

**CITY OF McRAE-HELENA  
REQUEST FOR PROPOSALS (RFP)  
July 2016**

**CONSULTANT SERVICES – DESIGN AND REDEVELOPMENT OF THE  
DOWNTOWN OAK STREET STREETScape PHASE II**

1.0 GENERAL CONDITIONS

1.1 Intent: It is the intent of this RFP to secure a qualified engineering consultant to pursue a course of action leading to the design development, construction drawings and construction bidding documents for the redevelopment of the Oak Street Streetscape Phase II. This RFP describes the project in general, the required scope of services, the selection process, and the minimum information that must be included with the submittal. Failure to submit information in accordance with the requirements and procedures listed herein may be cause for disqualification.

1.2 Deadline: Sealed proposals shall be submitted not later than 2:00 PM, Wednesday, August 10, 2016 to:

City Manager  
City of McRae-Helena  
25 S. First Avenue  
McRae-Helena, GA 31055

1.3 Questions: Any questions concerning this RFP should be directed to Liz McLean, City Manager at (229) 868-6051.

1.4 Confidential Information: All proposals will be held in confidence until awarded.

1.5 Equal Employment Opportunity: The City of McRae-Helena is an equal employment opportunity employer. The City endeavors to do business with firms sharing the City's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition or place or birth.

2.0 SCOPE OF SERVICES:

2.1 Scope of Services: The Scope of Services will include programming and budget confirmation, schematic design, design development, construction drawings, bidding documents, and bid proposal recommendations.

2.2 Project: The project involves the design and redevelopment of one block along Oak Street from Second Avenue to First Avenue, extending the existing downtown streetscape east 0.08 miles. The Downtown Oak Street Streetscape Phase II shall include but not be limited to the following:

Streetscape enhancements

- Sidewalks and handicap ramps
- Decorative brick pavers
- Pedestrian crossings
- Decorative lighting
- Construction staging area

The selected firm should begin design work immediately after award with the;

• programming and budget	completed within <u>30</u> days
• schematic design	completed within <u>30</u> days
• design development	completed within <u>30</u> days
• construction drawings/bidding documents	completed within <u>60</u> days
Total Design Time	<u>150</u> days

Liquidated damages shall be assessed at \$500.00 per day.

2.3 Additional Documents for Review: The following documents are available to interested proposers and may be used as a beginning point for proposal and project development:

- Preliminary Layout and Location Map

2.4 Meetings: The consultant will be required to attend meetings with various City staff, to include but not necessarily be limited to:

- Concept meetings with GDOT & City Manager
- Council presentations

2.5 Preliminary Plans: The preliminary plan/concept report shall be submitted to the City and GDOT for review and Concept meetings before approval to create final plans.

2.6 Final Plans: Two sets of the final plans shall be submitted to the City Manager and to GDOT in accordance with GDOT requirements, design policies, and data guidelines for review and comment. Based on these comments, the drawing shall be revised and resubmitted.

### 3.0 INSURANCE:

3.1 The engineering consultant, prior to commencing work, shall provide at their own expense, the following insurance to the City of McRae-Helena

evidenced by certificates of insurance. Each certificate shall require that notice be given thirty (30) days prior to cancellation or material change in the policies to the City Manager.

3.1.1 Workers' Compensation including Occupational Disease and Employer's Liability Insurance.

- a. Statutory – Amounts and coverage as required by Workers' Compensation Laws of the State of Georgia.
- b. Employer's Liability - \$100,000 each accident, \$100,000 each occurrence.

3.1.2 Comprehensive General Liability policy having a bodily injury and property damage combined single limit of liability of \$300,000 minimum, per occurrence which included the following coverage:

- a. Premises – Operations
- b. Products/ Completed Operations Hazard
- c. Contractual Insurance
- d. Independent Contractor

3.1.3 Automobile Liability Insurance with minimum combined single limits of \$500,000 per occurrence including bodily injury and property damage for the following coverage:

- a. Owned
- b. Non-owned
- c. Hired Vehicles

3.1.4 Professional Liability Insurance with minimum limit of \$500,000 per claim and \$500,000 aggregate limit of liability.

3.2 The engineering consultant shall assume the defense of and indemnify and hold harmless the City, its officers and agents, and employees from and against any and all claims, demands, actions, suits, and proceedings by others arising out of the negligent actions, errors or omissions of the firm in the performance of the contract.

4.0 CONFLICT OF INTEREST STATEMENT:

Disclose any potential conflict of interest the firm may have with the City of McRae-Helena.

5.0 PROPOSALS:

**Three (3) copies** of the written proposal shall be submitted to the City of McRae-Helena in care of the **City Manager's Office no later than 2:00 PM, Wednesday August 10, 2016.** The City cannot be responsible for the lack of receipt of proposals by the date and time specified. Proposals shall include the following information in the order detailed.

- 5.1 Title Page: List the RFP subject, the name of the firm, address, telephone number, name of contact person and the date.
- 5.2 Table of Contents: Include a clear identification of the material included in the proposal by page number.
- 5.3 Letter of Transmittal: Limit of two (2) pages. Make a positive commitment to perform the required work within the time period. Also give the name(s) of the person(s) who will be authorized to represent the firm, their title, and telephone number.
- 5.4 Statement of Qualifications:
  - 5.4.1 Name, address and telephone number of the firm's owners, and full information about the corporate structure of the submitting firm.
  - 5.4.2 Location of the firm's primary place of business for legal purposes and any subsidiary offices, years of business, and types of services offered.
  - 5.4.3 Names and qualifications of personnel to be assigned to project design.
  - 5.4.4 List of all projects done for public entities or agencies in the past five (5) years.
  - 5.4.5 Description of similar project experience (including photographs) and the names, addresses, and telephone number of owners and contractors for all projects described (references will be checked).
  - 5.4.6 Curriculum vitae of principal associates and key personnel proposed to have primary responsibility for the project.
  - 5.4.7 Current and projected work for 2015 and 2016, including a list of all projects contracted for or anticipated.
  - 5.4.8 A list, with exact case name, number and court of all lawsuits in which the engineering/architectural consultant or affiliated firm is, or has been involved in, over the last ten (10) years, as well as a list of all settlements or arbitrations in which the firm was involved during the same period.
- 5.5 Approach: Indicate your understanding of the scope of work by describing your firm's approach, including specific illustrations of the procedures to be followed. Tell us about your firm's experience, background, staff capabilities, and examples of work, where your work will actually take place and why the City should hire your firm.
- 5.6 Project History and References:

5.6.1 Provide complete project history for minimum of four (4) projects from the engineering/architect which meet the minimum qualification requirements.

5.6.2 These projects will be considered in evaluating the qualifications. The information must include:

- Project name and location
- Name, address and telephone number for project owner, owner's project manager and/or owner's contact person on the project.
- Description of the project including:

Type of project  
New or rehabilitation  
Initial project budget  
Initial project schedule

- Role and listing of services provided by team member
- Name, title and role of personnel used to perform services
- Project design and delivery method used
- Project state and completion dates
- Project cost versus budget

5.7 Proposed Contract Fees: Actual contract fees will be negotiated with the firm selected for this work. However, proposed contract fees shall be submitted containing a schedule of the estimated man-hours required and are to be broken down by type of personnel to be used for the proposed services. Breakdowns are to be shown separately for each item listed under "Scope of Work." Overhead factors and other multipliers shall be identified.

The proposers must identify and provide estimated costs of all preliminary work that will be required of him or her prior to actually beginning work on this project.

The consultant shall be responsible for all required resources to include but not limited to computers, surveys, outside consultants, etc.

While cost will not be the sole determining factor, cost will be considered. **Please submit one copy of your cost proposal in a separate envelope.**

5.8 Time Schedule: All proposals shall include a firm time schedule for completing the proposed work within the time specified.

5.9 Draft Contract Documents: A draft contract document is to be submitted which includes all proposed services. A standard form A/E contract document, modified in such a manner to make it applicable to this project, is acceptable.

5.10 Other: You may submit any other information that will assist the City in evaluating your capabilities.

## 6.0 EVALUATION PROCEDURE:

6.1 The City of McRae-Helena will review and evaluate proposals based on the following factors:

- 6.1.1 Qualifications of the firm to perform the required services, the key personnel to be assigned to perform the services, and the results oriented track record of the firm.
- 6.1.2 Prior experience of the firm in preparing plans for a project similar in nature to the proposed Oak Street Streetscape Phase II Design and Redevelopment and the ability to provide assistance in implementing such projects.
- 6.1.3 The firm's understanding of the City of McRae-Helena's consultant service needs, the firm's ability to meet those needs in a cost effective manner, and the consultant's proposed approach to meeting the City's needs.
- 6.1.4 The firm's familiarity with McRae-Helena and its capability to meet the City's needs in a responsible and timely manner.
- 6.1.5 The overall structure, content, and quality of the proposal.
- 6.1.6 The ability of the firm to initiate work on this project within ten (10) days of the execution of a contract and the ability to meet the required schedule.

## 6.2 Selection Process:

- 6.2.1 A Selection Committee will review the proposals, and selection of consultants will be based upon qualifications only.
- 6.2.2 After the receipt of the RFP responses, a short-list of three finalist consultants will be determined from a review and rating of the responses.
- 6.2.3 Discussions between the potential consultants, any sub-consultants, and City staff may be held to examine each team's project understanding, methodology, personnel, and consultant and sub-consultant qualifications.
- 6.2.4 Following the discussions a ranked list will be submitted to the City Council for approval.
- 6.2.5 Once the ranking is confirmed, contract negotiations will begin immediately with the top-ranked consultant.

6.2.6 Negotiation of the terms, conditions and fees related to the contract for design services shall be limited to thirty (30) days following the commencement of negotiations. If agreement cannot be reached within that time, the City will cease negotiations with the top-ranked team and immediately begin negotiations with the second-ranked team.

6.3 Award of Contract: The City's schedule anticipates awarding the contract on Thursday, August 18, 2016. The City reserves the right to reject any and all proposals submitted, to waive any informalities in the proposals submitted, and to award a contract only when it appears to be in the best interest of the City.

## 7.0 SPECIAL CONDITIONS:

7.1 This RFP does not commit the City to procure or award a contract for work.

7.2 This RFP does not commit the City to defray any costs incurred in responding to the RFP.

7.3 All information submitted in response to this RFP shall become the property of the City, and as such, may be subject to public review as public record.

7.4 The City reserves the right to cancel, alter or amend this RFP.

7.5 The City reserves the right to request clarifications from any or all members of submitting consultants, however, the City shall not be required to request missing information from the submittal which may cause them to be considered non-responsive.

7.6 The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval through the City.

7.7 Members of the consultant teams, their agents, lobbyists, attorneys and others shall not contact members of the City Council, any employee of the City or any member of the Selection Committee with regard to this project or process. Any such contact shall be grounds for automatic disqualification of the consultant team submittal.