

REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES
For the US Highway 275 Undercrossing Trail Project
For the City of Norfolk, Nebraska

After being awarded a Nebraska Game and Parks, Recreational Trail Program grant, the City of Norfolk is seeking an engineering Consultant to provide professional engineering services for the design, environmental review and construction engineering for the US Highway 275 Undercrossing Trail Project. This project is generally located just south of Highway 275 connecting to Victory Road running north approximately 1800 feet terminating at the existing flood control trail head in Norfolk, Nebraska (see enclosed map).

This is anticipated to be a Federal Aid project that is administered through the Nebraska Game and Parks Commission, Recreational Trails Program and the selected Consultant will be required to follow all applicable Federal, State, and Local requirements and procedures.

The basic Scope of Services for the project is outlined in Exhibit "A" as an attachment.

- I. The selected Consultant will meet with the City of Norfolk 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. In addition to hard copies all submissions and work product including complete plans shall be submitted in electronic format suitable for archiving by the City of Norfolk. Submissions shall include, but are not limited to CAD files, PDF documents, reports, environmental audits, studies, quantities/calculations, etc. Consultant will not copyright any work product and work will remain property of the City of Norfolk.

This Request for Proposals does not commit the City of Norfolk to award a contract, to pay any costs incurred in the preparation of a submittal for this request, or to procure or contract for services. The City of Norfolk reserves the right to award contracts to more than one qualified Consultant, to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the City of Norfolk to do so.

The City of Norfolk reserves the right to retain selected firm for construction engineering services as detailed in Exhibit "A". Construction Engineering Services contract will be negotiated as a separate contract if the City of Norfolk so chooses to retain selected firm for construction engineering services. Firms should include information as it relates to qualifications for construction engineering services in the written submittal.

Project Schedule

The following schedule is anticipated for the US Highway 275 Undercrossing Trail project and is subject to change at the City's discretion. This schedule is provided as a guide to ensure responding Consultants have staff available to complete the necessary services required. A more detailed schedule of the professional services will be required of the selected Consultant, once negotiations have been concluded.

Schedule of Activities	Date
Submittal Deadline	10-10-17
Short-List Firms	10-19-17
Interview Date	10-26-17
City Council Approval of Final Selection	11-6-17
Negotiate Contract	11-6-17 through 11-13-17
City Council Approval of Contract	11-20-17
NEPA Complete	April 2018
ROW Acquisition	July 2018
Completed PSE Package	August 2018
Letting	September 2018
Anticipated Start of Construction (for CE Phase)	Spring 2019
Anticipated Completion	Fall 2019

Protocol

Submittals must be at the City of Norfolk's office no later than Tuesday, October 10, 2017 at 4:00 PM. No exceptions to this deadline will be given. Please provide 8 paper copies and 1 electronic copy (PDF format) of your submittal in an envelope clearly marked on the exterior as containing "**Proposal for Professional Services for US Highway 275 Undercrossing Trail Project** to:

309 N. 5th Street
Norfolk, NE 68701
Attention: John Cahill

Questions regarding the project should be directed to John Cahill at jcahill@ci.norfolk.ne.us or (402)844-2020.

The City of Norfolk will short-list a minimum of three Consultants for interviews. The City of Norfolk will contact those short-listed Consultants to schedule interviews. Interviews are anticipated to be conducted on Thursday, October 26, 2017 at the City Offices. Interviews will be 45 minutes and consist of a 25 minute presentation and 15 minute for questions and answers, while allowing 5 minutes for setup. The City of Norfolk will contact the selected Consultant by phone after all the interviews have been completed and the City of Norfolk has sufficient time to discuss and rank the Consultants.

Firms may present a particular situation to the City of Norfolk in advance of their submittal, if they are unsure whether they have a real or potential conflict of interest. The City of Norfolk shall document their own analysis of the information presented, and may seek a determination from Nebraska Game and Parks as to whether Consultant has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquiries to John Cahill.

Submittal

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

1. A letter of interest not to exceed two pages.
2. A statement of qualifications and performance data.
3. Organizational chart of resources not to exceed four pages.
4. A narrative responding to the established evaluation factors not to exceed four pages. This should include the approach to the project in the given schedule and experience with similar projects.
5. A maximum of six pages of additional supportive material such as charts, tables, or photos.
6. DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.
7. A Drug-Free Workplace Policy for the prime consultant and any Subconsultant.
8. A Conflict of Interest Disclosure Form for the prime consultant and any subconsultant.
9. Proof of Insurance for the prime consultant and any Subconsultant

Price is not a selection criteria and it is not to be included in the firm's submittal. A cost plus fixed fee contract will be negotiated after a Consultant has been selected.

Selection Criteria

Submittals will be reviewed, evaluated, and ranked by the Consultant Selection Committee. Price is not a selection criteria and it is not to be included in the firm's submittal. The selection criteria including their relative importance are:

Approach to the Project and General Overall Rating (25 pts)

Degree Understanding and Familiarity of the Project (15 pts)

Specialized Experience and Comparable Projects (15 pts)

Professional qualifications necessary for satisfactory performance (15 pts)

Past performance on contracts (15 pts)

Capacity to accomplish the work in the required time (15 pts)

Exhibit "A"

Basic Scope of Services For the US Highway 275 Undercrossing Trail Project For the City of Norfolk, Nebraska

The City of Norfolk has reviewed the US Highway 275 Undercrossing Trail project and the services associated with it. The Standard Work Categories listed below are anticipated on this project and will be used for a Qualification Based Selection (QBS) process to determine the most qualified Consultant. The selected Consultant will meet with the City of Norfolk to develop a detailed scope.

Standard Work Categories anticipated on this project are:

- Preliminary and Design Engineering Services
 - Survey
 - Geotechnical Investigation (if necessary)
 - NEPA Study and all associated environmental review (Assume Categorical Exclusion)
 - Right-of-Way Services (Title Research, ROW Design/Plans, Cost Estimates, Appraisals and Acquisition)
 - Design Engineering
 - Prepare Bid Documents and Plans
 - Public Involvement
 - Prepare Cost Estimates
 - Bid Letting
 - Review bids and make recommendation
 - Other
- Construction Engineering Services
 - Administer Construction Contract
 - Shop Drawing/Submittal Review
 - Progress Meetings
 - Full time inspection
 - Staking
 - Reset property pins (new and existing as needed)
 - Material and Onsite Construction Testing
 - Prepare record drawings (As-Builts)
 - Public Involvement
 - Other