F8ab

City of Hiawatha

Engineering Department

101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: **Mayor and City Council** **Date: December 14, 2018**

From: John C. Bender PE, City Engineer

Re: Tower Terrace Road Reconstruction RFP

Report:

After the announcement that the Tower Terrace Interchange project was funded by the DOT, City staff immediately began to plan for the reconstruction of the existing Tower Terrace Road easterly to Center Point Road. This project has always been include in the CIP and also in the vision plan prepared by the Corridor MPO. This fall, we requested the project be moved to the MPO fiscally constrained plan which makes the project illegible for federal funding.

Our local IDOT has engaged with an outside engineering firm-Kirkham Michael to design the Tower Terrace interchange. IDOT projects the final design for the Tower Terrace interchange will be completed with a July 2021 letting. Staffs from the cities of Cedar Rapids and Hiawatha along with our Corridor MPO are all aware that the responsibility for the sections of Tower Terrace Road east and west of the interchange will be the responsibility of local agencies.

In preparation for the interchange and completing our expansion of the Tower Terrace roadway, we need to proceed with our project on the same schedule with the IDOT. The timeline would be able to let our portion of the Tower Terrace roadway expansion at the same time as the IDOT's.

We are asking Council to authorize city staff to solicit for an Environmental Study/NEPA Study /Preliminary and Final Design- fall of 2018. We currently have funds identified in the CIP for FY-2019. Several tasks need to happen:

.

- Environmental/NEPA/Design to be awarded by spring 2019 and to be completed within 6-months;
- Engage in potential conversation about pros and cons of a round-a-bout at Tower Terrace and NCPR due to business use of roadway;

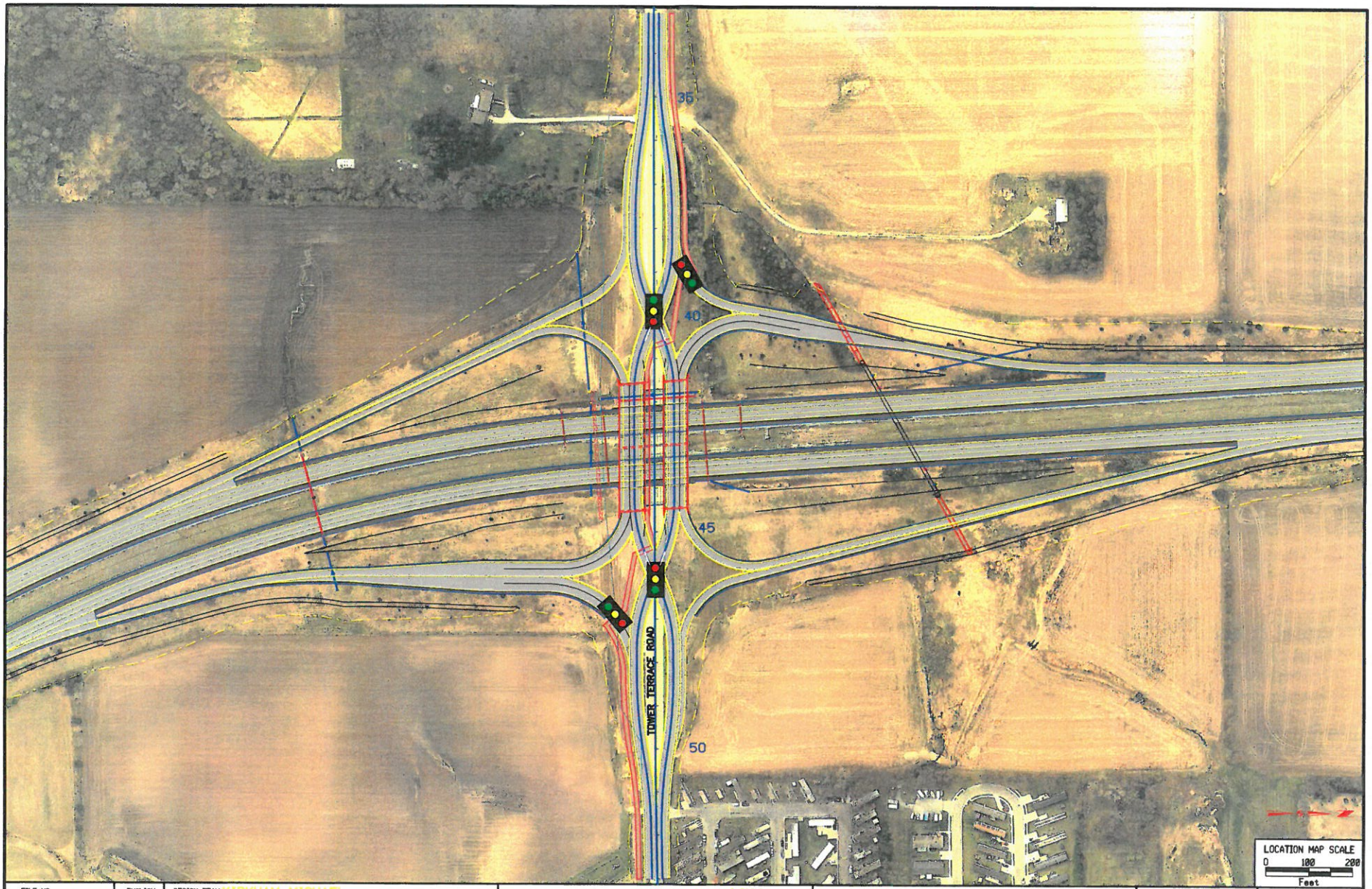
- Begin right-of-way acquisition processes in the fall of 2019. This process can take up to one year;
- Final design work for our Tower Terrace roadway expansion to be completed by Winter of 2020 with plan turn into IDOT by May of 2021.
- Due to the Environmental/NEPA study separation the Tower Terrace roadway project cannot be constructed under the IDOT contract. Therefore, the cities of Hiawatha and Cedar Rapids would like to secure a memorandum of understanding (MOU) with our local IDOT and the Corridor MPO allowing the designated MPO $4M funding for the interchange to be re-designated and put toward our portions of the Tower Terrace expanded roadways. Our local DOT is fully onboard with creating and signing a MOU.

The approach would be for the City of Hiawatha to seek a "Request for Proposals" from engineering firms who are interested in providing planning and design services to the City for this corridor. We would contact firms and a notice will also be posted on the City of Hiawatha website asking firms to determine their interest and capabilities in performing the anticipated scope of work needed. The preliminary concept plan is shown on the attached map which was prepared during the Tower terrace Corridor Management Plan update which was funded by the MPO. The proposed consultant selection schedule is as follows:

Proposal Submittal Deadline	1/25/19
Consultant Ranking	1/28/19-2/8/19
Consultant Interviews (as deemed necessary)	2/11/19-2/15/19
Consultant Selection	2/21/19
Contract Negotiations	2/25/19-3/15/19
Council Approval of Contract	3/21/19
Begin Work	4/1/19
Project Letting (by State)	Spring 2021

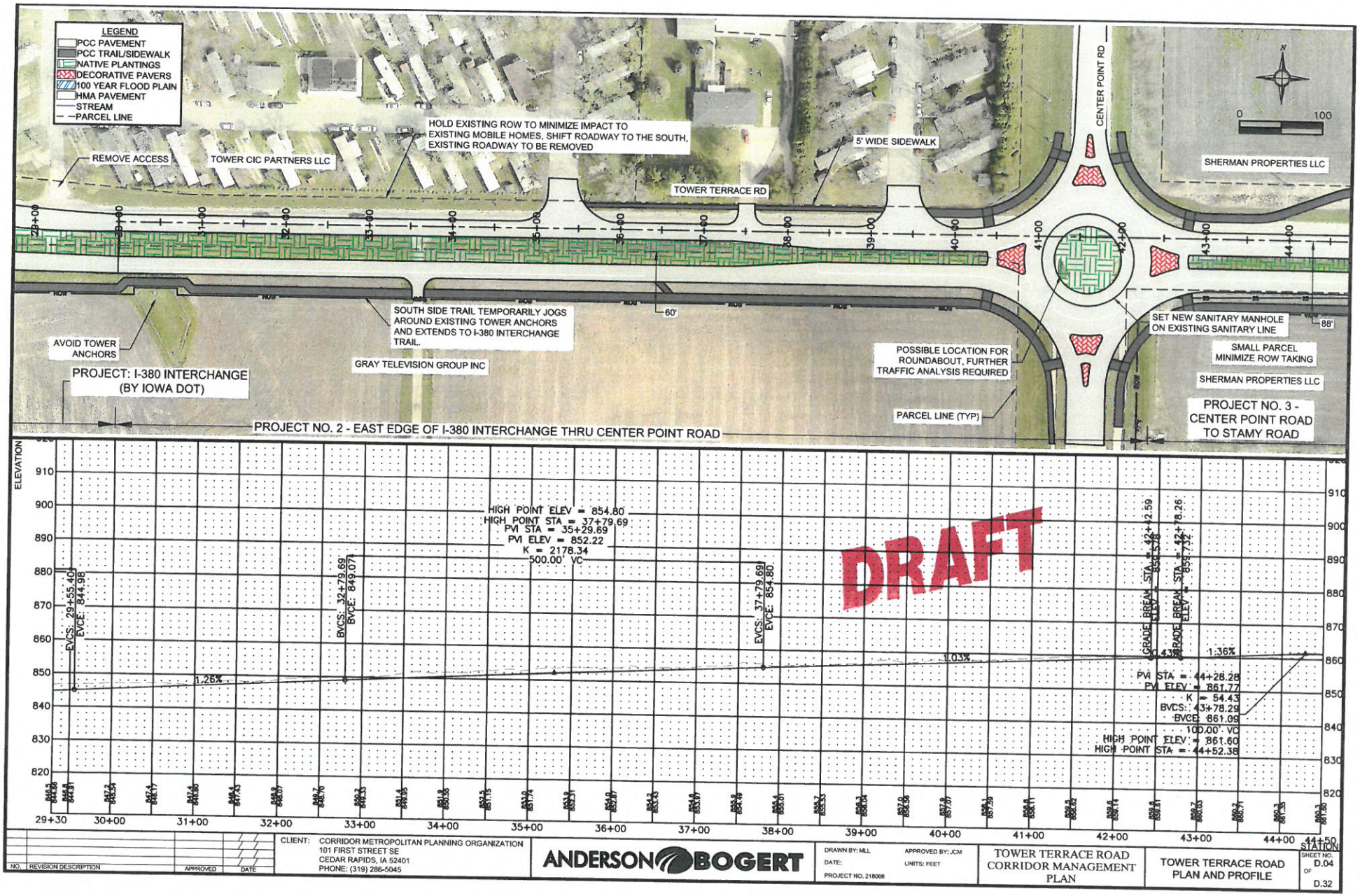
Attached is a DRAFT of the Request for Proposals. The DOT staff is reviewing this document for us to make recommendations as to the required submittals to meet federal guidelines. We will also be asking Council for at least 2 members to sit on our steering committee as we move forward with this project.

If you have any questions, feel free to give me a call.



FILE NO.	ENGLISH	DESIGN TEAM KIRKHAM MICHAEL	LINN COUNTY	PROJECT NUMBER IM-380-6(224)25--13-57	SHEET NUMBER K.11

SYSTEMTIME SYSTEMDATE USERNAME DGNSPEC



NO.	REVISION DESCRIPTION	APPROVED	DATE

CLIENT: CORRIDOR METROPOLITAN PLANNING ORGANIZATION
101 FIRST STREET SE
CEDAR RAPIDS, IA 52401
PHONE: (319) 286-5045

ANDERSON BOGERT

DRAWN BY: MLL
DATE:
PROJECT NO. 218008
APPROVED BY: JCM
UNITS: FEET

TOWER TERRACE ROAD CORRIDOR MANAGEMENT PLAN

TOWER TERRACE ROAD PLAN AND PROFILE

SHEET NO. D.04 OF D.32

JCM239Y: \ACAD\218008\Sheets and Figures\8008_D After Curvature.dwg 12-14-18 10:22:52 AM

DRAFT

RESOLUTION NO. 18-
City Council

RESOLUTION AUTHORIZING REQUESTS FOR PROPOSALS FOR THE PLANNING AND DESIGN OF THE TOWER TERRACE ROAD RECONSTRUCTION FROM I-380 TO CENTER POINT ROAD

BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, authorizing the solicitation of Request for Proposals for the planning and design of the Tower Terrace Road Reconstruction from I-380 to Center Point Road. (Exhibit "A").

AYES:
NAYS:

PASSED AND APPROVED this 19th day of December, 2018.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy City Clerk

Exhibit "A"

Hiawatha!™ DRAFT

City of Hiawatha

Request for Proposals

Tower Terrace Road Reconstruction from I-380 to North Center Point Road

Purpose/Background:

The City of Hiawatha, Iowa wishes to hire a qualified consultant to design the reconstruction of Tower Terrace Road east of I-380 to North Center Point Road in accordance with the Iowa Department of Transportation's (DOT) requirements regarding the development of a Federal-aid project. The project is to start at the east end of the new Tower Terrace Interchange over I-380 (estimated to be bid spring 2021) and continue east to meet the existing intersection of North Center Point Road and Tower Terrace Road. This work is to be done in close conformance with a preliminary alignment determined during the Tower Terrace Corridor Management Plan Update project funded by the Corridor MPO. The length of the project is approximately 0.4 miles.

The design work will include a roadway that is to be five-lanes wide with a 5-foot wide sidewalk along the north right-of-way (ROW) and a 10-foot wide bike path along the south side in a 120-foot wide ROW. The study has determined a typical cross-section that is desired for the project. The plan is to initially build the 3-lane section of the project expandable to 5-lanes. The task at hand includes determining the full build requirements and ROW and all easement needs for the project. ROW plats and descriptions are to be prepared and transferred to the City, which will handle the acquisition process, including any condemnation proceedings.

A new intersection at North Center Point Road is anticipated. A full signalized intersection with traffic signals and traffic channelization is one option for the new intersection. However a roundabout concept will also be studied as part of this project. The final decision will be determined by the steering committee.

The project environmental assessment and clearance has not been completed for this project. The evaluation of the NEPA clearance will be needed at the concept review by the DOT office of Location and Environment. This process may included but not be limited to environmental, archeological, historical studies, and possible environmental justice impacts to the surrounding properties. In addition, information compiled by the DOT for the interchange project will be available for review and use.

The concept statement will need to be developed and approved by the Iowa DOT. Close coordination must be maintained with the Iowa DOT for the design and bidding of the new Tower Terrace Interchange. The intent is to bid the project at the same time as the I-380 interchange.

Key Points for Consideration:

Funding for construction of the project anticipates both Federal and local funding. Federal funding may be in the form of SWAP funds.

All submitting firms are expected to first visit the site and familiarize themselves with the task at hand. All firms should seek permission from land-owners before entering private property.

Complete and easily understood submittals are required as a part of this Request for Proposals process. Submitted documents are to be specific to this project and not for any similar project. Failure to provide complete submittal information by the due date will be grounds for rejection of the submittal.

After a selection committee has reviewed all proposals submitted, an interview may be requested with the top scoring firms. Any expenses incurred for this interview are at the vendors' expense. The Qualifications Evaluation Form, which will be utilized by the selection committee regarding selection criteria, is the last page of this document.

Your proposal may include additional information as you deem appropriate. **Do not submit cost information as part of your proposal.**

All proposals submitted to the City of Hiawatha are subject to The State of Iowa Public Records Law.

The City's Allowable Budget for this project:

The complete project, including all costs associated with engineering, land acquisition, and construction, is not anticipated to exceed $3,500,000.

Pre-Submittal Meeting:

A Pre-Submittal meeting will be held on January 11, 2019 @ 8:30 AM at Hiawatha City Hall, 101 Emmons Street, Hiawatha Iowa. All consultants intending to submit their proposals for this project are encouraged to have a representative in attendance. This will be a time to discuss this project and address any concerns.

Inquiries:

All inquiries outside the pre-submittal meeting (if any) must be submitted in writing to the City Engineer by e-mail to jbender@hiawatha-iowa.com on or before January 18, 2019 @ 3:00 pm. An addendum, if needed will be posted with the RFP documents on the City's website, on or before January 23, 2019 @ 3:00 P.M.; showing all questions submitted and the corresponding answers.

Addenda Acknowledgement:

Because some information in any addenda may contain items that will affect the eventual selection, all addenda must be acknowledged with your proposal submittal. Please return the signature page of each addendum with your RFP submission.

Qualifications Submittal Information:

- **Submittal Deadline:** January 25, 2019 @ 12:00 PM

- Sealed envelopes or packages should be clearly labeled with the name of the proposal "Tower Terrace Road Reconstruction from I-380 to North Center Point Road. The name of the company submitting the qualifications and their contact information should appear in the upper right-hand corner.

- Submittal Location: City Clerk
  City Hall – 2nd Floor
  101 Emmons Street.
  Hiawatha, Iowa 52233

- Submittal Quantities: One Original, Four (4) Copies and One Public Copy of the proposals are required. Faxed or e-mailed proposals will not be accepted.

- The City of Hiawatha cannot make exceptions for proposals delivered late or delivered to an incorrect address.

Proposal Submittal Contents:

The submittal should be in an 8 ½" x 11" bound format with each section clearly labeled and tabbed. The proposal must contain sections and information responsive to the evaluation criteria and may include more information, but should include at least the following:

1. An introductory letter.

2. The name, office address and other pertinent information of the project manager who will direct the work for your firm.

3. Examples of firm's experience regarding this type of work.

4. The education, experience and qualifications of the key personnel working on this project.

5. A discussion of the schedule, and how the company can meet the schedule.

6. A discussion of cost controls.

7. A narrative discussing the proposed approach to the design.

8. Experience working with local governments, utilities, and regulatory agencies.

9. Experience with inclusion of DBE firms to participate in the construction of this project. The use of Federal funds is a key component of this project. Accordingly, 49CFR part 26 applies. This requires recipients of US DOT funds to make a good faith effort to use certified Disadvantaged Business Enterprises (DBE) on federal-aid contracts.

   There is a 0% DBE goal proposed on this consultant agreement.

   Local funds will be used for the design contract. Therefore there is no DBE goal for the Consultant's design contract.

10. References, including contact name and telephone number, regarding similar projects of this type and scope.

The City of Hiawatha will be solely responsible for evaluation of all proposals. The company deemed having the best overall qualifications will be the first selected to begin the contract negotiation process.

Target Date for Consultant Selection:

The target date for approving a contract with the consultant is March, 2019.

Target Date for Project Completion:

The City desires that the construction project be bid at the same time as the new I-380 interchange. In order to meet this schedule and expedite the project, the selected consultant will be expected to allocate the necessary time and personnel to the project as required. The consultant should list anticipated deadlines they feel necessary to meet this deadline and possible tasks that should be identified as priorities in order to make this possible.

Information Available to Consultants:

a) Prior to the time of submittals, consultants may view any or all prior project preliminary plans. The preliminary alignment information for the project is included as part of this document.
b) The City can provide basic GIS information that identifies approximate location of existing utilities.
c) The County's records may be used for help to determine property valuations.
d) The County's records may also be used for property ownership information along the project.
e) Environmental studies and documents prepared by the DOT for the interchange project.

The information just described may be used as desired by the selected consultant.

Services provided by the City:

City engineering staff will act as liaison between the consultant and City Council and City departments. The City will provide project administrative services as necessary when not specifically the responsibility of the consultant. The plan should included at least quarterly steering committee meetings to review the design process.

City staff will handle the necessary paperwork and administration enabling the appropriate City Council actions concerning this project, including the mailing and publishing of public notices.

City staff will handle acquisition of ROW and easements. The City will also handle inspection services and contract administration for the construction of the project.

Project design criteria and considerations:

The proposed concept statement for this project is to be prepared in accordance with the latest Urban Design Aids and in accordance with the current Iowa Department of Transportation Standard Specifications, including general supplemental specifications, and the current Iowa DOT's Project Development Packet.

Scope of Consultant Services Outline:

The selected consultant shall organize its proposed form of contract to meet the following scope of work outline:

A. Concept Plan Engineering

1) A preliminary alignment determination has already been made, as previously mentioned.

2) Conduct and prepare the required studies and reports to receive the environmenatl clearance for the project to be submitted for letting.

3) Perform all required reconnaisance, survey work, geotechnical survey, etc. that would require any minor adjustments to the pre-determined alignment. It should be noted that the final proposed alignment must remain within the limits of the environmental assessment area.

4) The consultant shall complete a concept plan and concept statement and submit it to the City for its review. Concept plans need only to be of sufficient detail as to show the proposed pavement width, ROW lines and dimensions, the standard cross-section, and special cross-sections at non-standard areas such as at turn lane locations, all as determined and specified in the approved concept statement.

5) The final concept plan shall be used as the basis for preparation of the preliminary plans.

6) Prepare presentation to the steering committee with recommentations.

B. Preliminary Plans

1) With City staff concurrence and with the consultant's recommendations, one set of plan originals shall be prepared on 22" X 34" size sheets. Half-size plans will be allowed for the City and State review. An initial construction cost opinion shall be prepared.

2) The plans shall include (but may not be limited to) sheets showing the following information:
   - Preliminary plan and profiles
   - Existing and proposed right-of-way lines and easement lines
   - Grading limit lines
   - Existing utilities
   - Detail drawings
   - Proposed traffic control plan
   - Proposed erosion control plan
   - Proposed pavement striping and signage plan

3) Determine ROW and easement needs and prepare the necessary plats and legal descriptions of all parcels for the City to acquire. For ROW acquistion, all necessary plats and descriptions shall be stamped and certified by a land surveyor licensed in the State of Iowa.

4) Submit preliminary plans (generally about 50% complete) to the City for review.

C. Final Plans

1) The consultant must first prepare check plans to be submitted to the City and then to the State. Prior to submittal of check plans to the State, at the approximate 90% complete timeframe, the plans and project items shall be submitted to City staff for its review. Any comments/changes at this stage shall be incorporated into the final plans and specifications. The consultant shall submit a construction cost opinion based on the submitted check plans.

2) Submitted check plans shall include (but may not be limited to) the following:
   - Title sheet
   - Quantity estimate and references
   - General notes
   - Plan and profile sheets
   - General site plan
   - Removal limits plan
   - Traffic control plan
   - Erosion control plan/Pollution prevention plan
   - Striping and signage plan
   - Construction details

3) After return of the check plans, the consultant shall incorporate all comments by the Iowa DOT staff in order to prepare "final" plans and special provisions to be submitted for the letting. An updated cost opinion shall be submitted to the City and Iowa DOT based on the prepared "final" plans and special provisions.

The City will prepare for and conduct the pre-construction meeting.

Anti-Discrimination:

The selected consultant shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, gender identity or expression, national origin or ancestry, sexual orientation, age, marital status, familial status, physical or mental disability, or political beliefs or affiliations.

Insurance:

The selected consultant will be required to provide a certificate of insurance that indicates the company's current level of coverage. The company selected and awarded the contract must provide a final certificate of insurance showing these minimum coverages: $1,000,000 for General Liability, $1,000,000 for Vehicle liability, Workers'

Compensation coverage at the State of Iowa's required amounts, and an umbrella form for at least $2,000,000.

Form of Contract:

It will be the responsibility of the selected firm to provide the form of contract of its services for this project. The final form of contract and scope of work will be as negotiated with the City's staff.

Compensation:

The payment terms of the contract for the selected consultant will consist of a "standard hourly rate" agreement with a maximum cost not to exceed the fee negotiated with the consultant. Invoices shall include a breakdown of the resources utilized during the billing period, subconsultant costs and billing statements, the total billed to date, and the total remaining in the contract.

Deliverables:

The documents provided to the City by the consultant shall include, but may not be limited to, the following:

- One full-size review set of plans and specifications for the preliminary review
- Initial plats and descriptions for any easements needed
- One full-size review set of plans and specifications at the 90% review stage
- Final plats and descriptions for any easements needed
- One full-size final set of hard copy "original" plan sheets, signed by all parties required
- One half-size final set of hard copy "original" plan sheets, signed by all parties required
- AutoCad format of the plans, which may be e-mailed to the City or provided on a CD
- Special provisions to be included in the construction contract
- Final construction cost estimate with individual construction items listed
- Other hard copies as review copies for the City as required for City approval (the City's approval process may require more than one submittal of preliminary or final plans)

Projected Schedule:

The approximate schedule for the project as follows:

Proposal Submittal Deadline	1/25/19
Consultant Ranking	1/28/19-2/8/19
Consultant Interviews (as deemed necessary)	2/11/19-2/15/19
Consultant Selection	2/21/19
Contract Negotiations	2/25/19-3/15/19
Council Approval of Contract	3/21/19
Begin Work	4/1/19
Project Letting (by State)	Spring 2021

PROPOSAL EVALUATION FORM

Project: Tower Terrace Road Reconstruction from I-380 to North Center Point Road

Name of Company:

_____

Name of Evaluator: _____

Date of Evaluation: _____

	Possible Points	Score
1. **Responsiveness**- Completeness and quality of qualifications content, per the required submittal contents specified above	10	
2. **Similar Project Experience** Recent experience of the firm with similar projects, particularly Federal-aid or (SWAP) funds and local projects (as much as possible)	20	
3. **Personnel- Technical Ability** Experience and education of key personnel that the firm would assign to this project	15	
4. **Ability to Meet the Schedule** Explanation of how firm can meet a tight design schedule	20	
5. **Project Management** Outlined approach to the project and proposed cost controls	15	
6. **Partnership Ability** Experience working with the regulatory agencies, utilities and local governments. Innovative approach to addressing the needed environmental documents to meet the design schedule	20	