

**ADVERTISEMENT  
for**

**ENGINEERING SERVICES FOR THE  
WESTGATGE ROAD PAVING DISTRICT NO. 1261;  
NORTH ROAD TO COPPER ROAD**

for  
CITY OF GRAND ISLAND, NEBRASKA

Sealed qualifications will be **received at the office of the City Clerk**, 100 E. First Street., Grand Island, NE 68801 or P.O. Box 1968, Grand Island, Nebraska 68802 until **4:15 p.m., (Local Time), Tuesday, July 2, 2013**, for engineering services for the **Westgate Road Paving District No. 1261; North Road to Copper Road** for the City of Grand Island. Qualifications will be publicly opened at this time in the Conference Room #1 located on 1st floor of City Hall. Qualifications received after specified time will be returned unopened to sender.

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

The successful consultant will be required to comply with fair labor standards as required by Nebraska R.R.S. 73-102 and comply with Nebraska R.R.S. 48-657 pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska.

Successful consultant shall comply with the City's insurance requirements. Successful consultant shall maintain a Drug Free Workplace Policy.

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 (30%)
- Past experience working with the City of Grand Island Public Works Department (20%)

The Purchaser reserves the right to reject any or all submittals and to waive irregularities therein and to accept whichever submittal that may be in the best interest of the City, at its sole discretion.

**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 an agreement or subagreement, 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 subconsultant under an agreement to the prime consultant or higher tier subconsultant or any person associated therewith, as an inducement for the award of a subconsultant to order.

No bidder may withdraw their bid for a period of forty-five (45) days after date of opening bids.

**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.

Plans and specifications for use in preparing bids may be obtained from the office of the City Engineer, Second Floor, City Hall, 100 East First Street, Grand Island, NE.

RaNae Edwards  
City Clerk



**CITY OF GRAND ISLAND  
REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES FOR THE  
WESTGATE ROAD PAVING DISTRICT NO. 1261;  
NORTH ROAD TO COPPER ROAD**

**PURPOSE**

This Request for Proposal is for the solicitation of qualified individuals and/or firms to provide engineering services for the above referenced project.

**PROJECT BACKGROUND AND SCOPE OF WORK**

The City of Grand Island is requesting a engineering services for a recently created paving district for Westgate Road from Copper Road to west to North Road. The project is proposed to extend the existing Westgate Road from the current location to North Road with a 41-ft concrete curb and gutter section as well as the needed drainage/storm sewer improvements and any utility installation or relocation needed for the roadway. Drainage is proposed to be routed to an existing the existing Moores Creek Drainway near the intersection of North Road and Old Potash Highway.

**SCOPE OF SERVICES**

**Surveying Services**

- Locate all features, utilities and contours along the proposed Westgate Road corridor and drainage areas as shown in Exhibit 1 – Survey Scope.
- Pull and measure all manhole, both sanitary and storm sewer flow lines in survey boundary area. Pipe sizes shall all be labeled on survey as well, for water, sanitary, and storm sewer.
- Survey shall include all R.O.W. lines and property pins within survey boundary area. Section lines shall also be shown on survey. Property lines, pins, etc, shall be in a separate AutoCAD file so that it can be referenced into other files as needed.
- Control points shall be set along corridor every 1/8 (one eighth) of a mile as well as along the drainage route.
- Survey shall be supplied to the City in AutoCAD Civil 3d 2010 format. The surface used to create all contours shall be included in the survey file for use by the City.
- Reference City of Grand Island coordinate system and benchmarks.
- Drainage easements or ROW will need to be acquired for this project for the drainage. Easements are in place along all the properties abutting the route and should be shown on ROW drawings. It is undecided at this time what portions will be easement and which will be ROW. Include price to create four easement/ROW exhibit documents and legal descriptions for each property required. Also, include price to create three temporary easement exhibit documents and legal descriptions for each parcel for temporary construction easements. This portion of the project will be completed after the final design has been decided. City of Grand Island Public Works department will coordinate with surveyor once design is complete so final easement location can be established.

### **Engineering Design Services**

- Have project kickoff meeting with City to discuss direction of the project as well as intermittent meetings throughout design process.
- Provide construction documents, stamped and sealed by a Professional Engineer licensed in the State of Nebraska for the improvements as shown on Sheet 2 – Engineering Scope. Documents shall be provided as:
  - Electronic AutoCAD Civil 3D files
  - Full sized prints on mylar
  - 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 that appropriate compactive effort is producing the required compaction results
- Provide construction oversight to observe that proper procedures and methods are being used to comply 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

Soil and material testing shall conform with the City's specifications, project specifications, and the project geotechnical report. All work shall be coordinated with the Contractor's construction schedule, and shall be conducted in such a manner as not to impede Contractor's work progress.

### **PRICE**

The City will negotiate fees required to complete this project with the consultant whose qualifications best meet the project based on the criteria that follows.

### **SUBMISSION DEADLINE**

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

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

Submittals should be marked "**WESTGATE ROAD PAVING - DISTRICT 1261 - ENGINEERING SERVICE**" and shall be delivered to the Office of the City Clerk no later than **4:15 p.m. on July 2, 2013.**

Documents provided shall remain firm for a period of ninety (90) days after the proposal 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.

## **PROJECT INFORMATION**

Questions regarding the technical aspects of this project proposal are to be directed to Keith Kurz at (308) 385-5444, ext. 274 or [kkurz@grand-island.com](mailto:kkurz@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 (30%)
- Past experience working with the City of Grand Island Public Works Department. (20%)

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 proposal responding to this request, or to contract for services. The City reserves the right to accept or reject any or all proposals 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 proposals in accordance with contract negotiations.

## **CONTENT OF PROPOSAL**

Proposals 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 proposal. 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 page introductory letter, addressed to the City Engineer which contains the firm's mailing address, telephone number, fax number, type of ownership, and the name of the person to contact 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 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.

### **Project Schedule**

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

### **References:**

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

### **Insurance:**

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

Miscellaneous:

- Any exception(s) to the proposal requirements

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

**ANTICIPATED SELECTION SCHEDULE**

July 2, 2013	Proposal Due
July 8, 2013	Begin Contract Negotiations with Highest Ranked Firm
July 23, 2013	City Council Approval of Agreement
July 24, 2013	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

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.

#### **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 proposals, 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.

#### **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**

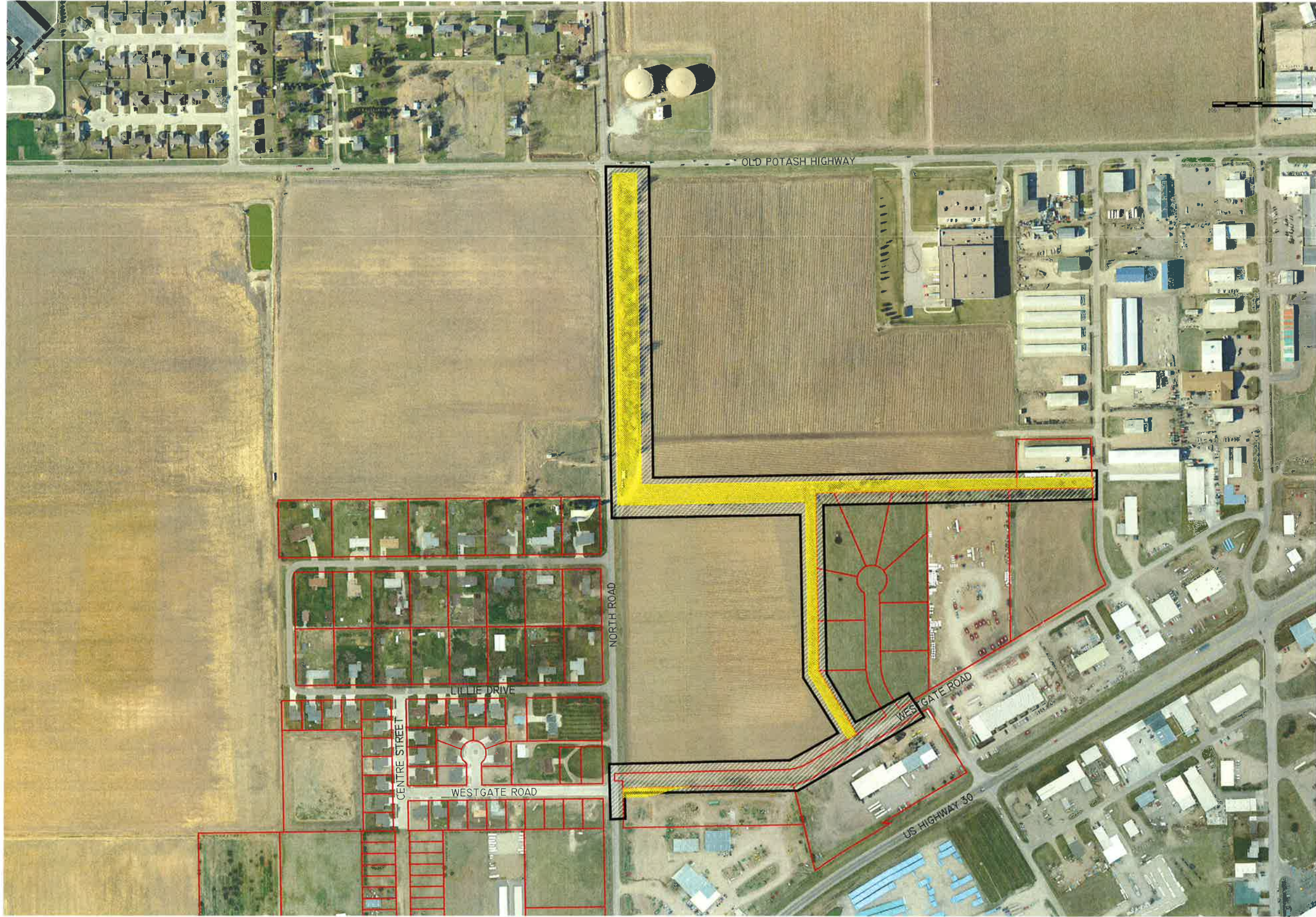
The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of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

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100 East First Street, Grand Island, NE 68801  
Monday through Friday; 8:00 a.m. to 5:00 p.m.

End of Proposal Information





LEGEND

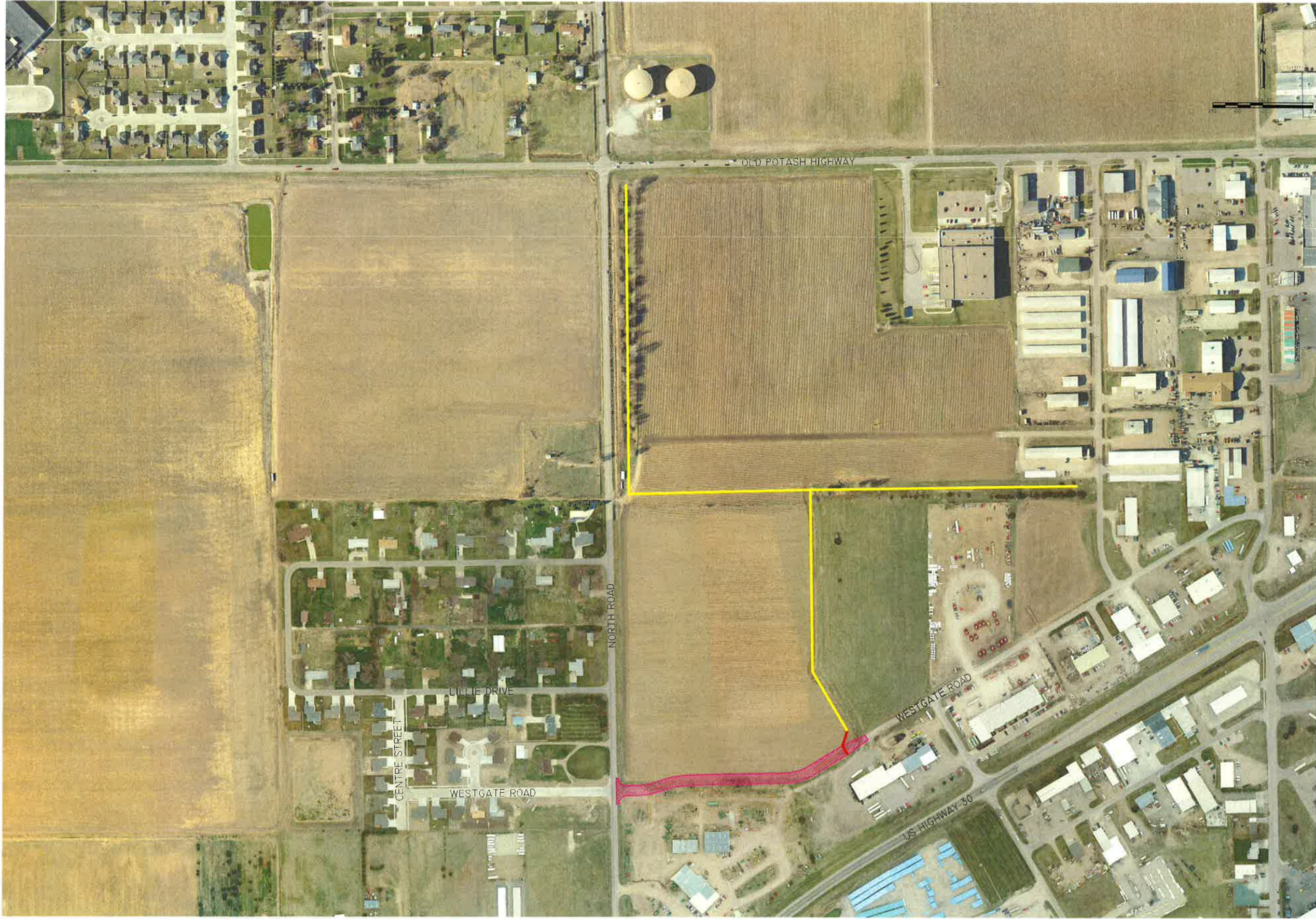
-  SURVEY AREA
-  APPROXIMATE LOT LINES - FOR REFERENCE ONLY
-  EASEMENT/ROW NEEDED - DRAINAGE

REVISIONS		SURV. BY:	DATE:
	DESCRIPTION		XX/XX/XX
			XX/XX/XX
			XX/XX/XX
			XX/XX/XX
			XX/XX/XX

SURVEY SCOPE  
WESTGATE ROAD EXTENSION - PAVING DISTRICT NO. 1261  
GRAND ISLAND, NEBRASKA

DRAWING NO.: SURVEY_APP.DWG	1	2
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LEGEND

- PROPOSED 4FT STREET
- PROPOSED STORM SEWER
- PROPOSED DITCH GRADING/SHAPING

DATE	BY	REVISIONS DESCRIPTION	SURV. BY DATE

**ENGINEERING SCOPE**  
 WESTGATE ROAD EXTENSION - PAVING DISTRICT NO. 1261  
 GRAND ISLAND, NEBRASKA