

GALENA RIVER TRAIL – PHASE 3
REQUEST FOR PROPOSALS FOR CONSTRUCTION ENGINEERING
QUALIFICATION BASED SELECTION

CITY OF GALENA
101 GREEN STREET
GALENA IL 61036

DECEMBER 2016

CITY OF GALENA
GALENA RIVER TRAIL – PHASE 3
REQUEST FOR PROPOSALS

I. REQUEST FOR PROPOSALS

The City of Galena is requesting proposals for Engineering Services for construction engineering of the Galena River Trail – Phase 3 project. The project is funded by IDOT using ITEP and Flexible Federal Match (FFM).

The trail project has been designed by IIW Engineers and was recently bid, with Louie’s Trenching Service the selected contractor at a base bid of \$1,644,888. Trail is 2.2 miles and 10 feet wide. Approximately 1300 linear feet of trail will consist of elevated aluminum walkways and modular block retaining walls. Remainder of the trail is on an abandoned railroad track bed. A link to the construction plans and specifications can be found at: <http://www.cityofgalena.org/index.cfm?NodeID=89075&AudienceID=1&preview=1>

Proposals will be evaluated on the basis of the system outlined in Sections V and VII of this RFP.

II. PROJECT BACKGROUND

Engineering services for the proposed project will comprise the following:

- Provide construction staking for the entire project.
- Provide construction observation on an ‘as need’ basis as requested by the City Engineer.
- Provide advice and complete plans and specifications for any design changes on ‘as need’ basis. This will include assisting city staff with completion of change orders.
- Assist with coordination of materials testing.

Please contact City Engineer, Andy Lewis at 815-777-1050 or alewis@cityofgalena.org, if you wish to discuss the project or visit the proposed site.

III. SCOPE OF SERVICES

The following is a list of expected services:

- A. All staking services for entire project. Refer to construction plans for project details.
- B. Provide construction observation services on an ‘as need’ basis as requested by City Engineer.
- C. Provide design services on an ‘as need’ basis for changes to the project as requested by City Engineer. This will include assisting city staff with completion of change orders.

- D. Provide assistance with coordination of materials testing.
- E. Six 2 hour meetings with city staff to review various aspects of the project on 'as need' basis.
- F. Project duration is expected to be 100 days commencing in mid-February 2017.

IV. REQUIREMENTS FOR PROPOSALS

Interested parties should submit proposals which include, at a minimum, the following information:

- A. A statement of qualifications and experience. This should include, at a minimum, a discussion of the availability of necessary expertise and resources to perform the project requirements either within the firm or through the use of subcontractors. The proposal should include a detailed listing of personnel anticipated to be assigned to the project.
- B. The proposal should include a description of similar projects.
- C. All respondents shall present evidence of maintaining the following types and amounts of insurance coverage:
 - Worker's Compensation (including employer's liability) - statutory
 - Comprehensive Business Vehicle - \$100,000 per person; \$300,000 per occurrence and \$100,000 for property damage
 - Comprehensive General Liability Insurance - \$1,000,000 per each occurrence
 - Errors and Omissions Insurance - \$1,000,000

The above amounts are minimums of liability insurance and the insurance must be not less than the values indicated.

V. SELECTION CRITERIA

Selection will be on a best value determination, which may include an interview with appropriate city officials, using the following criteria:

- A. Firm - General qualifications and experience of the company as related to the scope of services required by this RFP.
- B. Personnel - The professional qualifications and experience of the staff to be assigned to this project and the availability of the assigned staff to carry out the scope of services.

- C. Engineering Services - During the construction phase, the extent of services to be provided.
- D. Time Schedule - A statement of time schedule for the engineering services for the project shall be included.

VI SUBMITTAL

Proposal must be sealed and marked "Galena River Trail – Phase 3", and received no later than 11:00 a.m. (CST) on **Monday 19 December 2016**, in the City of Galena, City Hall, 101 Green Street, Galena, Illinois 61036. Faxes or email will not be accepted. All proposals must be received in a sealed envelope directed to Andy Lewis, City Engineer. Any proposal not received at the above address by the date and time and in the number specified will be disqualified. The City reserves the right to reject any and/or all proposals, and to request submission of additional information. Failure to submit any required data item may be cause for rejection.

VII EVALUATION FACTORS

In accordance with 24 CFR Part 85 and state law regarding procurement of professional services, and in order to facilitate selection of qualified bidders, a scoring system will be assigned to each qualification items within the RFP. Also refer to Section 5-5.06 of IDOT Bureau of Local Roads and Streets and IDOT circular letter 2016-21. The scoring system is as follows:

- All Items in Section III, Item C in Section IV and all Items in Section VI will be scored on a pass/fail basis. Those proposals which do not address and meet these minimum qualification requirements will be determined as unsuccessful bidder(s). Unsuccessful bidders will be promptly notified that their proposals were not considered responsive to the City's specific needs.
- Items A through D in Section V will be scored on a five-point system. Those proposals which meet the minimum qualifications and acquire the highest number of points will be considered as "responsible offerers" (i.e., the most advantageous to the City).

The City will review all highest scored submissions and negotiate with the most responsible offerer(s). If unable to arrive at an agreement, the City will negotiate with successively responsive bidders until an agreement is reached. A contract shall be awarded to the responsive bidder on terms most favorable to the City.