THE CITY OF
West Des Moines®
www.wdm.iowa.gov

Development Services

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August 8, 2013

Grand Avenue Improvements Project Phase 6
South 35th Street to South 50th Street

The City of West Des Moines, Iowa is soliciting qualified consulting engineering firms to determine their interest in providing services for the design and construction engineering for the proposed improvements to Grand Avenue between South 35th Street and South 50th Street. The work will consist of reconstructing the existing two-lane City street to a four-lane facility plus auxiliary lanes. This will be a full-service contract.

Services would include but are not limited to:

1. Review existing records.
2. Obtaining environmental clearances.
3. Archeological and wetland determination.
4. Subsurface investigation and soils design.
5. Construction surveying.
6. Preliminary & final roadway plans for grading and paving.
7. Drainage and culvert design.
8. Land surveying and preparation of acquisition plats.
9. Staff and public meetings as required.
10. Exhibits for use at the public hearing.
11. Engineer's estimate of project costs.
12. Construction engineering services including on-site inspection.

The project is federally funded. The successful firm will be expected to provide timely services that ensure compliance with all applicable federal, state, and local regulations.

Due to the scope and complexity of the project it may be necessary to add additional work at a later date. The additional work, if required, would be by supplemental agreement.

Information provided by the City of West Des Moines for use by the successful consultant includes existing digital aerial mapping, vertical control data, horizontal control data, City owned utility mapping, results of City traffic modeling, Comprehensive Plan, zoning maps, and as-constructed public improvement plans.

The current intent is that the final work product will be provided to the City in both hard copy and electronic format and certified by the appropriate

Professional(s) licensed to practice in Iowa. CADD work should be compatible with Microstation version V8i (SELECT series 2) and Geopak version V8i (SELECT series 2). Geographical Information System (GIS) data should be compatible with Arcmap version 10. The work products produced as a result of this project will be delivered to and owned by the City of West Des Moines and will be made available to the IDOT and FHWA.

The consultant will be expected to obtain and maintain general liability and professional liability insurance. All subconsultants will be expected to obtain and maintain general liability insurance.

A 2.5% minimum dollar goal for the utilization of Disadvantaged Business Enterprises (DBE) has been established for this contract. The successful proposer will need to comply with this requirement or provide the City with documentation that a good faith effort was made to comply prior to the execution of a contract. The proposer's intention should be indicated in the proposal.

The City anticipates that the payment for the contact will be by the fixed overhead rate method as identified in IDOT IM 3.305 Attachment C.

The anticipated completion date goals are estimated as follows:

1. September 3, 2013. Consultant contract in place subject to IDOT concurrence.
2. Project open to traffic by Thanksgiving 2015.

A Request for Proposal conference will be conducted for this project. This conference is scheduled for 10:00 a.m., August 15, 2013, in the Training Room in the West Des Moines City Hall. Please contact the Administrator if you are planning to attend. Attendance is not required and will not be a factor in the firm selected. Minutes of the conference will be displayed on the City's web page at www.wdm.iowa.gov/GrandAvenuePhase6.

Evaluation factors to be used by the consultant selection committee include, but are not limited to, the following (100 points maximum):

1. Education and expertise of key staff and sub-consultants in design of municipal transportation projects (25 points).
2. Education and expertise of key staff and sub-consultants in NEPA and environmental studies for municipal transportation projects (15 points).
3. Experience of the key staff and sub-consultants with contract management and management of similar transportation projects (10 points).
4. Proximity of key staff including project managers to the project area (10 points).
5. Past experience and relationships of key staff with the City and other transportation related agencies within the local, state, and federal governments with jurisdiction in Iowa (10 points).
6. Number of local Iowa subcontractors utilized to perform the work (10 points).
7. Current workload and commitments of key staff and sub-consultants (10 points).
8. Responsiveness and ability to follow instructions (10 points).

The engineering service agreement contract described in this RFP will be administered by:

Duane C. Wittstock, P.E., L.S., City Engineer
City of West Des Moines
515-222-3620
Duane.Wittstock@wdm.iowa.gov

Technical questions concerning the work to be performed under this contract may be directed by email to the administrator. Questions must be received by 4:00 pm, August 14, 2013. Contacting any selection team member is considered inappropriate. All questions and responses will be posted at the following site: www.wdm.iowa.gov/GrandAvenuePhase6.

A firm interested in submitting a proposal is to provide written notification to the administrator including an email address. For a firm to be considered, their proposal must be received by 2:00 pm on August 21, 2013. Submit six copies identified as "Proposal for Grand Avenue Improvements Project Phase 6" to:

City Clerk
West Des Moines City Hall, Suite 1A
4200 Mills Civic Parkway
PO Box 65320
West Des Moines, IA 50265

Responses to this RFP are to be limited to ten (10) double-sided pages or twenty (20) single-sided pages, between proposal covers, not including blank dividers. Proposals exceeding these limits will not be accepted. Inclusion of promotional literature of a general nature is not solicited, but if submitted will count toward the overall length restriction.

The following information is required to be included in the proposal:

1. The name and address of the project manager who will direct the work for the firm.
2. The names and qualifications of key staff that will work under the contract.
3. The location of the office where the majority of the work will be performed.
4. A description of the firm's capabilities and experience. The project history listing is to be limited to only those projects that utilized current key staff. Do not include projects where current key staff had no part or active role. Identify the staff member(s) most involved with each listed project. Do not include projects involving clients that would be identified as "Confidential," as this would prohibit a possible reference check by the City. If included, projects without a client contact name and phone number will not be considered in the City's evaluation.
5. A list of the sub-consultants to be used and the work they will perform. (Prime consultant may list multiple sub-consultants for each category.) The expected percentage of work to be assigned to each sub-consultant is to be noted (i.e. the percentage the sub-consultant would be involved during a typical individual project in relation to the total project hours).

6. A disclosure of any work for other clients that may be affected by the work under this service agreement contract, to avoid a potential conflict of interest.
7. A statement explaining the understanding that the firm(s) has regarding the concept and scope of the work.
8. The approach the firm(s) will utilize to accomplish the work.
9. The anticipated schedule for completion of the work.
10. The proposal may include additional information, as deemed appropriate, subject to the overall length restrictions. However, cost information should not be submitted as part of the proposal, and if submitted, will not be considered.

The City anticipates that oral interviews will not be conducted.

Questions concerning the RFP process are to be directed to the Administrator.

Enc: Project vicinity map

END

0510-018-2013

Location Map

Grand Avenue Reconstruction Phase 6
Request for Proposals
0510-018-2013

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To the best of our knowledge the information included in this document is correct. The City of West Des Moines makes no warranty as to the accuracy of the information.

Legend

Project Location

0 300 600 1,200 Feet