

REQUEST FOR PROPOSALS
ENGINEERING SERVICES FOR
15TH STREET & ELM STREET IMPROVEMENTS
FOR THE CITY OF CASPER PUBLIC SERVICES DEPARTMENT
CITY ENGINEERING DIVISION

Date: December 15, 2015

Proposals are being requested from qualified engineering consultants to furnish design services for 15th Street & Elm Street Improvements.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, January 9, 2015.

PROJECT DESCRIPTION.

The project includes work in the following areas:

Wolcott Street from 13th Street to 15th Street:

- Replacement of approximately 850 feet of water main replacement: 8-inch line.
- Replacement of approximately 850 feet of storm sewer mains, approximately 120 feet of storm sewer laterals, and approximately 2 catch basins
- Remove and replace all broken curb and gutter and ensure positive drainage to inlets, replace vertical curb with a standard curb and gutter section, install ADA ramps as needed, mill and overlay the remaining street corridor.
- Install inlay crosswalk bars and striping.

South Elm Street from 15th Street to CY Avenue:

- Replacement of approximately 1,200 feet of storm sewer mains, approximately 210 feet of storm sewer laterals, and approximately 6 catch basins
- Remove and replace all broken curb and gutter and ensure positive drainage to inlets, replace vertical curb with a standard curb and gutter section, install ADA ramps as needed, mill and overlay the remaining street corridor.
- Install inlay crosswalk bars and striping.

15th Street from Wolcott Street to CY Avenue:

- Plugging and abandoning existing 8-inch line along 15th Street from South Elm Street to South Cedar Street with removal of all abandoned valve/curb boxes; tying over water services, hot tapping perpendicular water lines and hydrant assembly leads, and installing necessary valves to existing 20-inch line.
- Replacement of approximately 900 feet of storm sewer mains, approximately 810 feet of storm sewer laterals, and approximately 24 catch basins
- Remove and replace all broken curb and gutter and ensure positive drainage to inlets, replace

vertical curb with a standard curb and gutter section, install ADA ramps as needed, mill and overlay the remaining street corridor.

- Install inlay crosswalk bars and striping.

FUNDING

The estimated cost to design and construct the improvements for the work are as follows:

- **Wolcott Street from 13th Street to 15th Street** is \$603,100, including all geotechnical investigations, design, construction administration and construction. Funding for the project will be \$96,800 from Water Fund Reserves; and \$506,300 from Arterial & Collector Streets.
- **South Elm Street from 15th Street to CY Avenue** is \$667,260, including all geotechnical investigations, design, construction administration and construction. Funding for the project will come from Arterial & Collector Streets.
- **15th Street from Wolcott Street to CY Avenue Street** is \$1.9577 million, including all geotechnical investigations, design, construction administration and construction. Funding for the project will be \$215,700 from Water Fund Reserves; and \$1.742 million from Arterial & Collector Streets.

SCOPE OF SERVICES

The Scope of Services shall, as a minimum, include the following:

A. Design Phase.

1. The Consultant shall meet with City representatives to discuss proposed project configuration and layout.
2. The Consultant shall conduct field surveys to collect topographic data, existing utilities, and surface elevations for the purpose of providing an appropriate alignment and to establish grades needed to provide positive drainage throughout the corridor.
3. The Consultant shall prepare plan sheets that have been approved and signed by a licensed Professional Engineer registered in the State of Wyoming. The plan sheets shall include the proposed area showing the final elevations, grades, alignments, typical sections, right-of-way and utility plans, and all details necessary for construction, and other details necessary to insure safe passage for the public.
4. The Consultant shall prepare final drawings drawings on a computer-aided drafting format. Digital format shall be DXF and be compatible with AUTOCAD Version 2012 release or later. The Consultant shall also provide a final set of plans in 11x17 paper copy designated as "Bid Set" approved and signed by a licensed Professional Engineer registered in the State of

Wyoming, and a complete set of plans electronically in a pdf format that can be printed as a complete set and to scale, ready for reproduction if needed and all CAD file associated to the project. The project will be designed and presented to the City of Casper utilizing the United States National CAD Standards.

5. The Consultant shall prepare a project cost estimate when preliminary plans are at approximately fifty percent (50%) complete, at ninety percent (90%) complete, and at the completion of the design or a Hundred percent (100%).
6. Consultant shall provide the City Engineering Office four (4) copies of the preliminary construction drawings and project manuals to be reviewed by City Staff at 50% and 90% and to conduct review meetings involving city staff to go over all comments at each phase.
7. Consultant shall be responsible for coordination with the Department of Environmental Quality (DEQ) and other entities as required to obtain a permit to construct the improvements. It is anticipated that a minimal amount of Geotech Investigation must be conducted in order to obtain a permit to construct from DEQ. The following is a sample of the geotech request that the city has accomplished in the past for waterline work permitting:

Please provide a cost proposal to drill one boring per block. On blocks that are on the length of 600 feet or more, please provide two borings per block. Each boring shall be conducted to a minimum depth of 10 ft. The borings shall be drilled to obtain information on the subsurface profile including existing roadway sections, to obtain samples for laboratory testing and to estimate the groundwater level and depth to bedrock if encountered. Consultant must obtain one street cut permit and one traffic control permit. Have the soil samples preliminarily screened for VOC's and hydrocarbon staining. If VOC's or hydrocarbon staining is observed, consultant to perform headspace analyses on those samples. Please provide a geotechnical engineer to visually classify samples obtained in the field and conduct laboratory testing to determine the physical and engineering properties of the on-site soils and bedrock. Please incorporate the following laboratory testing to be completed: Natural Moisture Content (D2216), Particle Size Analysis (D422), Minus No. 200 Sieve (D1140), Atterberg Limits (D4318), and pH and Minimum Resistivity (only on soils that exhibit VOC or hydrocarbon staining). Please provide three copies of a summary report of the data obtained from the field exploration and laboratory testing and present any conclusions and recommendations.

If Consultant believes additional geotech investigation and testing must be done for the roadway improvements as part of this project, then Consultant

should include such in their proposals to assist the engineer on the evaluation and design of the roadway. This project is intended to be a mill and overlay; however, if Consultant feels there are sections that need to be reconstructed, it should be recommended in the Consultant's proposal submittal.

B. Project Manual.

1. Consultant shall prepare Technical Specifications covering the required work for the Project. This project will be funded utilizing city general funds and one cent funds.
2. Consultant shall prepare Construction Drawings and Specifications in accordance with the City of Casper "Standard Specifications for Street Construction," latest version.
3. General Conditions and Supplemental Conditions of the Specifications shall be based on current City of Casper approved documents.
4. The Consultant shall prepare a Project Manual to include the following:
 - a. Technical Specifications.
 - b. Bid Schedule to accompany the Owner's Bid Form.
 - c. Edited "front end" documents of the Project Manual supplied by the City Engineering Office. Documents supplied will consist of Advertisement for Bids, Instruction to Bidders, Performance and Payment Bonds, Bid Bond and Form, Agreement between Owner and Contractor, General Conditions, and Supplementary Conditions. Consultant shall review these documents, insert modifications where necessary, and return them for final review. After front end documents are review by the Owner, Consultant shall incorporate any changes into the Project Manual.

The Consultant shall affix his professional engineer's stamp, date, and signature to the front cover of the project manual and in accordance with Wyoming State Registration Statutes.

C. Final Bidding Documents.

1. The Consultant shall provide the City Engineering Office four (4) sets of Bidding Documents at the completion of the design. The Consultant shall affix his registration stamp, date, and signature to the Bidding Documents in accordance with Wyoming State Registration Statutes.

2. The Consultant shall submit to the City, as a minimum, final drawings consisting of plan sheets showing the roadway and necessary details related to this project, and as follows:
 - a. Title Sheet that shows the project limits and location with respect to the surrounding region. This sheet shall also have an index and legend. The sheet shall bear the Consultants registration stamp, date and signature.
 - b. Typical Section of the roadway with dimensions and stationing.
 - c. Right-of-Way & Utility Plan indicating clearance of right-of-way and plan and profiles of all utilities to be replaced or modified.
 - d. Grading Plan showing the grades and direction of drainage for any runoff with proposed and existing elevations.
 - e. Drainage Details showing size and location of drainage features if necessary.
 - f. Corridor Amenities details showing location and orientation, necessary for construction including: concrete sidewalk, curb and gutter, ADA ramps, ect.
3. The Consultant shall provide the City Engineering Office a copy of final drawings of the project in AUTOCAD and PDF format, and the project manual in word and PDF format labeled “BIDDING DOCUMENTS 15TH STREET & ELM STREET IMPROVEMENTS PROJECT”

ENGINEERING FEE

In submitting a proposal for this project, the consultant shall prepare and enclose **In A Separate Sealed Envelope** one detailed fee schedule with an upset amount for each fee schedule as covered by the Scope of Services in this RFP. Selection of a Consultant to provide services for this RFP shall be based on professional qualifications based criteria, and only the fees of the Consultant selected based on qualifications will be opened.

The engineering fee shall be based on estimated project costs, time and material, including hourly rates for technical personnel, and reimbursables, with an upset amount. The fee schedule shall include: obtaining environmental approval or permitting, design, and project manual. If at any time during the term of this contract it appears that the upset amount will be exceeded, the Consultant shall immediately notify the Casper Public Services Department staff and provide a complete statement justifying the anticipated change in the contract fee. An amendment authorizing any increased fee can only be approved by the City Council. The amendment must be approved before

the commencement of any additional work.

The Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal, and shall confer with and be guided by the directives of the City through the office of the City Manager or his designated representative.

TIMETABLE

Following is the tentative timetable for this RFP:

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|----|--|-------------------|
| 1. | Proposal Due: | January 9, 2015 |
| 2. | Consultant's Presentation and Interview: | January 14, 2015 |
| 3. | Selection of Consultant by Council: | February 03, 2015 |
| 4. | Completion of Services for Wolcott Street from 13th Street to 15th Street and South Elm Street from 15th Street to CY Avenue: | April 24, 2015 |
| 5. | Completion of Services for 15th Street from Wolcott Street to CY Avenue Street: | August 21, 2015 |

The submittal of a proposal will be indication that the Consultant has no problem in keeping this schedule.

MEETINGS

The Consultant shall attend any special meeting with the City Manager or City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

SELECTION.

The selection of the consulting firm will be based upon project team qualifications, team

management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements, and community involvement of the firm. A minimum of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications.

The procedure for considering the priced proposal will be that a minimum of the top three (3) firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal. Only the fees of the consultant selected based on qualifications will be opened. Price proposals for Consultants not selected shall be returned unopened to the Consultant. No prospective proposer shall withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. Final selection of the consultant will be made by the City Council.

GENERAL.

A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the consultant's qualifications is required. The Consultant shall submit three (3) copies of the non-priced technical proposal.

1. The consulting firm's name, address, and telephone number.
2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project, each key personnel's proposed work load and availability towards this project.
4. Names and addresses of outside consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

One (1) Engineering Fee proposal with upset amount in a separate sealed envelope shall be submitted with the set of three (3) non-priced technical proposals. The envelope containing the price proposal shall be labeled "15th Street & Elm Street Improvements Project - PRICE

PROPOSAL" The price proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., Local Time, Friday, January 9, 2015.

D. Rejection of Proposals.

The City of Casper reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City of Casper.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City of Casper and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

F. Incurring Costs.

The City of Casper is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City of Casper reserves the right to contact any reference or any client listed in the

documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.