

RESOLUTION NO. 1382

RESOLUTION APPROVING A DRAFT REQUEST FOR PROPOSAL (RFP) FOR THE CONSULTANT SELECTION PROCESS FOR CITY HIGHWAY BRIDGE PROGRAM PROJECT NUMBER BROS-8252(605)—8J-16 WITH THE IOWA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of West Branch received a letter from the Iowa Department of Transportation (IDOT) Office of Local Systems dated December 12, 2014 which informed the City that the College Street Bridge ranked high enough on the city bridge candidate list to receive funding for replacement; and

WHEREAS, the City Council approved Resolution 1261 on January 14, 2015 which directed the Mayor to send a letter to the Iowa Department of Transportation confirming the City's acceptance of the funding; and

WHEREAS, the City Staff has since this time provided the Iowa Department of Transportation with Standard Department of Transportation Title VI Assurances; and

WHEREAS, IDOT prepared the official agreement for the purpose of providing partial financing for the replacement of the College Street Bridge; and

WHEREAS, the West Branch City Council approved Resolution 1358 on July 20, 2015 approving the official agreement; and

WHEREAS, the West Branch City Council approved Resolution 1376 on August 3, 2015 approving the composition of a consultant selection committee for IDOT review; and

WHEREAS, IDOT reviewed the City's submittals for the consultant selection committee for Project Number BROS-8252(605)--8J-16 and concurred with the membership of the committee and the City's plan to follow the full consultant selection process; and

WHEREAS, IDOT notified the City of West Branch of the need to establish a ranking system for IDOT's review and concurrence; and

WHEREAS, the next step in the process is to prepare and submit a draft Request for Proposal (RFP), estimate of costs and the proposed DBE goal to IDOT for their review and approval; and

WHEREAS, a draft RFP has been prepared and reviewed by the consultant selection committee.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned draft request for proposal is approved and shall be sent to IDOT for their review and concurrence.

Passed and approved this 8th day of September, 2015.



Roger Laughlin, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk

City of West Branch

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Office of the City Administrator

Date

Consultants Name

Address

City, State

Request for Proposal

College Street Bridge Replacement over the West Branch Wapsinonoc Creek

City of West Branch, Iowa

Dear Consultant's Name

Enclosed please find the City of West Branch's Request for Qualifications for engineering services related to the College Street Bridge replacement project. The project is to be funded under the Federal-Aid for a City Highway Bridge Program administered by the Iowa DOT. The FHWA Number for this bridge is 012380, and the Iowa DOT Project Number is BROS-8252(605)—8J-16.

Please feel free to contact me at City Hall if you have any questions or need any other information.

Sincerely,

Matt Muckler, City Administrator

Enclosure: Request for Proposal

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Office of the City Administrator

College Street Bridge Replacement RFP

Project Number BROS-8252(605)--8J-16

Project Location:

The project location is on College Street between 2nd Street and 4th Street.

Project Description:

It is the intent of the City of West Branch to replace an existing bridge on College Street over the West Branch Wapsinonoc Creek within the City limits. The proposed structure will provide two 12' travel lanes with 4' shoulders and a 10' sidewalk on the north side. The bridge is located in a detailed flood insurance study area. We anticipate an Iowa DOT bid letting in the fall of 2016.

Scope of Services:

The City is seeking an engineering design firm to perform bridge design and related professional services. These professional services are to include, but are not necessarily limited to, the following:

1. Development of the Concept Statement
2. Design Survey
3. Coordination with State and Federal agencies regarding review and permitting
4. Coordination with the City and local utilities during all phases of the project
5. Development of temporary construction easements
6. Development of property acquisition plats, if necessary
7. Archaeological survey and assessment of the area, if necessary
8. Wetland delineation and mitigation, if necessary

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Office of the City Administrator

9. Asbestos testing, Chromium and/or lead testing and review for potential impact to endangered species
10. Preliminary plan development including hydraulic analysis of potential flood impacts in compliance with the detailed flood insurance study
11. Final plan development including soil borings, if necessary
12. Bid letting assistance
13. Construction administration
14. Construction inspection (including piling driving analysis, if necessary) and construction survey
15. Periodic updates with City Council and the public

Compensation:

The project has received 80% Federal funds for design, construction engineering, and construction costs. Firms solicited are those prequalified under Iowa DOT Categories 215 and 216. The payment terms of this project will be "lump sum" agreement with the fee negotiated after selection of the successful engineering consultant. The form of the agreement will be in accordance with the requirements of the Federal-Aid process as outlined by the Iowa DOT Instructional Memorandum No. 3.305, "Federal-Aid Participation in Consultant Costs." Only those services rendered after Iowa DOT acceptance for FHWA authorization of the agreement will be eligible for compensation. The selected consultant must follow the Iowa DOT's current requirements for Federal-Aid project development.

Schedule:

The City anticipates a schedule for this project as detailed below:

- | | |
|-------------------------------------|-------------------|
| 1. Qualifications submitted | October 11, 2015 |
| 2. Selection of an engineering firm | October 21, 2015 |
| 3. Authorize engineering agreement | November 16, 2015 |
| 4. Bid letting | October 18, 2016 |
| 5. Construction | Spring of 2017 |

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Selection Procedure:

The City of West Branch anticipates an immediate review of the qualifications submitted by selected engineering firms. Interviews with the responding consultants are not anticipated. The City of West Branch requests that qualifications include the following information:

1. The name, address, telephone number, and email address of your firm and the name of your contact person.
2. Name and background information related to those anticipated to be assigned to this project, including the proposed Project Manager and key staff. Also, indicate the current workload of those anticipated to be assigned to this project.
3. The location of the office or offices where a majority of the work will be performed.
4. A narrative discussing the firm's understanding of the project.
5. Brief summary of qualifications and recent experience with similar federal-aid projects by your firm.
6. An indication of any services that would likely be sub-contracted based upon the identified list for which engineering services may be needed. Include a list of sub-consultants proposed to be used.
7. The City has not established a DBE goal for the engineering services. While no DBE goal has been established, the City still encourages the spirit of the DBE program to be incorporated in the proposed engineering services agreement whenever possible.
8. References – Please provide a list of clients for whom similar engineering services have been performed on recent and local federal-aid projects, and the names and telephone numbers of specific clients that may be contacted regarding your services.

Responses to the Request for Proposal should not exceed 20 pages (single-sided) or 10 pages (double-sided) in length, and should not include any pre-printed or promotional material. Please send four (4) copies of the qualifications to the City Administrator. Evaluation criteria to be used and relative weight for each is attached.

COLLEGE STREET BRIDGE
OVER THE WEST BRANCH WAPSINONOC CREEK

CONSULTANT EVALUATION

Evaluator: _____

All phases of PE and CE

	Rating Min-Max			
Understanding of the Project	0-30			
Project Team & Key Personnel	0-30			
Related Federal-Aid Experience	0-15			
Client References	0-10			
Quality & Thoroughness of Qualifications	0-10			
Geographic Location of Firm	0-5			
	0-100			