

REQUEST FOR PROPOSAL

Scott County Requisition No. **19608**

Bidders need to complete and submit this form.

Submission Due Date: Thursday, January 12, 2023	No Later Than: 09:00 AM
--	--------------------------------

Qty	Description
	<p align="center">SCOTT COUNTY SECONDARY ROADS DEPARTMENT</p> <p align="center">PROFESSIONAL STRUCTURAL DESIGN SERVICES TO PERFORM PRELIMINARY AND FINAL DESIGN OF A BRIDGE REPLACEMENT PROJECT</p> <p>Please see attached- 6 page document for Summary, Project Information, Scope of Services, Selection Criteria, Evaluation Schedule and more.</p>
	<p align="center">Questions and proposals shall be directed to Elliott Pennock Elliott.pennock@scottcountyiowa.gov or calling 563-326-8640</p>
	<p>From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.gov.</p>

Quote Submitted by:

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Name/Title

Company

Date

Phone

Email

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2) The volatility affects the marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 12/28/2022
TIME: 4:00 PM

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”

SCOTT COUNTY ENGINEER'S OFFICE

950 E. Blackhawk Trail
Eldridge, Iowa 52748

(563) 326-8640
FAX – (563) 328-4173
E-MAIL - engineer@scottcountyiowa.gov
WEB SITE - www.scottcountyiowa.gov



ANGELA K. KERSTEN, P.E.
County Engineer

ELLIOTT R. PENNOCK, E.I.T.
Assistant County Engineer

TARA YOUNGERS
Senior Administrative Assistant

Scott County Secondary Roads Department

Request for Proposal

Professional Structural Design Services to Perform Preliminary and Final Design of a Bridge Replacement Project

Summary

The Scott County Secondary Roads Department (Scott County) is seeking proposals from qualified engineering firms to provide professional structural design services pertaining to the preliminary and final design of a bridge replacement project described below. This Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP. Any expenses for preparing a proposal or interview expenses (including travel) will not be reimbursed by Scott County. Following the selection of the Consultant, if any, Scott County will negotiate a contract including a finalized scope of services and fee.

Project Information

Project No.: STP-S-C082(70)--5E-82
Local Bridge No.: 6 Pleasant Valley
FHWA No.: 302290
Project Location: On Z30 (Wells Ferry Road) over Spencer Creek, Near the NW Cor. of Sec.6-T78N-R5E in Pleasant Valley Township.
Existing Structure: 24' X 110' Continuous Concrete Slab Bridge, Built in 1964, over Spencer Creek

- The current bridge has a sufficiency rating of 47 and has been programmed for replacement in FY2024.
- The 2018 Annual Average Daily Traffic on this asphalt surfaced Farm-to-Market Major Collector is 950 vehicles per day.

- The right-of-way of Z30 varies in width at the project site from 130 to 200 feet approximately centered along the centerline of the road.

Scott County Responsibilities

- Scott County will coordinate any necessary utility relocation. However, it shall be the Consultant's responsibility to locate all existing utilities within the project limits and include this information in the plan set.
- Scott County will perform the construction inspection and administration services.

Scope of Services

1. Complete field survey of project area as required for design. For conventional surveys, the survey must commence and end at two distinct GPS Control Monuments in Scott County's survey control network. For GPS surveys, the survey base station must occupy one GPS Control Monument in Scott County's survey control network. At least one other distinct Scott County survey control network GPS Monument must be occupied as a check. The control monuments used for reference must be prominently noted in the digital submittal and the basis for bearing clearly defined. A minimum of two control points shall be set outside of the construction limits within sight of each other for use during construction staking.
2. Complete hydraulic analysis of drainage area in accordance with Iowa Department of Transportation (IaDOT) design requirements.
3. Complete feasibility analysis. IaDOT Standard Bridge and/or Culvert Plans shall be used when feasible.
4. Design shall be completed in accordance with IaDOT requirements detailed in the Instructional Memorandums to Local Public Agencies and applicable laws and regulations of the State of Iowa and United States.
5. Design shall be completed in accordance with IaDOT Standard Specifications for Highway and Bridge Construction, Series 2015, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications and Special Provisions.
6. The project shall be designed such that construction can be completed within existing right-of-way when feasible.
7. Conduct soil borings as required for substructure design.
8. Complete piling design such that construction control (field verification) can be performed using wave equation analysis.
9. Complete road design as necessary to connect to existing county system.
10. Develop and submit a Concept Statement (major), Preliminary Plans, Environmental Clearance documents, Check Plans and Final Plans (and all necessary supporting documents) to Scott County and the IaDOT for approval to maintain a **February 20, 2024, IaDOT letting**.
11. Complete and submit Engineer's Estimate of Probable Construction Cost.
12. Answer contractor questions during bidding and construction questions relating to design issues.

Deliverables

- Digital (pdf) copies of all soil boring reports, hydraulic calculations, control point coordinates, cost estimate, plan submittals, and other necessary project related materials.
- Digital AutoCAD file of design drawing with access to create stakeout points within the drawing coordinate system. Drawing files shall be able to be used with machine grade control (GPS) during construction.

Submittal Requirements

An authorized representative of the respondent shall sign the proposal. **Proposal must be submitted no later than 9:00 a.m., Thursday, January 12, 2023.** Respondent shall submit a digital copy of the proposal or a FTP link to the email address listed below. Questions and proposals shall be directed to:

Elliott Pennock, E.I.T.
Assistant County Engineer
Scott County Secondary Roads Department
(563) 326-8640

Email: elliott.pennock@scottcountyiowa.gov

Proposals received after the close date will not be accepted. All proposals shall become property of Scott County and will not be returned. Scott County reserves the right to reject any and all proposals received.

Selection of Consultant

This RFP does not commit Scott County to enter into an agreement to pay any costs incurred in the preparation of a proposal or in any subsequent negotiations. Scott County will require the selected Consultant to participate in negotiations and to submit any cost, technical or other revisions to the proposal that may result from the negotiations to Scott County for review. Scott County reserves the right to perform some or all of the services described in this RFP with its own workforce.

Selection Criteria

To be considered for selection, respondents must submit a complete response to this RFP. Failure to submit all information requested may result in the rejection of the incomplete proposal.

Proposals will be evaluated and ranked upon the following criteria:

- 40% - Project Team: Staff qualifications, technical experience and firm's overall experience managing bridge design projects, and ability to meet schedules.
- 30% - Proposed Deliverables: Provide examples of what the deliverables will look like. Examples may include screen shots of plans from similar projects, reports, tables, and/or other pertinent documents.
- 20% - Responsiveness: Demonstrate a thorough understanding of the work required based upon the information provided and fully address all requirements of the RFP.
- 10% - Schedule Delivery: Provide examples of the Project Team's ability to meet targeted project delivery date. Include delivery dates of intermediate steps and how Scott County will be involved throughout the decision making process.

Proposal Requirements

The proposal should be as thorough and detailed as possible so that Scott County may properly evaluate the capabilities of the respective firm to provide the required services. Respondents are required to submit the following items for a complete proposal:

- A statement of the respondent's understanding of the project's scope and work to be performed.
- Information as to the respondent's background and experience specific to this type of project. Briefly discuss similar projects the members of your team have completed in the past five years. This listing should be limited to the three most applicable projects.
- Example documents of what the deliverables will look like. The documents can be from a similar project completed for another client.
- Resumes of key personnel who will be directly involved with this project. This information should include the identification of similar projects managed or participated in by this individual. The selection of a project manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the County Engineer.
- A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
- A discussion of project approach and description of project coordination elements between Scott County and the Consultant.
- Listing of previous clients that may be contacted as reference. The Consultant shall submit a minimum of three (3) project references. Include customer name and contact information with telephone number.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 35 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established.

Cost information shall not be submitted as part of the proposal. Submittal of any cost information will result in the rejection of the proposal.

On the basis of information provided, firms may be chosen for interviews. A Selection Committee will interview these firms. These firms will then be arranged in order of preference and negotiations will begin with the first preferred and selected firm.

Compensation

The payment method of the contract for this project is expected to be “Lump Sum”. The Consultant will perform the services stated in the contract for an agreed amount as full compensation. Invoices shall include a breakdown of the resources utilized during the billing period, the total billed to date, the total remaining in the contract, including approved change orders, and a statement regarding services rendered during the billing period, including the progress of the project. Progress payments will be made monthly.

Insurance

Firms responding to this RFP will be expected to acquire, maintain and provide proof of acceptable amounts of insurance during the life of this contract covering workers compensation, employer’s liability, comprehensive general liability and professional liability covering acts, errors, and omissions in the performance of this contract.

Signature by Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No firm may assign or transfer any legal or equitable interest in their proposal after the date and hour set for the receipt of the proposals.

Scott County’s Rights Reserved

Scott County reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgement of Scott County is most advantageous to Scott County and to re-advertise if desired.

Conflict of Interest

The Consultant agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its service hereunder. The Consultant further agrees that in the performance of the agreement, no person having any such interest shall be employed.

Ownership

All documents and materials prepared pursuant to this proposal are the property of Scott County. Scott County shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other material prepared under this process.

Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agent or employee of Scott County, either before, during or after the submittal of this proposal shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the firm to any additional compensation or consideration whatsoever under the terms of this RFP.

Proposals Not Confidential

Under Iowa Open Records Law, Chapter 22 of Iowa Code; Disclosure of Proposal Content, “Examination of Public Records,” all records of a governmental body are presumed to be public records, open to inspection by members of the public. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Compliance Actions

Scott County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 200d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Consultants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Consultant Evaluation Schedule

Solicitation for Qualifications:	December 28, 2022 – January 12, 2023
Proposals Due:	January 12, 2023 – 9:00 a.m.
Potential Consultant Interviews:	January 16, 2023 & January 17, 2023
Consultant Selection:	January 18, 2023
Notice of Selection & Negotiation of Contract:	January 18, 2023