Workplace Policy for the prime consultant and any subconsultant.
7. A Conflict of Interest Disclosure Form for the prime consultant and any subconsultant.
8. Proof of Insurance for the prime consultant and any subconsultant.

Interested firms must be on the NDOR list of certified Consultants for Standard Work Categories prior to the opening date of this advertisement, to be eligible to submit a proposal for this work. Price is not a selection factor and it is not to be included in the firm's proposal. A cost plus fixed fee will be negotiated after a Consultant has been selected.

Evaluation Factors

Proposals will be reviewed, evaluated, and ranked by the Consultant Selection Committee as per Chapter 4 - Consultant Services of the NDOR Local Public Agency Guidelines Manual for Federal-Aid Projects. Price is not a selection factor and it is not to be included in the firm's proposal.

The short-listing evaluation factors including their relative importance are:

1. Professional qualifications necessary for satisfactory performance..... 20 points
2. Specialized experience and technical competence in the type of work required... 25 points
3. Past performance on contracts with government agencies and private industry... 20 points
4. The capacity to accomplish the work in the required time..... 30 points
5. Location of the project and knowledge of the area..... 5 points

The final ranking evaluation factors including their relative importance are:

1. Professional qualifications necessary for satisfactory performance..... 10 points
2. Specialized experience and technical competence in the type of work required... 15 points
3. Past performance on contracts with government agencies and private industry... 10 points
4. The capacity to accomplish the work in the required time..... 15 points
5. Approach to the project..... 25 points
6. Quality of the Interview..... 20 points
7. Location of the project and knowledge of the area..... 5 points

Protocol

Proposals must be at the City of Grand Island office no later than 4:15 PM, June 2, 2011. No exceptions to this deadline will be given. Please provide three copies of your proposal in an envelope clearly marked on the exterior as containing **“Proposal for Engineering Consulting Services for Project No. ENH-40(59), Control No. 42650, City of Grand Island to:**

City Clerk
 Attn: RaNae Edwards
 P.O. Box 1968
 Grand Island, NE 68802

Firms interested in submitting proposals should contact Scott Gripenstroh, Project Manager, City Of Grand Island Public Works at 308-385-5444, extension 265 for any additional questions regarding the project.

Proposals must remain firm for sixty (60) days from the proposal due date. The City Of Grand Island reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of the City Of Grand Island, at its sole discretion.

The City Of Grand Island will short-list a minimum of three Consultants for interviews. The City Of Grand Island will contact those short-listed Consultants to schedule interviews. Interviews are anticipated to be conducted on June 9, 2011 at City Hall in Grand Island. Interviews will consist of one hour for the Consultant to provide a presentation and for subsequent questions and answers. The City Of Grand Island will contact the selected Consultant by phone after all the interviews have been completed and the City Of Grand Island has sufficient time to discuss and rank the Consultants.

Negotiations, including the development of a Detailed Work Plan, Work Plan Matrix and Independent Cost Estimate, shall be conducted in accordance with the Large Purchase Procurement procedure as described in Chapter 4 - Consultant Services of the NDOR Local Public Agency Guidelines Manual for Federal-Aid Projects.

Firms may present a particular situation to the City Of Grand Island in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest. The City Of Grand Island shall document their own analysis of the information presented, and may seek a determination from NDOR as to whether the Consultant has an actual or potential conflict of interest for the project. Firms should direct all conflict of interest inquiries to Scott Griepenstroh, Project Manager, City Of Grand Island Public Works at 308-385-5444, extension 265.

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

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$500,000 Combined Single Limit

3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$ 500,000 each occurrence
\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage \$1,000,000 each occurrence
\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

Fair Employment Practices

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Proposal Terms and Conditions

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. The City of Grand Island reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of the City of Grand Island, at its sole discretion. This RFP does not constitute any form of offer to contract.

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.

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Mary Lou Brown
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Exhibit "A"

Draft Scope of Services

For Project Number ENH-40(59), Control No. 42650 State Street to Capital Avenue Connector Trail For the City of Grand Island

The scope of services for this project involves engineering design services required to produce final construction plans and specifications for an approximately 0.6 mile long and 10' wide concrete recreational trail for bicycle and pedestrian use in northwest Grand Island, and services for National Environmental Policy Act (NEPA) clearance. The design will call for the construction of the concrete trail within the City right-of-way adjacent to the Moores Creek Drainway. The required professional services may include geotechnical work, trail design, drainage design, environmental documentation, project management.

This draft scope of services is being provided so responding consultants may become aware of the potential scope of work involved.

- I. Project Management**
 - A. Pre-Design Meeting (on-site)
 - B. Coordination with NDOR
 - C. Progress Meetings
 - D. Plan-In-Hand Meeting
 - E. Contract Administration/Scheduling & Coordination of Design Professionals

- II. Public Involvement**
 - A. Preparation of preliminary set of plans
 - B. Preparation of Aerial Exhibits

- III. Preliminary Survey**
 - A. Ground and Topographic Survey
 - B. Establish Horizontal and Vertical Control
 - C. Property Corners
 - D. Utility Locates

- IV. Trail Design**
 - A. Site Inspections (Field Check)
 - B. Data Collection and Review
 - C. Typical Section
 - D. Horizontal Alignment
 - E. Vertical Alignment
 - F. Cross Section
 - G. Limits of Construction
 - H. Estimate of Earthwork Quantity
 - I. Hydraulic Analysis
 - J. Construction and Removals
 - K. Erosion Control
 - L. Utilities Coordination

- M. Traffic Control Sheet(s)
- N. Quantities/Estimates
- O. Right of way design including proposed construction easements
- P. NDOR submittals to PS&E
- Q. Quality Review
- R. Special Provisions
- S. Address 90% Review Comments

V. Geotechnical Engineering

Conduct a geotechnical investigation for the project. Soil test borings performed along the trail alignment will provide valuable information regarding subgrade conditions, potential impact of varying fill heights and suitability of potential borrow and/or excavation areas.

Testing is to be conducted utilizing ASTM D-1586, D-1587 Methodology. The number of tests, depths and intervals are to be determined at a later date with the selected consultant.

Soil characteristics will be determined and recommendations concerning the soils and ground water conditions will be provided in a written report.

Engineering geotechnical report shall present conclusions recommendations and information on the following:

- Laboratory analysis includes proctor curve analysis.
- Recommendations related to concrete thickness for the trail.
- Discussion associated with site preparation and structural fill placement.
- Subgrade preparation and requirements for concrete trail. Recommendations associated with possible core-outs and over excavation of soft alluvial soils, if necessary.
- Recommendations regarding the thickness, moisture and compaction criteria of any backfill or structural fill.
- Discussion of anticipated groundwater concerns, along with recommendations for addressing these concerns during construction, if required.

VI. Environmental Documentation

- A. The City of Grand Island has belief that the proposed project will be classified as a Type II Categorical Exclusion (Justified CE) pursuant to 23 CFR 771.117(d). Environmental documentation shall be completed in compliance with the *NDOR LPA Manual for Preparing Categorical Exclusions for Local Federal Aid Projects*, and in compliance with the National Environmental Policy Act (NEPA), and all applicable State and Federal laws, Executive Orders, and regulations.

Sections in the Categorical Exclusion Form include:

1. Project Description
2. Other Alternatives Considered
3. Right of Way, Relocations, Utility Coordination
4. Socio-Economic
5. Historic and Cultural Resources (Section 106)
6. Section 4(f) and Section 6(f)
7. Threatened and Endangered Species
8. Farmland
9. Wetlands/Waters of the United States/Waters of the State (Title 117)
10. Floodplains
11. Regulated Materials

12. Air Quality/Noise
13. Water Quality
14. Wild and Scenic Rivers
15. Construction Impacts
16. Public Involvement
17. Permitting and Environmental Commitments

The focus of these evaluations will be on important impacts and issues (i.e. resources with a reasonable likelihood of being affected to some extent), with less important areas only briefly discussed (i.e. resources with no potential to be affected to any extent). Based on the extent of adverse impacts, mitigation will be identified as required. Detailed mitigation plans with specific criteria and associated monitoring activities are outside of the scope of this study.

The consultant will obtain all environmental concurrences from resource agencies and environmental permits required for the project. The consultant will prepare the NEPA document and produce all required figures and documentation required for completion of the document.

Consultant will gather information from the City of Grand Island, agencies listed above, and other sources, including site visits. If necessary, the Consultant will arrange for an agency scoping meeting and site tour.

- B. Wetland Delineation. Complete a jurisdictional wetland evaluation of the wetland and waters of the U.S. for the project site. The level of wetland/stream impact evaluation will be determined by the project scope and will be in compliance with the NDOR guidelines for wetland reviews. Wetlands identified during the investigation will be delineated in accordance with the U.S. Army Corps of Engineers (COE) 1987 Wetlands Delineation Manual, and wetland boundaries will be located by sub-meter accuracy GPS in the field. Data on soils, hydrology, and vegetation will be collected. Color photographs of the wetland and upland areas will be taken, and data sheets will be filled out at locations that will allow wetland boundaries to be determined. Areas that are not wetlands but meet the definition of "waters of the U.S." will be identified on maps only and not delineated in the field. A wetland report will be prepared documenting the findings.
- C. Wetland Permitting Assistance. This project is assumed to qualify for a Nationwide Permit (either 23 for Approved CE or 14 for Transportation Projects).
- D. Complete NEPA Forms and support for CE; provide for revisions required
- E. Prepare Green Sheets and revisions required.
- F. Storm Water Plan, SWPPP, NOI to be completed by City of Grand Island staff. The NPDES permit will be obtained by the City of Grand Island prior to completion of the Green Sheet.



Trail Constructed
By City Completion
Date December 2008

Trail to be
Constructed with
this Grant Funding

Existing
State Street Trail

EXHIBIT "B"