



REQUEST FOR PROPOSALS

For

**ENGINEERING SERVICES FOR THE
2025 CAPITAL IMPROVEMENT PROJECTS;
SELECTED LOCATIONS**

RFP Opening

Wednesday, September 25, 2024 @ 2:00 pm
City of Grand Island, City Hall
100 East 1st Street
Grand Island, NE 68801

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

SEPTEMBER 2024

**ADVERTISEMENT
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES FOR THE PUBLIC WORKS DEPARTMENT
2025 CAPITAL IMPROVEMENT PROJECTS; SELECTED LOCATIONS**

CITY OF GRAND ISLAND, NEBRASKA

Proposal submittals will be received by the City Clerk's Office, 100 E 1st Street or PO Box 1968, Grand Island, NE 68802 until **2:00 p.m. (local time) on Wednesday, September 25, 2024** for **Public Works Department 2025 Capital Improvement Projects; Selected Locations, City of Grand Island, Nebraska**. Submittals received after the specified time will be retained unopened until after award. Submittals must be based on the City's Request for Proposals 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 forty two dollar (\$42) 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, Public Works Director, at keithk@grand-island.com for further information.

The requirements for submittal 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.

Jill Granere
City Clerk



**CITY OF GRAND ISLAND
REQUEST FOR PROPOSALS
FOR ENGINEERING SERVICES FOR THE
2025 CAPITAL IMPROVEMENT PROJECTS;
SELECTED LOCATIONS**

PURPOSE

This Request for Proposals is for the solicitation of qualified individuals and/or firms to provide engineering services for the 2025 Capital Improvement Projects.

PROJECT BACKGROUND AND SCOPE OF WORK

The City of Grand Island is requesting engineering services for several projects contained in the 2025 fiscal year capital improvement budget. The consultant may choose to submit for as many or as few of the projects that they are qualified for. See list of projects below. Each project has a sheet outlining the project background, an initial scope, and an exhibit.

LIST OF PROJECTS – SEE ATTACHED PROJECT DESCRIPTIONS

- Project 1 – Stolley Park Road – South Locust to Stuhr Road

PROJECT INFORMATION

Questions regarding the technical aspects of each individual project submittal are to be directed to the individual listed on each separate project sheet.

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 Proposals 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.

Each project will be evaluated on the above considerations individually. This means that each project will be awarded to the consultant who scores the best on that project, regardless of the consultant's qualifications on another project.

Interviews of shortlisted firms may be requested by the city on any and/or all projects. 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 Assistant 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 submittal. 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. This letter should address specifically which projects are being submitted on.

Statement(s) of Qualifications

Each project should be covered in the statement of qualification.

- Consultant's qualifications and experience in the recent past on projects with similar work to that of the work category of interest. 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 projects identified.

Project Schedule and approach:

Each project requires separate 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 submittal best meets 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 RFP 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 **“2025 C.I.P LIST - SELECTED LOCATIONS - ENGINEERING SERVICES”** and shall be delivered to the Office of the City Clerk no later than **2:00 p.m. on September 25, 2024**.

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

September 25, 2024	Proposal Due
October 15 – November 8, 2024	Begin Contract Negotiations with Highest Ranked Firm
November 19, 2024	City Council Approval of Agreement
November 20, 2024	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

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
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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

The Contractor agrees to comply with all applicable State fair labor standards in the execution of this contract as required by Section 73-102, R.R.S. 1943. The Contractor further agrees to comply with the provisions of Section 48-657, R.R.S. 1943, pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. During the performance of this contract, the Contractor and all subcontractors agree not to discriminate in hiring or any other employment practice on the basis of race, color, religion, sex, national origin, age or disability and to comply at all times with all applicable state and federal civil rights acts and executive orders of the President of the United States.

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.

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 RFP. 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 RFP.

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

The projects listed in this RFP are subject to the final approval of the 2025 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.

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

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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.

End of Request for Proposal Information

Project Name: Project 1 – Stolley Park Road Improvements – South Locust to Stuhr Road

Estimated Project Schedule: Design/Cost Est/Bid: 2025
Construction: 2026

Project Background:

This project is for the improvement of Stolley Park Road from the intersection of South Locust Street to Stuhr Road. The Public Works Department is proposing to replace the existing asphalt street with a concrete curb and gutter roadway section along with associated sidewalk, traffic control, drainage and all other improvements needed to complete the project.

Project Scope:

Traffic Study Services

- Have project kickoff meeting with City to discuss direction of the project.
- Work with city staff to obtain any traffic data needed to evaluate operation of intersections and roadway sections within the project area.
- Perform intersection performance analysis and lane capacity analysis and make recommendations for improvements.

Conceptual Design Services

- Have project kickoff meeting with City to discuss direction of the project.
- Use generated traffic study to develop conceptual design of proposed roadway improvements.
- Have stakeholder meetings about the project with surrounding property owners.
- Use design information to develop costs estimates for project costs.
- Develop phasing plan with associated budgets for each phase in the occurrence that project will get phased due to budget constraints.

Surveying Services

- Perform topographic survey required for design of this project.
- ROW and potentially permanent and temporary construction easements will 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.
- Aid in acquiring needed easements / ROW for project

Geotechnical Services

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

Engineering Design Services

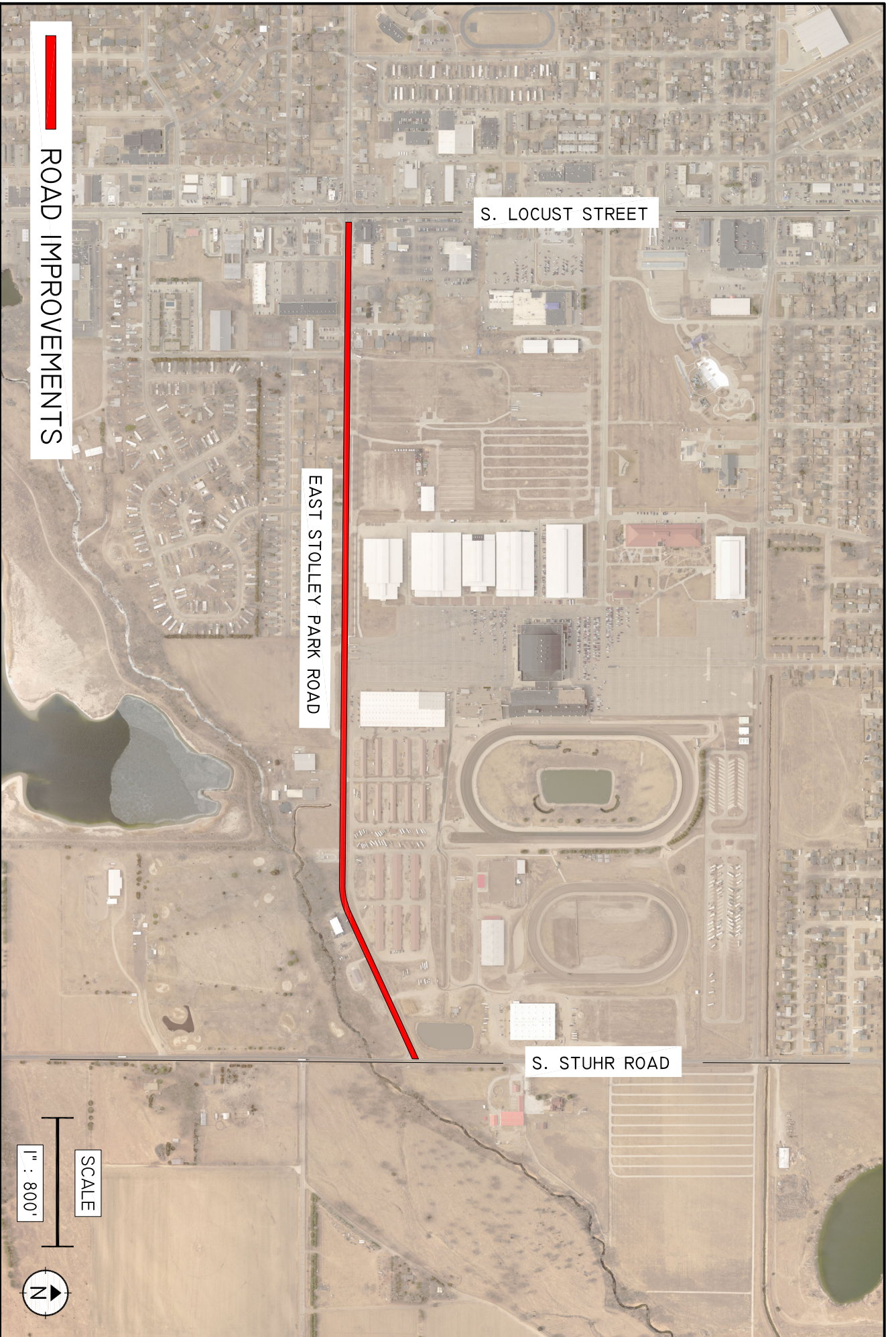
- Have project kickoff meeting with City to discuss direction of the project as well as intermittent meetings throughout design process.
- Have or help organize a public involvement meeting about the project design or construction progress with surrounding property owners and/or the general public.
- Provide utility coordination with existing utilities in the corridor to allow for new roadway improvements
- Provide construction documents stamped and sealed by a Professional Engineer licensed in the State of Nebraska for the improvements as indicated from the conceptual design phase for 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: Public Works Director; Keith Kurz keithk@grand-island.com



S. LOCUST STREET

EAST STOLLEY PARK ROAD

S. STUHR ROAD

ROAD IMPROVEMENTS

SCALE
1" : 800'

STOLLEY PARK ROAD IMPROVEMENTS

SOUTH LOCUST TO STUHR ROAD

GRAND ISLAND, NEBRASKA