



**BUSINESS OF THE CITY COUNCIL  
AGENDA STATEMENT**

Item No.6e

For Meeting of 07.21.16

**ITEM TITLE:** Consideration and Discussion of a Request for Proposals (RFP) for Engineering Services for the 2017 NCIS Project.

**CONTACT PERSON:** Tim Hoskins, Public Works Director

**SUMMARY EXPLANATION:** Attached to this Agenda Statement is a DRAFT RFP to be provided to professional engineering firms for services needed for the next NCIS project. That project is anticipated to be the reconstruction of Lakewood Drive from Sunset Drive (Hwy 28) west through the intersection of Wakonda Drive. With Council blessing this RFP will start the process to design and bid the project early next year and complete it in the fall of 2017. A detailed anticipated project schedule is as follows:

- July 22, 2016, City issues RFP
- August 8, 2016, Firms submit proposals
- August 19, 2016 City scores submittals
- September 1, 2016 City Council approves selection of Engineering Firm
- September 7, 2016 Contract negotiated and notice to proceed issued
- October, November, December, 2016 Survey & design phase
- January, February, 2016 Bidding and award phase
- April 18, 2017 Contractor mobilizes for 2017 phase
- October 1, 2017 Contract work complete

We will also request a few elected officials to participate in the evaluation process to review the RFPs and select a firm to recommend to the council for approval.



July 21, 2016

**REQUEST FOR PROPOSALS  
CITY OF NORWALK, IOWA  
ENGINEERING SERVICES FOR MUNICIPAL  
STREET IMPROVEMENTS 2017 NCIS PROJECT**

**A. PURPOSE**

The City Of Norwalk (City) requests proposals from qualified engineering firms to plan, design, and oversee bidding and construction of improvements for the 2017 Norwalk Community Infrastructure Study (NCIS) project.

The City has adopted a capital plan that includes projects which will entail assessments to adjoining property owners on each selected project along with funding with bonding.

**B. SUBMITTAL PROCEDURES**

Proposals are due before 12:00 noon local time on August 8, 2016.

For paper-copy proposals, please submit five (5) copies in a sealed envelope plainly marked Engineering Services for 2017 NCIS Project addressed to Tim Hoskins, Public Works Director, City of Norwalk, 705 North Avenue, Norwalk, IA 50211. Any proposal received after 12:00 noon will not be considered.

Electronically submitted proposals will be accepted by email and may be sent to Tim Hoskins, [timh@norwalk.iowa.gov](mailto:timh@norwalk.iowa.gov). The email subject line shall read Engineering Services for 2017 NCIS Project, and the proposal shall be attached to the email as a ".pdf file". If submitting electronically, then only one electronic copy is required by the 12:00 noon deadline.

Questions regarding this proposal shall be directed to Tim Hoskins, Public Works Director, at 515-981-9527 or [timh@norwalk.iowa.gov](mailto:timh@norwalk.iowa.gov).

### **C. PROPOSAL FORMAT, CONTENT, AND SCORING**

Proposals will be reviewed by the City's selection team and scored based on qualifications as noted below. The firm with the highest scoring submittal (of 100 possible points) will be invited to negotiate a contract with the City.

Proposals shall be organized and scored as follows:

1. Cover letter, signed by an officer of the firm who is authorized to make representations on behalf of the firm (cover letter is not scored).
2. Project Understanding and approach. (30 points)
  - a. Include approaches for cost savings and performance enhancement measures. (20 points)
  - b. Discuss firm's ability to plan this project around area activities, local residential traffic, and contractor's staging. (6 points)
  - c. Include estimate of engineering fees and fee schedule. (4 points)
3. Relevant firm experience and qualifications. (40 points)
  - a. Show experience (both of key personnel and of the firm) in design and oversight of city street upgrades to include demolition of existing surfaces, reconstruction of subgrade base, paving, storm water collection upgrades, and water distribution upgrades as needed in a close urban environment. (25 points)
  - b. Describe experience with projects involving assessments to property owners. (10 points)
  - c. Provide at least three client references for the firm from previous street upgrade design projects. (5 points)
4. Description of key staff including roles, expertise, and availability. (30 points)
  - a. Include an organizational chart for the proposed team. (10 points)  
Proposals shall not exceed 14 pages in length. One page is described as one side of a standard 8 1/2" by 11" sheet of paper. The page limit does not include covers, table of contents, cover letter, section divider pages, or staff resumes. Resumes shall be limited to two pages per person.

Proposed firms must indicate receipt of all addenda to this RFP, if any. The anticipated schedule is as follows:

- July 22, 2016, City issues RFP
- August 8, 2016, Firms submit proposals
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## **D. PRELIMINARY SCOPE OF SERVICES**

A preliminary scope of services is provided below. Specific details of the scope of services, deliverable schedules, and fees for each task/phase will be negotiated after engineering consultant selection. Engineering work is expected to begin upon consultant selection. The contract may be amended at a later date to include additional related services if deemed necessary by the City. The City anticipates that all engineering and construction work must be completed by October 1, 2017. The project is envisioned to include multiple tasks as follows:

### **TASK 1: PLANNING**

- A. Survey existing infrastructure
- B. Develop and present options for phasing and management of construction work
- C. Submit a pre-design report
- D. Submit preliminary project schedule up to October 1, 2017 (proposed completion date)

### **TASK 2: DESIGN & BID DOCUMENTS**

- A. Design the improvements as selected by the City
  - a. Work with City staff to select desired improvements and project fundamental design
  - b. Conduct geotechnical/soil investigations, as needed
  - c. Identify and plan for impacted underground utilities
  - d. Determine if soil amendment is needed
  - e. Prepare bidding documents
    - i. Plans/drawings
    - ii. Specifications

iii. Instruction to Bidders, Bid Package, Bid Form, Bid Documents

- B. Develop and maintain a project schedule
- C. Develop and maintain estimates of probable construction cost to include a Preliminary Assessment Schedule.
- D. Lead the design workshops with City staff to obtain input
- E. Administer project construction bidding including pre-bid meeting, preparation of addenda (if required) and evaluation of bids
- F. Prepare and submit permit applications, as needed
- G. Include adequate stormwater control specifications to protect the nearby Lake Colchester
- H. Submit the following deliverables: bidding documents, construction plans and specifications (submittals at 50%, 90%, 100%), project schedule, cost estimates, Bid

TASK 3: CONSTRUCTION PHASE SERVICES

- A. Periodically inspect the work
- B. Meet with Contractor periodically to review progress and potential changes
- C. Modify the plans and specifications as needed to complete the work efficiently
- D. Perform desktop and field investigations as needed
- E. Perform construction project management and quality assurance on behalf of the City Of Norwalk
- F. Report progress weekly to the City's representative
- G. Administer construction documents
- H. Attend weekly progress meetings with the Contractor & City representative
- I. Provide construction inspection
  - a. Onsite field inspection
  - b. Independent materials test lab
- J. Monitor for defective work and recommend corrective action
- K. Monitor Contractor's progress against contract schedule
- L. Make specialized site visits per coordination with City representative
- M. Make clarifications and interpretations of the construction materials
- N. Respond to Contractors RFI (request for information) requests
- O. Evaluate change proposal requests
- P. Review shop drawings, submittals, and samples
- Q. Evaluate substitutes and "or equivalent" materials
- R. Review Contractor applications for payment
- S. Review construction completion documents (as-built, O&M manuals, etc.)

T. Evaluate substantial completion

- a. Develop punch list and monitor completion status
- b. Conduct final inspection
- c. Develop, in cooperation with City staff, bonding agent, and owner's attorney a Final Assessment Plat.

Task 4: MISCELLANEOUS PROJECT ENGINEERING SERVICES AS NEEDED

.....END OF RFP.....