

City of Sidney

REQUEST FOR PROPOSAL (RFP) Design and Engineering

13TH AVENUE DRAINAGE AND SURFACE IMPROVEMENT, AND ELM STREET SURFACE IMPROVEMENT

City of Sidney
1115 13th Ave
Sidney, Nebraska 69162
Phone: 308-254-5300 | Fax: 308-254-6392
street@cityofsidney.org

Prepared By: Kyle Long
Date: Feb 14th, 2020

REQUEST FOR PROPOSAL
13TH AVENUE DRAINAGE AND SURFACE IMPROVEMENT, AND ELM STREET SURFACE
IMPROVEMENT
Sidney - Nebraska

SUBMISSION DEADLINE: March 27th, 2020, 3:30pm (MDT)

BIDDERS' MEETING: March 16, 2020, 10am (MDT) at City Hall, 1115 13th Avenue, Sidney, Nebraska

QUESTION SUBMISSION DEADLINE: March 17th, 2020

Questions can be submitted prior to the Bidders Meeting on March 16, 2020; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form no later than March 17th, 2020 to:

RFP Contact Name: Hank Radtke
Contact Address: 827 Forrest
Sidney, Nebraska 69162
Telephone Number: 308-254-6377
Email Address: street@cityofsidney.org

INTRODUCTION

City of Sidney invites and welcomes proposals for their 13th Avenue drainage and surface improvement, and Elm Street surface improvement project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."¹

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) - NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for 13th Avenue drainage and surface improvement, and Elm Street surface improvement.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Finances, contact:

Name: David Scott
Title: Finance Director

Phone: 308-254-5300

Fax: 308-254-6392

Email: finance@cityofsidney.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to improve road surface and drainage issues on 13th Avenue between Jackson Street and Quince Street, as well as to improve road surface on Elm Street between 13th and 17th Avenues.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

We would like included 95% designs, with value engineering options, as well as full pricing. 13th Ave project will deal with major underground storm water instillations which will then run east to 10th Ave with resurfacing being done as needed on those streets as well. Elm Street will need to be bid with curb-to-curb as well as driving-lane-only options.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

95% design plan submittal:

September, 2020

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

City of Sidney shall award the contract to the proposal that best accommodates the various project requirements. City of Sidney reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either City of Sidney or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by City of Sidney no later than 3:30pm (MDT) on March 27th, 2020 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection

process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of City of Sidney.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

City of Sidney shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Nebraska (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to City of Sidney.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Also include hourly pay rate/extra pay rate.

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and insurance for any proposed services that the bidder/contractor may plan on providing for this project. Must be a licensed P.E. with professional liability insurance.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 2 references

Bidder agrees that The City of Sidney may contact all submitted references to obtain any and all information regarding Bidder's performance.