



## Request for Qualifications

### Preliminary Engineering and Construction Engineering Services

#### Mississippi River Trail - Princeton, Iowa

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The City of Princeton, Iowa, requests proposals for services related to Preliminary and Construction Engineering as part of a project to construct a shared use path funded by a Transportation Alternatives Program grant using federal funds. The project is located along U.S. 67 in the City of Princeton from just south of Bud Creek Bridge to Rivercrest Estates.

The proposed project includes preliminary and construction engineering of approximately 1.48 miles of a 10-foot-wide separated trail in the City of Princeton. The project includes design of a shared use bridge over Bud Creek. The proposed trail will form part of the Mississippi River Trail (MRT), a statewide priority trail. Once constructed, the Princeton MRT will be located on the west side of US Highway 67 and will form part of the connection between the Camanche-Clinton and the Quad Cities regional trail networks.

This request for proposals (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 the City of Princeton (City). Following the selection of the Consultant, if any, the City will negotiate a contract including a finalized scope of services and fee.

#### **City Responsibilities**

The City will provide a FTP link for the Consultant to download a .zip file of our individual imagery tiles and documents pertaining to the existing feasibility analysis of the proposed multiuse path. Those documents include a preliminary engineering summary and preliminary plans for the Mississippi River Trail through the City of Princeton completed in March 2011 and concept designs completed by the National Park Service and Iowa State University through a series of public input sessions in 2020-2021.

#### **Scope of Services - Preliminary Engineering**

The scopes of services that the Consultant must be prepared and qualified to provide are as follows:

- Provide preliminary engineering services for the City in accordance with Iowa Department of Transportation (Iowa DOT) approved design standards, specifications, and policies. The preliminary engineering services shall also be in accordance with the Federal Highway Administration's (FHWA) guidelines and policies for federal participation in consultant costs. The services shall also be in accordance with the Iowa DOT Federal-aid Project Development Guide for Local Public Agencies.
- Review existing feasibility analysis and proposed location of the shared use path.

- Complete field survey of project area as required for design, including utility locations. 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.
- Complete feasibility analysis. The Iowa DOT Design Manual, Standard Road Plans, and Design Details shall be used when feasible. For portions of the project within urban areas, Iowa Statewide Urban Design and Specifications (SUDAS) shall be used when feasible.
- Design shall be completed in accordance with Iowa DOT requirements detailed in the Instructional Memorandums to Local Public Agencies and applicable laws and regulations of the State of Iowa and United States.
- Design shall be completed in accordance with Iowa DOT Standard Specifications for Highway and Bridge Construction, Series 2015, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications and Special Provisions.
- The project shall be designed such that construction can be completed within the existing right-of-way when feasible. When not feasible, prepare right-of-way plats for acquisition purposes.
- The project shall be designed such that construction can be completed without relocating utilities presently located on private property when feasible.
- Coordinate with utilities to determine location and relocation as necessary.
- Complete road design as necessary to connect the shared use path to existing cross streets.
- Complete hydraulic analysis of drainage area in accordance with Iowa DOT design requirements. Standard or pre-engineered bridge design shall be used when feasible.
- Conduct soil borings as required for bridge substructure design.
- Perform project development in accordance with Iowa DOT requirements detailed in the Instructional Memorandums to Local Public Agencies and applicable laws and regulations of the State of Iowa and United States. Including, but not limited to, concept statement preparation, completion of environmental studies and documentation to obtain FHWA environmental concurrence in regards to the National Environmental Policy Act, preliminary plan preparation, assessment of right-of-way needs and plat preparation, permitting, check plan preparation, and final plan preparation. Develop and submit all required documents in accordance with Iowa DOT Instructional Memorandums to Local Public Agencies No. 3.010. All required documents shall be submitted to the City for pre-approval a minimum of two weeks prior to the Iowa DOT required submittal dates.
- Complete and submit Engineer's Estimate of Probable Construction Cost for the final design.
- Attend all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the City or Iowa DOT. These services will be provided on an hourly basis at current rates.

### **Scope of Services - Construction Engineering**

The scopes of services that the Consultant must be prepared and qualified to provide are as follows:

- Provide construction engineering services for the City in accordance with Iowa DOT Standard Specifications for Highway and Bridge Construction, Series 2015, plus applicable General Supplemental Specifications, Developmental Specifications, Supplemental Specifications, Special Provisions, Materials Instructional Memorandums, Construction Manual, Instructional Memorandums to Local Public Agencies, and SUDAS Standard Specifications. The construction engineering services shall also be in

accordance with FHWA guidelines and policies for federal participation in consultant costs. The services shall also be in accordance with the Iowa DOT Federal-aid Project Development Guide for Local Public Agencies.

- Perform all aspects of administration and inspection of the construction contract. Perform duties of Contract Administrator, Project Engineer, and Inspector for the project in accordance with Iowa DOT Instructional Memorandum to Local Public Agencies No. 6.000, Construction Inspection.
- Utilize Doc Express and Appia for administration and documentation of the project records.
- Contract Administration includes pre-construction, construction period, project close-out, project review, and project audit services.

### **Deliverables - Preliminary Engineering**

- Digital (pdf) copies of all reports, project development documents, control point coordinates, cost estimate, plan submittals, right-of-way plats, 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.

### **Deliverables - Construction Engineering**

- Digital (pdf) copies of all contract administration documents, project inspection documents, as-built plan set, and other necessary project related materials.

### **Submittal Requirements**

An authorized representative of the respondent shall sign the proposal. **Proposal must be submitted no later than 9:00 a.m., Friday, June 2, 2023.** Respondent shall submit six (6) hard copies and a digital copy of the proposal or a FTP link to the email address listed below. Questions and proposals shall be directed to:

City of Princeton  
Attn: Christina McDonough, City Council Member  
311 3rd Street  
Princeton, IA 52768

Email: [council2mcdonough@gmail.com](mailto:council2mcdonough@gmail.com)

Phone: 563-676-3513

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

### **Selection of Consultant**

This RFP does not commit the City to enter into an agreement to pay any costs incurred in the preparation of a proposal or in any subsequent negotiations. The City 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 the City for review. The City 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.

The City will evaluate and rank proposals received according to the following criteria:

- 40% - Project Team: Staff qualifications, technical experience, firm's overall experience performing preliminary and construction engineering services with federal-aid participation in consultant costs, and ability to meet schedules.
- 20% - Responsiveness: Demonstrate a thorough understanding of the work required based upon the information provided and fully address all requirements of the RFP.
- 15% - Proposed Preliminary Engineering Deliverable: Provide examples of what the deliverable will look like. Examples may include project plan sheets, environmental review reports, project development forms, tables, construction inspection forms, contract administration documentation, and/or other pertinent documents.
- 15% - Proposed Construction Engineering Deliverable: Provide examples of what the deliverable will look like. Examples may include working day reports, pay vouchers, material testing reports, change orders, daily diary entries, item inspection reports, project close-out forms and/or other pertinent documents.
- 5% - Preliminary Engineering Schedule Delivery: Provide examples of the Project Team's ability to meet targeted preliminary engineering project delivery date. Include delivery date of intermediate steps and how the City will be involved throughout the decision making process.
- 5% - Construction Engineering Schedule Delivery: Provide examples of the Project Team's ability to meet contract administration and project inspection deadlines in a timely manner. Include details for intermediate steps such as pay vouchers, change orders, project close-out process and/or other key steps.

## **Proposal Content Requirements**

Proposals should be as thorough and detailed as possible so the City may properly evaluate the capabilities of the respective firms 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 key issues. Include your firm's approach to addressing the identified tasks.
- Information as to the respondent's background and description of experience with performing preliminary and construction engineering services with federal-aid participation in consultant costs. Demonstrate a thorough understanding of the Iowa DOT federal-aid project development guidelines.
- Briefly discuss similar preliminary and construction engineering services the members of your team have completed in the past five years. The listing should be limited to the three most applicable projects.
- Example documents of what the preliminary engineering deliverable will look like. The documents can be from a similar project completed for another client.
- Example documents of what the construction engineering deliverable will look like. The documents can be from a similar project completed for another client.
- Description of organizational capacity to complete all necessary activities.
- Preliminary Engineering: Resumes of key personnel who will be directly involved with preliminary engineering of 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 City.

- **Preliminary Engineering:** A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work for preliminary engineering. 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 the City 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 cover, 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.

#### **Disadvantaged Business Enterprise (DBE) Goal**

This project has a 1% DBE goal. Proposals that do not meet the DBE goal or provide sufficient documentation of a good faith effort to meet the goal will not be considered. A list of certified DBE firms may be found at the [Iowa Directory of Certified Disadvantaged Business Enterprises](#), which is available on the [Iowa DOT Civil Rights Bureau DBE Program website](#).

#### **Compensation**

The payment method of the contract for this project is expected to be "Fixed Overhead Rate". The Consultant will perform the services stated in the contract for an agreed upon rate. 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.

**City of Princeton Rights Reserved**

The City 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 judgment of the City is most advantageous to the City and to re-advertise if desired.

**Compliance Actions**

The City, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-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.

**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 the City. The City 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 City of Princeton, 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.

**Consultant Evaluation Schedule**

Solicitation for Qualifications	Monday, May 15, 2023
Proposals Due:	Friday, June 2, 2023 by 9:00 a.m.
Conduct Interviews if Needed:	June 2023
Consultant Selection:	July 2023
Notice of Selection and Negotiation of Contract:	July or August 2023