

## **REQUEST FOR QUALIFICATIONS & PROPOSALS FOR ENGINEERING SERVICES**

The City of Thomasville Georgia is requesting proposals from qualified Engineering Consulting firms for the design of sidewalk and road construction and streetscape improvements. The PROJECT consists of a system of, streets, sidewalks, driveways, streetscape features, and miscellaneous structures. The project is identified within the City of Thomasville's Victoria Place Urban Redevelopment Area, a copy of which is on file in the Planning Office located at 411 West Jackson Street, Thomasville, GA. The PROJECT limits are generally described as being within the area bounded by Madison Street, Jackson Street, Bartow Street and Broad Street. The intent of this PROJECT is to provide new road construction consisting of approximately 1,000 lf, road resurfacing, driveway improvements, improved drainage systems, curb and gutter, street lighting and new sidewalk consisting of approximately 16,000 lf.

The engineering firm will be responsible for the following:

### Concept Design:

The CONSULTANT shall prepare conceptual layouts on aerial photograph base drawings, depicting the proposed improvements which include but may not be limited to: street paving, curb and gutter, sidewalks, driveways, street lighting, landscaping, crosswalk locations, wheelchair ramps, and other miscellaneous items. Concept layouts will be presented to the CITY for review and approval. Cost estimates shall be prepared and updated according to initial concept plan and any changes to the concept plan and provided to the CITY for budgeting purposes prior to the preparation of the final concept layout.

### Database Preparation:

The CONSULTANT shall prepare a project database which will include the location of existing conditions along the project corridor. The width of the survey will be the width of the existing right-of-way plus 20 feet beyond the right-of-way on both sides of the corridor. This location will include but may not be limited to: existing utilities, edge of paving, storm drainage, fences, walls, landscaping and trees, and property monumentation. The CONSULTANT will prepare base maps reflecting all located features as mentioned above. Property owners will be identified along with property lines and existing right-of-way based on Thomas County GIS data, and verified via field location of property monumentation.

The CONSULTANT will prepare a list of property owner names and addresses to be used in communicating with residents within the corridor.

#### Preliminary Design Plans:

The CONSULTANT shall prepare preliminary design plans to include all proposed improvements in sufficient detail to determine project impacts, preliminary cost estimates, and constructability. These plans will include horizontal and vertical alignment of pavements, curbs, sidewalks, drainage structures, crosswalks, driveways, walls, fences, and other items necessary for the project. In addition, profiles and cross-sections will be developed to verify proper drainage and adequate clearances and slopes. Drainage design will ensure the adequacy of existing facilities and determine the need for supplemental systems for the conveyance of stormwater. The Preliminary Plan set will include: cover sheet, typical sections, construction plans, street profiles, drainage profiles, standards and details.

#### Right Of Way & Easement Acquisition:

The CONSULTANT shall perform all necessary appraisals, negotiations, and property acquisitions based on a per parcel basis. Although it will be the intent of the design to minimize any need for acquiring private property, we will assume a maximum of thirty (30) parcels to be included in this task. The cost for this task will be billed only as necessary on a per parcel basis

Drawings and property descriptions shall be prepared which are sufficient for use in negotiations for obtaining such additional properties, as well as being suitable for use as legal documents for recording in property records of the local jurisdiction.

#### Final Design & Construction Plans:

The CONSULTANT'S services for the final construction plans shall include a minimum of the following:

1. Prepare final plan and profile sheets.
2. Design requirements include use of CAICE software and shall be done using the cross section method sufficient to provide detail for adequate slope tie-in from shoulder and from driveway.

3. Prepare detailed plan sheets for all design features requiring additional detailed design information, including such examples as the geometrics of intersections; local street treatment; minor structures; drainage facilities; appurtenances such as utilities and details covering special problems as determined by the CONSULTANT or the CITY and approved by the CITY.
4. Prepare special grading plans as required or requested by the CITY.
5. Design and detail fully dimensioned plans for all drainage structures.
6. Prepare summary of quantities and detailed estimate sheets in accordance with CITY practice.
7. Prepare detailed erosion control plans indicating sediment basins, and other special items required to ensure adequate quantities to cover all stages of construction.
8. Coordination with local utilities to include plan sheets into the final plans. The preparation includes the review of existing and proposed utility locations from plans furnished by utility companies. After reviews are complete, locations shall be incorporated electronically onto final utility plan sheets. These sheets shall be included into the final plans.
9. Landscaping and Lighting Plans: Consultant shall provide Master Landscape Plan for the project. Plans will generally depict location quantities, size character of trees, shrubs, groundcovers, earth berms, sod and other landscape materials deemed appropriate to the design. Based on approved Conceptual Design Phase documents and in collaboration with the Design Team, prepare final layout of hardscape and landscape features. Plans will depict locations of hardscape features and planting layout showing tree types and locations, form and character of beds and plantings. Including, selection of products and design for site furniture, wall and fence materials and colors, paving materials etc.  
Consultant shall incorporate Master Lighting Plan for the project. Plans will include fixture selection, photometric data (by others), preliminary fixture locations, and landscape lighting.

The CONSULTANT shall prepare the final construction plans and specifications so that the quantities and detailed estimate may be broken into separate construction agreements. The CONSULTANT shall prepare a final detailed construction cost estimate for the PROJECT and each construction agreement using current item costs from available data.

The CONSULTANT shall attend and participate in a Final Field Plan Review (FFPR) prior to acceptance of the design work. The CONSULTANT shall submit five (5) sets of full size construction plans. The CONSULTANT shall address all comments in the FFPR report in writing within two weeks of receiving the approved report. FFPR comments shall be incorporated in the design plans by the CONSULTANT before final plans are submitted.

#### **CONSULTANT DELIVERABLES FOR FINAL PLANS:**

1. Final construction plans including CAICE end area files
2. Special provisions
3. Final detailed cost estimates
4. All marked utility plans and other utility information furnished by CITY or the Utility companies
5. Sets of plans for Final Field Plan Review
6. Copies of design calculations
7. Plans addressing results and comments from the Final Field Plan review

#### **TIME FRAME**

Consultant selection and contract negotiations are scheduled to start in June, 2009. A Notice To Proceed with Engineering work is scheduled to be issued on or about June 30, 2009. Design must be completed within 90 days from date of Notice To Proceed. This consultant project may be partially funded by a Community Development Block Grant.

#### **GENERAL PROVISIONS**

1. Consultant selection and contracting process is subject to applicable provisions of federal, state and local laws and ordinances.
2. Firms that are on the U.S. Comptroller General's list of ineligible contractors should not respond to this solicitation.

3. The City of Thomasville will not be liable for any costs incurred in preparing, submitting, or presenting a respondent's submittals or any associated travel costs.
4. The selected firm will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations, including assurance of nondiscrimination under Title VI of the Civil Rights Act.
5. GDOT pre-Qualified Disadvantaged Business Enterprises (DBEs) are encouraged.
7. The City of Thomasville reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The City of Thomasville also reserves the right to reject any and all proposals, in whole or in part, and to waive any information thereon.
9. A fixed -fee / Lump Sum contract shall be awarded to the selected firm.
10. The contract will include a liquidated damage clause, in the event that consultant services are not satisfactorily completed by the contractual deadline.

### CONTENTS OF RESPONDENT SUBMITTALS

Each respondent must include in their submission the following documents, so that all respondents can be effectively and fairly evaluated.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time-period, and briefly summarize why the respondent should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Respondent submittals must include a statement of qualifications documenting the relevant qualifications of the firm or firms, as well as information summarizing the relevant qualifications of the personnel involved.
  - a. Qualifications, Experience and Competence of Firm(s): Information must be included summarizing and documenting the qualifications, experience and competence of the firm or firms in relation to the contractual services anticipated. Respondents are encouraged to include, at a minimum, the names and addresses of a representative list of clients/references with which the responding firm(s) has contracted with for similar work. A firm's reputation including its responsiveness to low income / minority community issues will be a major factor in the selection. Certification of DBE status should be provided in order to receive special consideration.
  - b. Personnel Qualifications and Availability: Respondents must identify and summarize the relevant experience of personnel that would actually provide the anticipated contractual services. The City will consider the qualifications of these individuals.
3. Project Proposal: Respondents must provide a project proposal in accordance with the information provided in this Request for Qualifications/Request for Proposals (RFQ/RFP) and in any subsequent clarifications. **The proposal must be provided inside a separately sealed envelope and labeled Engineering Services for the Victoria Place Urban Redevelopment Area Project.** Respondent proposals must include the following elements:
  - a. A detailed work plan that identifies major concerns,
  - b. An organization chart showing key personnel by name,
  - c. A proposed work schedule.
  - d. Proposed Cost: Respondents must propose a total cost to perform the proposed work, and provide a cost breakdown for major task categories identified above. **These cost data must be provided inside a separately sealed envelope.**

## SELECTION PROCEDURE

The City of Thomasville's objective is to select the highest qualified firm for the services to be rendered, at compensation determined as fair and reasonable. To accomplish this objective, respondents will be evaluated in a two-phase process. In the first phase, up to three top firms deemed to be the most highly qualified, responsive and responsible to provide the services required will be selected. In the second phase, the proposals of these top ranked firms will be evaluated in combination with their qualifications.

In the first phase of consultant selection, the following criteria will be used to evaluate respondent submittals.

1. Qualifications, Experience and Competence of Firm(s) - 40
  2. Personnel Qualifications and Availability – 50
  3. DBE participation - 10
- Maximum Total Points – 100

The firms will be awarded a score based on the criteria. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the City may conduct interviews, at their discretion, with representatives of the top 3 ranked firms.

In the second phase of consultant selection, the following criteria will be used to evaluate respondent submittals.

1. Cost Proposal - 50
  2. Project Proposal - 50
- Maximum Total Points – 100

The firms will be awarded a score based on the criteria. Phase II total score will be added to Phase I total score and combined Phase I and II score will be assigned. Respondents will then be ranked according to their total cumulative points. Based on this ranking, the City will enter into contract negotiations with the highest scoring firm. If a mutually satisfactory agreement cannot be negotiated with the top-ranked firm, said firm will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked firm, and so forth, until a contract has been negotiated with a qualified consultant.

The City of Thomasville reserves the right to reject any, and all, proposals if the requirements as set forth herein are not met or if the City deems a respondent unqualified on the basis of the overall analysis of the criteria outlined above. The City further reserves the right in its sole discretion to select the consultant it considers most favorable to the City's interest.

The City reserve the right to choose the most qualified engineering firm based on experience and cost. The City also reserves the right to add, delete or adjust the scope of the project and to negotiate any changes with the successful engineering firm.

## CLARIFICATION OF SPECIFICATIONS

**Requests for clarification of any items, requirements or specifications contained in this RFQ/RFP must be received in writing at the City Planner's offices no later than the close of business on Wednesday, June 10, 2009.** Upon receipt of a written request for RFQ/RFP clarification, The City of Thomasville shall post a response on its website

([www.developthomasville.org](http://www.developthomasville.org)) no later than Friday, June 12, 2009, as well as e-mail or mail the response to the requesting firm. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

Please forward all written RFQ/RFP clarification requests to Mr. Lee Chastain by fax to 229-227-7028, e-mailing to [leec@thomasville.org](mailto:leec@thomasville.org) or sending to:

City of Thomasville  
City Planner, Attn: Lee Chastain  
411 West Jackson Street  
Thomasville, GA 31799

#### RESPONDENT SUBMITTALS

To be considered, five (5) copies of the required submittals must be received at the address provided above by 11:00 a.m., Friday, June 19, 2009. Respondent submissions will be opened at the City Planner's offices on the due date after 11:00 a.m.

Submittal documentation should be divided into three parts: (1) a letter of interest and qualifications; (2) the project proposal, separately sealed; and (3) the cost proposal, separately sealed. Each separately sealed part should be clearly marked as follows: "**PROPOSAL**", and, "**PROPOSED COST**". Respondent submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

**Proposal shall be delivered to the City Planning Department at 413 W. Jackson St. Thomasville GA or mailed to the City Planner, P.O. Box 15440 Thomasville, GA 31799-1540 on or before 11:00 a.m., June 19, 2009.**