

# **City of Scottsbluff, Nebraska**

**Monday, July 15, 2019**

**Regular Meeting**

## **Item Consent4**

**Council to approve the Request for Qualifications for Professional Engineering Services for the Scottsbluff School Zone Safety Assessment and authorize the City Clerk to advertise for proposals to be received until 2:00 p.m. August 6, 2019.**

**Staff Contact:**

# Agenda Statement

Item No.

For Meeting of: July 15, 2019

**AGENDA TITLE:** Consideration and approve RFQ for Professional Engineering Services for Scottsbluff School Zone Safety Assessment and authorize City Clerk to advertise for proposals to be received until 2:00 P.M. August 6, 2019.

**SUBMITTED BY:** Mark Bohl, Director of Public Works

**PRESENTATION BY:** Nathan Johnson, City Manager

**SUMMARY EXPLANATION:** RFQ's have been put together for the City of Scottsbluff to request a safety assessment of the Scottsbluff School Zones from professional engineers.

**BOARD/COMMISSION RECOMMENDATION:**

**STAFF RECOMMENDATION:** Authorize City Clerk to advertise for proposals to be received until 2:00 P.M., August 6, 2019.

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## EXHIBITS

Resolution ☐ Ordinance ☐ Contract ☐ Minutes ☐ Plan/Map ☐

Other (specify) ☒ RFQ for School Zone

Notification List: Yes ☐ No ☐ Further Instructions ☐

**APPROVAL FOR SUBMITTAL:** \_\_\_\_\_  
City Manager

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2525 Circle Drive  
Scottsbluff, NE 69361

## **REQUEST FOR Qualifications and Proposals**

FOR

PROFESSIONAL ENGINEERING SERVICES RELATING TO:

Planning and Engineering/Transportation Services to  
Conduct a School Zone Safety Assessment.

**Issue Date: July 15, 2019**

**Publish Dates: Fridays – July 19<sup>th</sup>, July 26<sup>th</sup> and August 2, 2019**

**Closing Date/Time: Tuesday, August 6, 2019 at 2:00 P.M.**

Contact

Mark Bohl – Director of Public Works  
308-630-6297

## NOTICE

### REQUEST FOR QUALIFICATIONS and PROPOSALS School zone Safety Assessment

The City of Scottsbluff is soliciting Statements of Qualifications and Proposals from Professional Engineering /Transportation Consultants or other qualified providers to provide services in conducting a school zone traffic safety assessment. All submittals must be received by the City Clerk, of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, prior to 2:00 p.m., Tuesday, August 6, 2019. Submittals must be in a sealed envelope plainly marked "Qualifications and Proposal, School Zone Safety Assessment". Inquiries shall be addressed to Mark Bohl, Public Works Director, 2525 Circle Drive, Scottsbluff, Nebraska, 69361, 308-630-6256. A copy of the Request for Qualifications and Proposal document may be obtained from the City Clerk at City Hall at the above location noted herein.

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Kimberly Wright  
City Clerk

Publish – 3T  
July 19, 2019  
July 26, 2019  
August 2, 2019



## 1. PROJECT REVIEW

The City of Scottsbluff (City) and the Scottsbluff Public School District (School) are seeking qualifications from firms (Consultants or Consultant) to provide planning and engineering/transportation services to conduct a School Zone Safety Assessment in the area surrounding all of the school zones within the Corporate Limits of Scottsbluff, NE (project). Attached is a map identifying the school locations. The project limits around each school shall follow the recommendations of the Manual of Uniform Traffic Control Devices latest edition (MUTCD). The objective of this project is to identify and prioritize improvements to help protect pedestrians, bikes, cars, buses, etc. during high volume times of the year. This includes the transportation network in the school vicinities such as public right of way and access control logistics to and from the schools. Upon completion of the assessment, a conceptual planning document will be prepared which may include capital improvement projects in both the City's ROW and on school property. Modifications, if any, to the ROW and/or school property will be suggested primarily to mitigate risks to users of the transportation network caused by pedestrian/traffic congestion during drop-off/pick-up times while traveling to and from school.

In addition, pedestrian traffic is particularly high around the high school and middle schools as facilities are shared between campuses. 27<sup>th</sup> Street, being an arterial street also has fairly high traffic volumes, compounding the potential for conflicts not only during drop off and pickup hours but all times of the day. Particular attention should be given to this corridor.

Once the most qualified Consultants is selected, a scope of services will be submitted and negotiated with a fee schedule. At a minimum, the City and School will require the following services:

- A. PROJECT INITIATION AND MANAGEMENT
- B. STAKEHOLDER AND STAFF MEETINGS
- C. REVIEW OF EXISTING DOCUMENTATION AND CONDITIONS
- D. DEVELOPMENT OF CONCEPTUAL TRANSPORTATION NETWORK AND SCHOOL SITE PLANNING DOCUMENT
- E. PRIORITIZATION OF CONCEPTUALIZED IMPROVEMENTS

## 2. PROPOSAL REQUIREMENTS

The Consultants shall submit three (3) hard copies of the final proposal along with one USB drive that contains the proposal in PDF format. Each of the required services shall be itemized and specifically addressed in the proposal.

The proposal is not intended to be an expansive or elaborate document. City and School staff will expect the proposal to be thoughtfully composed and easy to understand. The body of the proposal shall be no more than eight (8) pages, not including cover letter, resumes and references. Resumes should be formatted identically and placed in the appendix.

The proposal shall include the following items:

- **Project Team and Executive Summary** – Identify all members of the planning/design team assigned to this project. Delineate the time commitment and specific role for both the Principal-in-Charge and the Project Manager as they relate to the successful completion of this project. Describe your firm's area of expertise and experience with similar assignments specific to transportation planning and school zone safety assessments.
- **Project Management** – Provide a methodology/work plan to meet the required services. Include a critical path schedule identifying major phases in the anticipated scope of services, suggested work session dates with City and School Staff as well as stakeholders.



- **Project Description and References** – Provide a detailed description of a least three (3) similar transportation planning and conceptual design projects specifically related to schools and school zone assessments. Provide professional references and contact information for the projects selected. Identify the project role and responsibility of your professional references. Include a PDF of each referenced project on the submitted thumb drive.

## **INFORMATION**

### **1. INQUIRIES AND CORRECTIONS**

All inquiries relating to this request shall be addressed to:

Mark Bohl, Public Works Director  
City of Scottsbluff  
2525 Circle Drive  
Scottsbluff, NE 69361  
308-630-6256

If proposing Consultants, prior to submitting a proposal, find discrepancies in , or omissions from this request, or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the document will be made by written addendum to proposing Consultants, and shall become part of the request for any contract awarded. The City will not be responsible for the accuracy of any oral explanations. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing Consultants. To be given consideration, inquiries must be received at least ten (10) calendar days prior to the date established for the opening of the proposal. It shall be the responsibility of proposing Consultants to verify that every addendum has been received prior to submitting proposals

### **2. SUBMITTAL DATE, LOCATION, AND OPENING**

All proposals must be received by the City Clerk of the City of Scottsbluff, 2525 Circle Drive, Scottsbluff, NE 69361 prior to 2:00 p.m., **Tuesday, August 6, 2019**. Proposals must be submitted in a sealed envelope plainly marked "Qualifications and Proposal: School Zone Safety Assessment". These proposals will be evaluated utilizing the evaluation criteria herein. Final approval will be given by the Scottsbluff City Council.

### **3. LATE AND TELEPHONIC PROPOSALS**

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing Consultants unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Consultants will be expected to allow adequate time for the delivery of proposals. Sole responsibility rests with the proposing Consultants to see that their proposal is received on time.

### **4. CONDITIONS OF PROPOSAL SUBMITTAL**

Proposing Consultants shall comply with all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the proposal.

The proposal must be signed by a duly authorized official of the proposing Consultant submitting the proposal.

No proposal will be accepted from any Consultant that is in arrears for any obligation to Cities, schools or that otherwise may be deemed irresponsible or unresponsive by the City or School.

The City reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Consultants as deemed in the best interest of the City and School.

The City will not return proposals or other information supplied to them by any proposing Consultants.

## **5. EVALUATION OF PROPOSALS**

Proposals will be evaluated on the basis of the Evaluation Criteria noted herein. The City and School may make a selection on the basis of the proposals received, or may choose to "short list" prospective Consultants for further negotiations.

The Consultant selected for the award will be chosen on the basis of the apparent greatest benefit to the City and School. The City reserves the right to negotiate the contract price.

Proposals shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the City and School.
- B. Responsibility of the proposing Consultant and its experience in dealing with municipal governments, including the City and School, on projects of similar scope and nature.
- C. The degree to which the proposal meets or exceeds the terms of this Request for Proposal.
- D. The ability of the Consultants to confer with the City and School pertaining to matters included and/or not included in this Request for Proposal.

## **6. SELECTION CRITERIA**

Proposals will be reviewed, evaluated, and ranked by the City and School. The selection criteria including their relative importance are:

- 1) Professional qualifications necessary for satisfactory performance. (15 points).
  - Project manager and key team members are qualified to perform the work categories on the project.
  - Consultants' knowledge of standards and procedures.
  - Qualifications of the team members, special skills and endorsements.
- 2) Specialized experience and technical competence in the type of work. (10 points).
  - Consultants have provided comparable projects they have been involved with.
  - Technical skills and specific ED success of the consultant.
- 3) Past performance on similar projects. (15 points).
  - Past performance evaluations and examples of completed projects.
  - References from past two years projects of a similar nature.



- 4) The capacity to accomplish the work in the required time (10 points).
  - Consultants have adequate staff for this project.
  - Current workload of the Consultants.
  - Projected timeline to complete the project.
- 5) Understanding the project (10 points).
  - Consultants have demonstrated understanding of key elements of the project.
  - Consultants have provided comparable projects they have been involved with.
- 6) Approach to the project. (10 points).
  - Consultants have recognized and identified special circumstances on the project.
  - Consultants have provided logical approach to tasks and issues on the project.
- 7) Quality of the interview with the Consultants (20 points).
  - Interview was clear and concise.
  - Questions were appropriately answered by Consultants.
- 8) Location of the project and knowledge of the area. (10 points).
  - The Consultants demonstrate their process for gaining an understanding of the community's transportation needs and potential of the City and School.
  - Location criteria shall not be based on a political basis (e.g. City of School).

## 7. PROPOSAL ELEMENTS AND FORMAT

Proposals submitted shall contain all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City and School.

Proposals shall include, but not be limited to, the following:

- A. A cover letter shall be provided stating the name, address, and telephone number of the proposing Consultants, and must bear the signature of the person having the authority to make the proposal for the Consultants and bind the Consultants in a formal contract with the City.
- B. A response that defines the methods and means by which the proposing Consultant will perform the project outlined in the proposal.
- C. A project timeline outlining the dates and specific tasks necessary to perform the project.
- D. A list of what portion, if any, of the services will be subcontracted and who will be used (name, address, and phone number).
- E. A list of at least three (3) references for which similar services have been provided. Include contact names, addresses, and telephone numbers.
- F. Any other information deemed necessary by the proposing Consultants.
- G. Please provide **three (3)** copies of the proposal.

Submittal of the proposal shall constitute as certification that the Consultants have full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the project is to be performed.

## 8. GENERAL REQUIREMENTS OF THE SUCCESSFUL PROPOSING CONSULTANTS

Professional service or creative work including consultation, investigation, evaluation, planning, design, etc., must be performed by Consultants.



The successful proposing Consultants shall be prohibited from assigning or subcontracting the whole or any part of the project without the prior written consent of the City.

The successful proposing Consultants shall demonstrate experience with a range of successful safety assessments and approaches.

The successful proposing Consultants shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color, or age.

The successful proposing Consultants and employees will operate as an independent contractor and will not be considered employees of the City or School.

## **9. INDEMNIFICATION**

The Consultants agree to indemnify and hold harmless the City and School, and its officers and its employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which may arise out of or are in any manner connected with the project to be performed, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the negligent act or omission, error, professional error, mistake, accident, or other fault of the Consultants, subcontractor of the Consultants, or any officer, employee, or agent of the Consultants.

## **10. INSURANCE REQUIREMENTS**

The Consultants will secure and maintain during the term of the project a policy of professional liability insurance protecting the Consultants and its employees in an amount not less than \$2,000,000. The Consultants shall also maintain in effect a policy for worker's compensation insurance in the amount required by Nebraska Law. All policies will need to be secured from an insurance company authorized to do business in the State of Nebraska.

The Consultants will also secure and maintain an insurance policy or policies in an amount of not less than \$2,000,000 which protects it and the City and School from damages resulting from the Consultants conduct. The Certificate of Insurance shall specifically name the City and School as an additional insured party.

The Consultants may not start work until evidence of all required insurance has been submitted and approved by the City. The Consultants must cease work if any of the required insurance is cancelled or expires.

Three (3) copies of certificates of insurance shall be submitted to and approved by the City prior to the beginning of the project. The certificates must contain the agreement of the insurance company notifying the City in writing ten (10) days prior to any cancellation or material alternation of the policy. The Consultants shall not allow any work toward the project to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the City.

## **11. CONTRACT NEGOTIATION**

The City reserves the right to negotiate any and all items in the formal contract as they may relate to the project, etc., found in this document.

**MAILING LIST FOR ENGINEERING SERVICES FOR SCHOOL ZONES**

Benesch  
Anthony Dirks  
825 M Street  
Suite 100  
Lincoln, NE 68508

Felsburg, Holt & Ullevig  
Rick Haden  
315 S. 9<sup>th</sup> Street, Suite 201  
Lincoln, NE 68508

JEO  
650 J Street  
Suite 215  
Lincoln, NE 68508

Kirkham Michael  
Eric Johnson  
12700 W. Dodge Road  
Omaha, NE 68154

Lamp Rynearson  
Vigil Oliqmueller  
14710 W. Dodge Road, Suite 100  
Omaha, NE 68154-2027

Civil Design Group  
Mike Eckert  
8535 Executive Woods Drive  
Suite 200  
Lincoln, NE 68512



# Schools

City of Scottsbluff, NE

