



Richfield City

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL ARCHITECTURAL/ENGINEER SERVICES

Project Name: Richfield Business Park

EDA Project No. 05-79-06184

Proposal Due Date: February 1, 2023

Proposal Page Limit: 10 Pages

Introduction

Richfield City (the City) seeks proposals from qualified architectural/engineer firms (“A/E”) to provide planning, design, engineering, construction, and project management to the City for the Richfield Business Park Road Construction project. The project scope is summarized below. A/E selection will be made by competitive proposals and be based on a best-value basis, which will include consideration of qualifications, experience, and other factors.

Scope of Work

Preconstruction Services:

The proposed scope of work for preconstruction engineering services is as follows:

1. Design of approximately 1900 feet of reconstruction/native construction roadway from SR-118 to 325 West Road on 2630 South, 1000 feet of native construction roadway from 2630 South to 2850 South, and approximately 1,350 feet of native construction roadway from Mulberry Lane to 325 West. The design will include vertical and horizontal geometry of the roadway and all its components.
2. Create plans and profile sheets for contractor.
3. Provide contract documents, specifications, and bidding services for the proposed scope of work.
4. During the preconstruction phase, have up to four (4) on-site meetings with City personnel, as needed. These meetings will be held at 30% design, 60% design, 90% design, and design completion.
5. The scope includes up to four (4) site visits during the design phase for engineer.
6. Scope includes one (1) city council meeting discussion, as needed.

7. Scope includes plotting deed lines within the project to verify work will be completed within right-of-way, but no right-of-way work beyond plotting is included in the scope of work.

Surveying Services:

The proposed scope of work for surveying services is as follows:

1. Topographic survey of existing site conditions for design purposes.
2. Grade staking for construction of sidewalk, curb and gutter, pipes, survey control, and creation of model. GPS grading equipment should be used for construction.

Construction Engineering Services:

The proposed scope of work for construction engineering services is as follows:

1. Full-time construction oversight during construction of project. This includes daily observations, density tests, concrete tests, and all on-site sampling.
2. Construction materials testing for all on-site materials testing needs.
3. Construction management including weekly coordination meetings, submittal reviews, contractor partial payment, change orders as needed, and project closeout.

Required Personnel Qualifications

The selected firm shall be responsible for ensuring all personnel working in the various areas under this RFQ are qualified through training, experience, and appropriate certification for the tasks assigned.

Proposal Format / Selection of Consultant / Evaluation Criteria

The proposal shall consist of the five sections listed below. Each section will be reviewed, evaluated, and assigned a point score not to exceed those shown below. The selected firm will be the one with the highest overall point score. A shortlist of firms may be invited to interview for this project if scores are close, but the City is not required to do so. The City reserves the right to reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Section	Evaluation Criteria	Maximum
1	Project Team	20
2	Capability of Consultant/Experience	25
3	Project Approach	15
4	Local Knowledge and Experience	25
5	Project Delivery Schedule	15

Statement of Qualifications Content

The Statement of Qualifications must contain all the information identified in the RFQ summary and guidelines for preparing the statement of qualifications (refer to **Attachment A**).

Statement of Qualifications Deadline

The Statements of Qualifications shall be received electronically **before 12:00 PM on February 1st, 2023.**

Statement of Qualifications Delivery

Please submit one (1) electronic copy of the Statement of Qualifications to Michele Jolley at michele@richfieldcity.com.

Pages

Number pages sequentially at the bottom right corner of each page. Limit the number of pages to 12 pages (not including the Introductory Letter). Statement of Qualifications pages shall be 8.5" x 11". Pages exceeding the 12-page limit will not be evaluated.

Questions and Notices

To receive notifications regarding questions, addendums, and clarifications to this RFP, please contact Michele Jolley at michele@richfieldcity.com or 435.896.6439. All submitting firms will be notified in writing after a firm has been selected. The question deadline is Friday, January 20, 2023.

Once submitted, the SOQ documents become the property of Richfield City, are treated as public documents and disposed of according to City policies including the right to reject any and all Statements of Qualifications.

Schedule

Design must be completed and advertised for construction prior to April 15, 2023. Construction notice to proceed must be completed prior to July 15, 2023

Insurance Requirements

For all contracts with the City, the Consultant will be required to provide:

General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$2,000,000 liability umbrella policy.

Valuable Papers & Electronic Media: \$250,000 or value adequate to reproduce media.

Professional Liability: \$1,000,000

Capability of Consultant/Experience:

- Include experience on similar or related projects. Include projects utilizing the proposed team.
- List project types, locations, and size (total project value) of similar work performed in the last ten years, that best characterizes the firm's capabilities and experience.
- Provide project description and contact information of references for work experience examples.

Project Approach:

Include a brief approach addressing the scope of work and identifying key issues and solutions.

Local Knowledge and Experience:

Provide a summary of your local knowledge and experience on similar projects in the region. Local relationships and knowledge should be clearly demonstrated. An understanding of local issues should be indicated along with possible solutions.

Project Delivery Schedule:

Provide a project delivery schedule with key tasks and note the availability of project team members with respect to current workload and project start and completion dates.