

CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION
125 WATERLOO STREET
RAPID CITY, SOUTH DAKOTA 57701

Jerry W. Cole,
Director
(605) 394-5225

To: Mayor Alan Hanks and City Council Members

Randy Lyons
Landscape Designer
(605) 394-5225

From: Jerry Cole, Director *RC*
Department of Parks & Recreation

Jeri Taton
Administrative
Assistant
(605) 394-5225

Subject: Request for Proposals for Design and Construction
Management for the Rapid City Greenway Funding
Project

Date: January 8, 2009

Lon Van Deusen,
Parks & Cemetery
Manager
(605) 394-4175

Attached please find a Request for Proposals for design and construction management for Rapid City's Greenway Funding Project. Phase 1 of this project is design and construction of a trail connection along Steele Street to the SD School of Mines Campus and Phase 2 is the Founders Park Upgrades and trail expansion.

Doug Lowe,
Recreation Manager
(605) 394-4168

This project has been approved by the State Department of Transportation with funding available from an earmark through the Federal Highway Administration. The contract for consultant services must be approved by the State DOT and modifications to the contract may be made, based on their recommendations.

Duncan Olney
Aquatics Manager
(605) 394-5223

We are requesting authorization to proceed with the Request for Proposals for design and construction management and related services for the Rapid City Greenway Project.

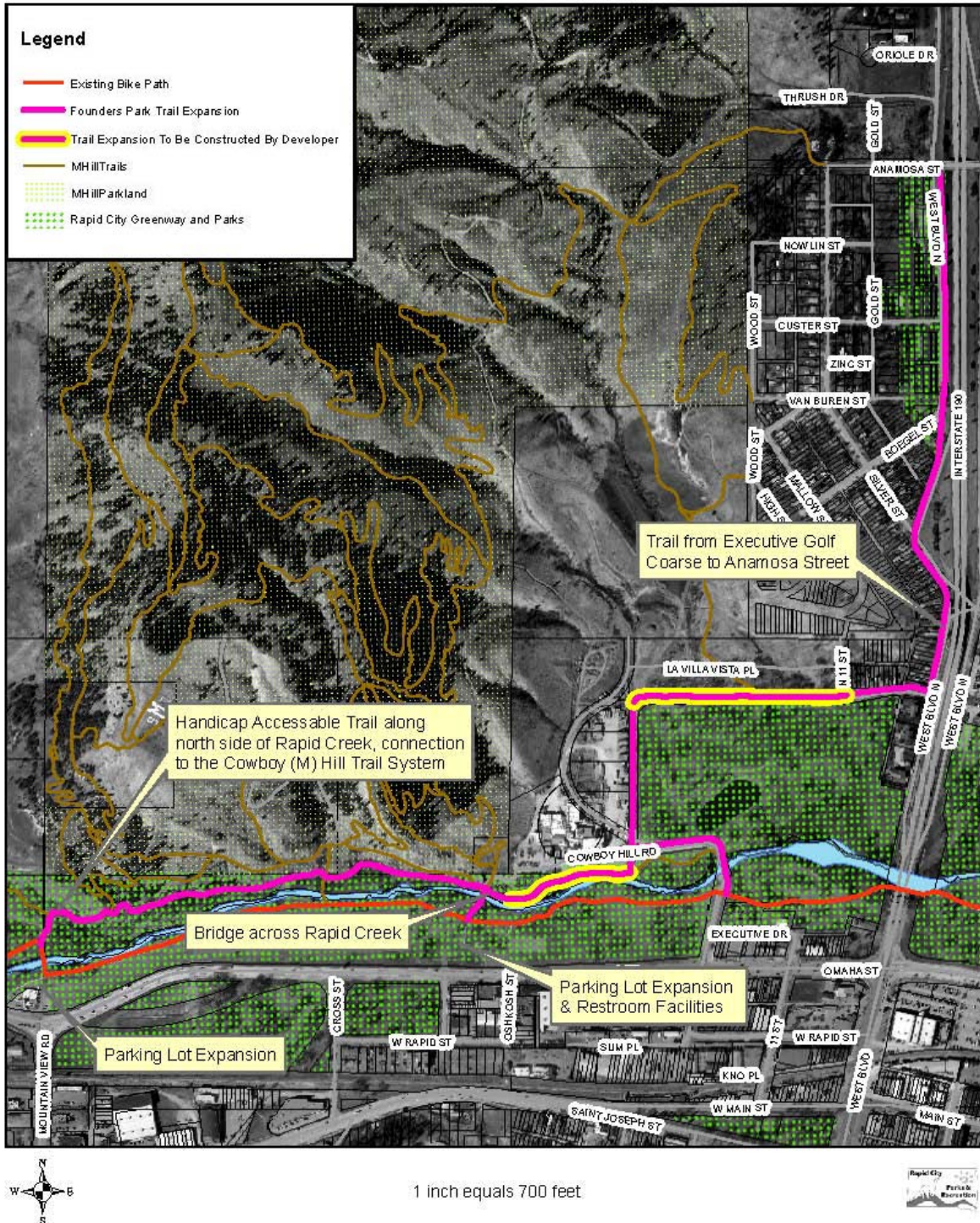
If you have any questions, please call 394-5225.

REQUEST FOR PROPOSALS

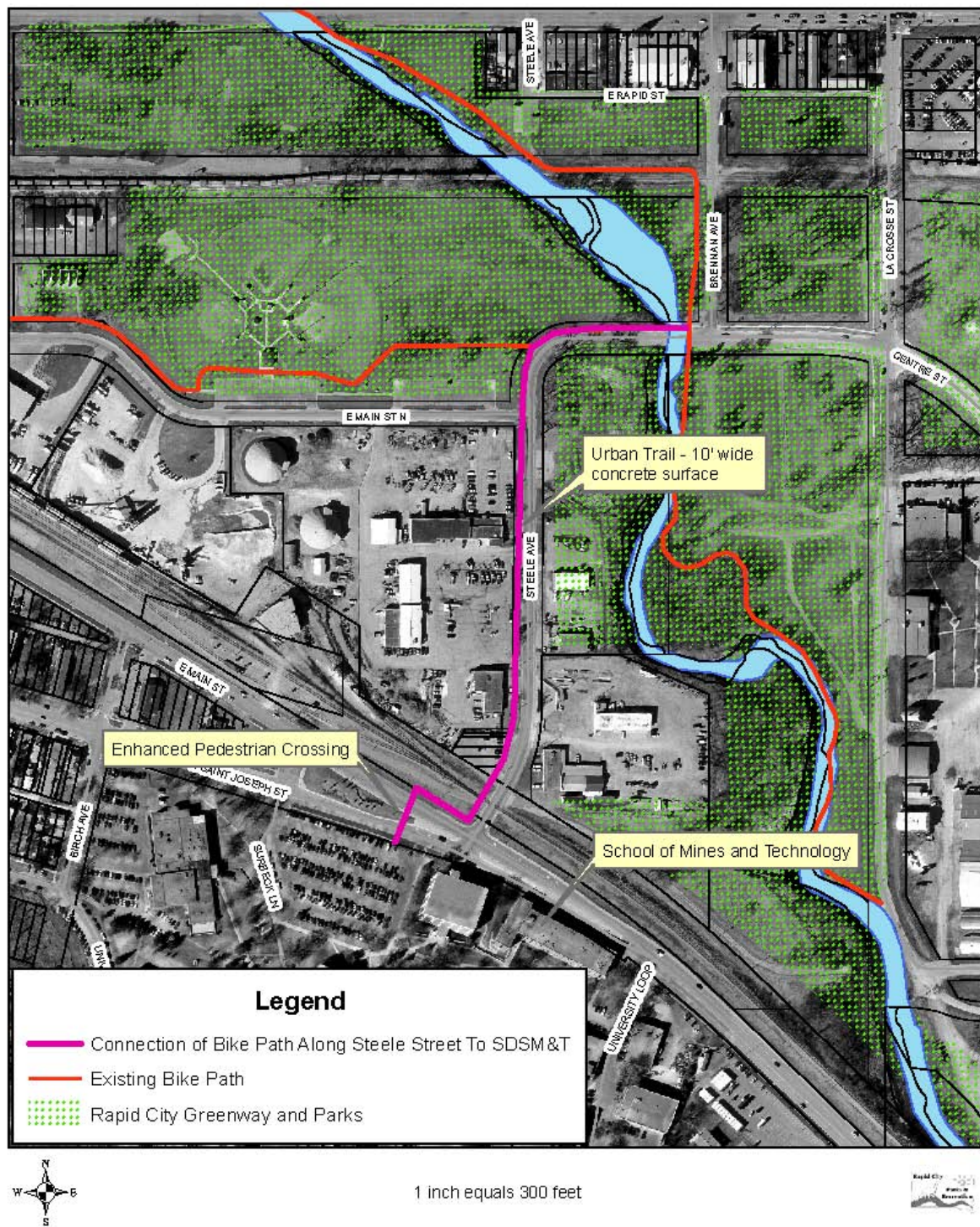
Design Services For
Rapid City Greenway Trails and Pedestrian Facilities Project
PROJECT NO. PR08-6017

PROJECT LOCATION

Founders Park and Trail Expansion



Connection of Bike Path Along Steele Street To SDSM&T



Request For Proposals are due in the Rapid City Parks and Recreation Office, 125 Waterloo Street, Rapid City, SD 57703, no later than **2:30pm on February 4, 2009.**

1. REQUEST FOR PROPOSAL:

The City of Rapid City Department of Parks and Recreation, is requesting proposals to provide professional design services for designing, bidding, and construction administration for the proposed project

2. PROJECT JUSTIFICATION:

The Rapid City Greenway Trails Project is a result of the City receiving Federal Highway Transportation dollars. These dollars are allocated for pedestrian or biking projects located in Rapid City within the Greenway system. An Advisory Board was established and solicited comments over a four month period. All the proposed projects were reviewed and rated against the developed criteria in order to determine a priority, which were forward onto the City Council. Out of more than 50 projects, the following two were presented and approve by the Council:

- **Phase 1: Connection of Bike Path along Steele Street to the School of Mines**
 - (Pedestrian access on existing vehicular bridge, trail development through commercial area, St. Joseph Street crossing,)
- **Phase 2: Founders Park Upgrades and Trail Expansion**
 - (Restroom, expansion of two parking areas, bridges over Rapid Creek and Deadwood Avenue Drainage, handicapped accessible trail on north side of creek, trail from creek to Anamosa)

3. PROJECT DESCRIPTION:

The selected consultant will provide services related to *Surveying, Right-of-Way and Easement procurement, Geotechnical, Trail design (both wilderness and urban), Restroom design, Bridge design, Parking lot design, Lighting, Signage, and Pedestrian Amenity Enhancements throughout the project.* The two trail segments have preliminary routes indentified; however, the City will be interested in the consultant's recommendation pertaining to the routes. Both trails are located in the greenway and will provide crucial north south connection for the community of Rapid City.

Phase 1 begins at the intersection of Brennan Avenue and Steele Avenue, connecting to the existing greenway trail, and will travel west crossing Rapid Creek. Then it will turn south along Steele Avenue where it will eventually cross St. Joseph Street and tie into the School of Mines network of sidewalks. The design of the pedestrian crossing of St. Joseph Street needs to be coordinated with the City of Rapid City's Traffic Engineer and Project Manager.

Phase 2 begins on the north side of Rapid Creek and travel through a wilderness in challenging terrain between the creek's edge and the rising slope of Cowboy Hill. This trail will connect to a short piece of existing trail and will pick back up at the terminus of the existing trail which is a newly built parking area. From the parking area the trail will head north on the west side of Executive Golf Course meeting another piece of existing trail. At 11th Street, which is the terminus of this existing trail, the new trail will pick back up and head east to West Boulevard and then head north and end at Anamosa Street.

It is anticipated that the improvements will include the following:

1. Trail design:

Where conditions allow the trail should be 10 foot wide with a concrete surface. Trail widths may vary due to environmental or easement restrictions. The alignments shall be designed to meet the current ADA Standards. Rapid City Standard Specifications and Standard Details and the project Geotechnical Report shall be utilized when detailing the trail cross-section.

2. Restroom Facility

Architectural design or pre-manufactured restroom is acceptable. If it is determined a pre-manufactured building is going to be used, the consultant shall coordinate with City Representatives in selecting a pre-manufactured restroom supplier. The design shall be designed to meet all current ADA Standards and Building Codes. Work with City Representatives when selecting building exterior and interior features.

3. Pedestrian Bridges

Explore bridge type options that can respond to flooding and flood debris. Aesthetics of bridge should be considered a priority.

4. Parking Lot Expansion

Asphalt surface with curb and gutter.

5. Pedestrian Amenities – benches, bike racks, trash receptacles, etc.

Amenities shall reflect those of already in the Greenway.

6. Lighting – parking lot and trail

Light fixtures and poles shall reflect those of already in the Greenway.

7. Signage – directional and interruptive

4. BACKGROUND:

Background information includes City of Rapid City GIS maps, City of Rapid City benchmark data, City of Rapid City water, sanitary sewer and storm sewer maps, the City of Rapid City historical bid tabulation/cost data, and plans of existing facilities, FEMA Maps.

5. DESIGN CRITERIA:

Design criteria for the projects shall include the current edition of the following items: "Guide for the Development of Bicycle Facilities" Prepared by the AASHTO Task Force

on Geometric Design, City of Rapid City Design Criteria manuals; City of Rapid City Standard Specifications, current edition; City of Rapid City Drafting Standards; South Dakota Department of Environmental Resources Standards, International Building Code, current edition, ADA Standards for Accessible Design, current edition. Conflicts between design criteria documents shall be resolved in favor of the more stringent requirement. Other documents and references may be proposed for use and requires written concurrence by the Project manager and may require "Exceptions" per City exception process.

6. SCOPE OF SERVICES SUMMARY:

Consultant selection will be based on the consultant's capabilities to perform the five tasks indicated below:

- Task 1 – Preliminary Design Services
- Task 2 – Final Design Services
- Task 3 – Bidding Services
- Task 4 – Basic Construction Services
- Task 5 – Expanded Construction Services

Refer to "**ATTACHMENT ONE - DRAFT SCOPE OF SERVICES REQUESTED**", for draft descriptions of each of the above tasks of work.

Consultant selection will be based on the consultant's ability to perform these five project tasks. The City, at its sole discretion, may or may not contract for all five project tasks and reserves the right to negotiate services based on what is in the best interest of the City.

7. CONSULTANT SCHEDULE:

Contract Negotiations Complete	February 18, 2009
Notice to Proceed with Design	March 4, 2009
Preliminary Design Services – 35% Submittal	June 17, 2009 (Phases 1 & 2)
Final Design Services – 65 % Submittal	To be determined
Final Plans, Specifications, and Contract Documents Complete – 100% Submittal	August 05, 2009 (Phase 1)
Project Bid Opening Date	April 14, 2010 (Phase 2)
	September 22, 2009 (Phase 1)
	June 15, 2010 (Phase 2)
Project 100% Construction Complete	September 14, 2011

The schedule for the services described herein will be formalized during the project contract negotiations. In general, the negotiated project schedule shall comply with the intent of the schedule presented above. The consultant, in conjunction with the project management team, will prepare a schedule for completion of each task/phase of the project. These schedules will include milestone dates for completion of the individual tasks identified in the project contract negotiations. These schedules will be integrated into and become part of the project contracts.

8. COMPENSATION FOR SERVICES (FEE):

The City intends to enter into a professional services contract for the negotiated scope of work. The contract will be based on a fee and itemized task schedule with a maximum not-to-exceed amount(s). Tasks 1-3 typically will be combined as an individual contract. These tasks may be combined into a single fee with a maximum not-to-exceed amount or each task may have its own separate fee with a maximum not-to-exceed amount. The City will issue a "Notice to Proceed" to the Consultant to begin contract services under Tasks 1-3 as negotiated.

Tasks 4 and 5 typically will be combined as an individual contract to be negotiated generally at the beginning of Task 3. Task 4 and 5 typically will be based on a fee and itemized task schedule with a maximum not-to-exceed amount. The City anticipates negotiating contract services for Task 4 and reserves the right to evaluate whether it is in the best interest of the City to negotiate contract services for Task 5 at this time. The availability of City staff and the complexity of the project will be the basis for determining whether the City will enter into contract negotiations for Task 5 services. The City will issue a "Notice to Proceed" to the Consultant to begin contract services under Tasks 4 or Tasks 4 and 5 as negotiated.

The City reserves the right to administer and issue "Notices to Proceed" for Tasks 1-5 in a manner that is in the best interest of the City.

9. GENERAL CONDITIONS FOR PROPOSALS:

A. Inquiries:

Please direct questions to:
 Randy Lyons, Project Manager
 Dept. Of Parks & Recreation
 125 Waterloo Street
 Rapid City, SD 57701
 (605) 394-5225
 (605) 394-5226 (fax)
 e-mail: randy.lyons@rcgov.org

All firms submitting a proposal shall identify a single contact person for receipt of responses and information from the City. The preferred method of receipt and distribution of information will be by e-mail. Therefore, please include a contact name, phone number, mailing address and e-mail address with your proposal.

B. Contractual Responsibility:

Consortia, joint ventures, or teams, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

C. Addenda and Supplements to RFP:

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposers to make adequate interpretation of the provisions of this Request For Proposals, a supplement to the RFP will be issued.

D. Rejection Rights:

The City of Rapid City retains the right to re-solicit for proposals if deemed to be in its best interest. Selection is also dependent upon the negotiation of a mutually acceptable contract with the highest ranked interviewee. If the City cannot negotiate a mutually acceptable contract with the highest evaluated interviewee, the City will negotiate with the next highest evaluated interviewee, and so forth, until a mutually acceptable contract is reached.

E. General Expertise Required:

The services envisioned within this Request for Proposal includes all disciplines necessary for the proper execution of the project desired.

F. Contract Amendment:

The City of Rapid City retains the right to amend the contract with the successful interviewee to include other possible areas of concern with this project.

10. PROPOSAL SUBMISSION:

Please submit five (5) copies of your proposal no later than **2:30pm on February 4, 2009**. A duly authorized official of the proposer must sign proposals. Proposals should address the firm's technical, management, and inspection capabilities for design, bidding, and construction services. Any background information, experience, and descriptive examples of the proposer's work should be submitted with the proposal.

11. COST OF DEVELOPING PROPOSALS:

All costs related to the preparation of the proposal, interview, or any other related activity are the sole responsibility of the firm. No reimbursement will be made by the City of Rapid City for costs incurred prior to a formal notice to proceed under a contract.

12. EVALUATION CRITERIA, SELECTION AND AWARD PROCEDURES:

The City's Consultant Selection Committee for this project will review the proposals and finalists will be selected for interviews. You will be notified of the Selection Committee's decision and if selected, you will be scheduled for an interview.

Proposers selected for interviews shall include, as a handout, an itemized task outline with a listing of the corresponding personnel anticipated to be working on that task. The listing of the personnel shall include their job classification, the individual's name, and a brief description of their role.

Upon completion of the interviews, the City of Rapid City's Consultant Selection Committee for this project shall select a Consultant to perform the engineering services and contract negotiation will commence with the selected consultant. Upon successful contract negotiations, a contract will be presented to the City Council for approval. Upon City Council approval, a notice to proceed will be issued typically for Tasks 1-3. If terms cannot be mutually agreed upon, the City may enter into negotiations with another firm.

The Consultant Selection Committee's evaluation sheet is enclosed as Attachment Two for your information.

13. CITY OF RAPID CITY NONDISCRIMINATION POLICY STATEMENT:

In compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the rehabilitation act of 1973, the age discrimination act of 1975, the Americans with disabilities act of 1990, and other nondiscrimination authorities it is the policy of the City of Rapid City

City of Rapid City
300 6th St.
Rapid City, SD 57701

to provide benefits, services, and employment to all persons without regard to race, color, national origin, sex, disabilities/handicaps, age, or income status. No distinction is made among any persons in eligibility for the reception of benefits and services provided by or through the auspices of the City of Rapid City.

If you have any concerns regarding the provisions of services or employment on the basis of disability/handicap you may contact our ADA/Section 504 coordinator, Kay Rippentrop at telephone no. (605) 394-4110.

ATTACHMENT ONE
DRAFT SCOPE OF SERVICES REQUESTED

CONSULTANT DRAFT SCOPE OF SERVICES REQUESTED

Professional services consist of five Tasks: Preliminary Design Services, Final Design Services, Bidding Services, Basic Construction Services, and Expanded Construction Services.

TASK 1 - PRELIMINARY DESIGN SERVICES:

This task consists of all services necessary to take the project from beginning through the Preliminary Design submittal stage, and may include the following itemized services.

- 1.1 Kick-off Conference: The consultant shall meet with City staff to detail project concept and scope. The consultant shall prepare an agenda, take minutes, and distribute minutes.
- 1.2 Prepare an Environmental Assessment Report and distribute report to appropriate agencies and two (2) copies to Parks and Recreation.
- 1.3 Perform a Cultural Resources Inventory according to State and Federal requirements. Work with South Dakota Game Fish & Parks (GF&P) and South Dakota State Historic Preservation Office (SHPO) to meet their requests and obtain the Section 106 Clearance. Distribute report to appropriate agencies and two (2) copies to Parks and Recreation.
- 1.4 Review background information listed in this RFP and any other resources as necessary.
- 1.5 Prepare Project Design Report: The consultant shall establish and indicate project specific design criteria and standards within the Project Design Report. The consultant shall submit design assumptions, design life, design criteria, and reference of design resources. The Project Design Report shall evaluate and recommend trail routes, pavement design; based on a life cycle cost analysis, preliminary horizontal and vertical alignment for trails, and other public improvements. Provide justification for the facility and analysis of alternatives. Use the City of Rapid City Standard Specifications for Public Works Construction, Rapid City Utility Design Criteria Manual, the "Guide for the Development of Bicycle Facilities" Prepared by the AASHTO Task Force on Geometric Design, and other resources as needed to establish design criteria. The project's geotechnical report shall be included within the Project Design Report. Submit three (3) copies of the Project Design Report and preliminary plans and specifications to City of Rapid City's project manager for review and comment.
- 1.6 Perform site surveys sufficient for design plan preparation. The route and topography survey shall be tied to at least two City of Rapid City Monument Control system monuments utilizing State Plane coordinates.
- 1.7 Identify right-of-way (ROW) and permanent and temporary construction easements acquisition needs. Include size and extent of such ROW and easements and contact information of property owners.
- 1.8 Recommend location and extent of geotechnical services investigations necessary to complete design. Geotechnical services typically will be a sub consultant to the Consultant and payment for geotechnical services is the responsibility of the Consultant.

- 1.9 Prepare monthly project progress report to be submitted and reviewed by the City's Project Manager.
- 1.10 Prepare preliminary opinion of probable construction costs for the project.
- 1.11 Prepare preliminary plan and profile sheets including locations of existing and new utilities and street alignment. Show existing utilities locations with probable depths.
- 1.12 Attend submittal reviews meeting with City staff, if necessary.
- 1.13 Attend Public Works and Council meetings as necessary.
- 1.14 Meet with individual property owners regarding ROW and permanent and temporary easement needs and regarding specific project issues and components.

TASK 2 - FINAL DESIGN SERVICES:

This task consists of all services necessary to take project from Task 1 Preliminary Design Services through the Final Design Services, and may include the following itemized services.

- 2.1 Address City comments from the Task 1 City reviews and finalize Project Design Report,
- 2.2 Assist the City with easement(s) acquisition, and obtain property owner contact information, prepare easement and ROW exhibits as necessary, conduct property owner meetings for easement and ROW acquisition, and document acquisition meetings.
- 2.3 Determine removal limits with approval of City of Rapid City representative.
- 2.4 Coordinate with the geotechnical engineer to complete these services, and provide a geotechnical report to be included in the Project Design Report and project plans or specifications,
- 2.5 Incorporate ADA compliance items, for example fillet, driveway and sidewalk improvements,
- 2.6 Incorporate Erosion and Sediment Control items,
- 2.7 Provide Erosion and Sediment Control Plans.
- 2.8 Incorporate NEPA requirements, wetland mitigation, monetary, ROW certification, environmental certification, SHPO, Architectural, Catx noise analysis, FONSI, etc.
- 2.9 Complete the, "Flood Management Project Water Quality Impact Assessment Checklist Form", attachment three and incorporate applicable measures within the construction documents as necessary.
- 2.10 Provide three (3) copies of the finalized Project Design Report,
- 2.11 Provide three (3) copies of the Final Design Services submittal. The submittal shall consist of complete plans, specifications, contract documents, and opinion of probable construction cost to the City of Rapid City's project manager for review. The Final Design Services submittal will be made to the City when the consultant believes the plans, specifications, contract documents, and opinion of probable construction cost are 100% complete.
- 2.12 Provide and make submittals for review by the Rapid City Planning Commission per SDCL §11-6-19 submittal if required. Provide supplemental information and attend Planning Commission meetings as necessary to present the project or to respond to any questions or concerns.
- 2.13 Address 100% submittal staff comments as necessary.

- 2.14 Prepare monthly project progress report to be submitted and reviewed by the City's Project Manager.
- 2.15 Provide complete plans and specifications for a unit price construction contract. Plan sheets shall be prepared utilizing the latest City of Rapid City Drafting Standards.
- 2.16 Plans documents shall adhere to current City of Rapid City guidelines
- 2.17 Staking information shall include either of the following formats:

On the Plans

- Station offsets for all items of work requiring field staking.

In tabular form on a plan sheet (schedule)

- Coordinates and description of inter-visible control points.
- Coordinates of all items of work requiring field staking.
- Benchmark information shall be provided on each sheet.

- 2.17 If desiring exceptions from City requirements or specifications, it is the Consultant's responsibility to request and secure exceptions. Failure by the City to comment on a nonconforming item during a review does not constitute the granting of an exception.
- 2.18 Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary. Typically project drawing specific issues should be indicated as a General Note on the drawings. Material types and material specific items would be included as a detailed specification.
- 2.19 Prepare any and all permits with exhibits required for the City.
- 2.20 Identify permits that will be required for the Contractor.
- 2.21 Prepare final "Engineer's Estimate" of probable construction cost for the project.
- 2.22 Deliver the following:
 - Provide five (5) copies of bid documents including complete plans, specifications, contract documents, and Engineer's Estimate of probable construction cost to the City of Rapid City's project manager for City distribution.
 - Provide complete plans on CD compatible with AutoCAD Release 2006 to 2008 format.
 - Provide all topographic, control, and design points in the .dwg file and in tabular format, both on CD and on hard copy printout.
 - Provide complete specifications and contract documents on CD in Microsoft Word XP or previous versions.
 - Provide a unit price cost estimate on CD in Microsoft Excel XP or previous version on the City of Rapid City "Engineer's Estimate" form.
 - Provide Engineer's Estimate of probable construction costs as a component of this submittal.

TASK 3 – BIDDING SERVICES:

This task consists of all services necessary for the administration of the Bidding Services of the project, and may include the following itemized services.

- 3.1 Submit sufficient information to the City of Rapid City project manager for completion of City Advertising Authority form.
- 3.2 Print and issue plans and specifications to bidders, and five (5) copies to the City of Rapid City, refer to "Deliverable" above in Task 2. Maintain a plan holders list.
- 3.3 Print and distribute two (2) copies plans/ drawings to the City of Rapid City at 11" x 17" scale for construction services personnel.
- 3.4 Issue addenda to the bid documents as required.
- 3.5 Attend the bid opening (to be held at the City Finance Office).
- 3.6 Attend Public Works Committee and Council Meetings as required.
- 3.7 Prepare the Bid Tab in City of Rapid City Microsoft Excel project book format and submit electronic Bid Tab and a printed hard copy to Engineering Services within one (1) working day of the bid opening. Forward a copy of the final bid tab to all bidders and project manager.
- 3.8 Present award recommendation to City of Rapid City project manager.
- 3.9 Prepare Notice of Award letter for City of Rapid City project manager signature and distribution to contractor for execution.
- 3.10 Prepare contracts and submit to contractor for execution.
- 3.11 Review construction contract documents and other submittals from the contractor and submit to City of Rapid City project manager for distribution to City Attorney's for approval and signatures of the Mayor and Finance Officer.

TASK 4 – BASIC CONSTRUCTION SERVICES:

This task consists of all services necessary for the administration of the Basic Construction Services of the project construction stage, and may include the following itemized services.

- 4.1 Prepare Notice to Proceed for City of Rapid City project manager signature and distribution to contractor for execution.
- 4.2 Arrange and conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees. An example of an agenda is enclosed as Attachment Six for your information.
- 4.3 Provide written clarification regarding drawing and specification questions.
- 4.4 Provide recommendations to address changed or unknown conditions that may appear during construction.
- 4.5 Review and take action on shop drawings, product submittals, test results, and other submittals.
- 4.6 Prepare "As-Built" plans and specifications. "As-Built" plans and specifications shall be submitted as a hard copy and on CD compatible with AutoCAD Release 2006 format. Submit to Engineering Services within 30 days of project completion. In the event that the City did not issue a "Notice to Proceed" for Task 5 services, then the City shall forward construction record documents for preparing the "As-Built" plans and specifications.

TASK 5 – EXPANDED CONSTRUCTION SERVICES":

This task consists of all services necessary for the administration of the Expanded Construction Services of the project construction stage, and may include the following itemized services.

- 5.1 Mark removal limits of appropriate items.
- 5.2 Prepare Public Service Announcements (P.S.A.'s) for Parks and Recreation. Parks and Recreation will be responsible for distribution to all local media. Copies of P.S.A.'s shall be distributed one week prior to start of work or change in operations that may significantly affect the public.
- 5.3 Appropriately notify affected Property Owners.
- 5.4 Arrange and conduct appropriate progress meetings. Record minutes and distribute to all attendees.
- 5.5 Provide daily on-site observation to assure that the methods and materials used by the contractor meet the intent of the plans and specifications.
- 5.6 Prepare daily reports. A daily record of activity will be maintained by the inspector including weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and any other pertinent information. Such information shall be neatly and concisely entered into the City of Rapid City Project Inspector's Diary and Inspection quantity book. Submit electronic and paper copies to Parks and Recreation on a weekly basis.
- 5.7 Perform stormwater inspections, prepare reports, and keep the erosion and sediment control plans current as required by the ordinance regulating construction site runoff control, Chapter 8.46, and the Stormwater Quality Manual.
- 5.8 Provide soil compaction testing according to the Standard Specifications. All test results shall be submitted to the City of Rapid City within 30 days of project completion.
- 5.9 Provide assurance testing (or witness Contractor testing) according to the Standard Specifications. All test results shall be submitted to the City of Rapid City within 30 days of project completion.
- 5.10 Prepare and submit monthly pay requests.
- 5.11 Prepare change orders, and extra work orders for contractor on City of Rapid City forms and make recommendations for their approval or denial.
- 5.12 Prepare and submit project completion punch list items to the Contractor and Parks and Recreation and oversee its completion.
- 5.13 Prepare and submit City of Rapid City project "Construction Project Close-out Checklist" indicating compliance with Standard Specifications and acceptance of the various components. The Consultant is responsible for coordinating completion of the checklist items with the Contractor. The checklist is enclosed as Attachment Four for your information.
- 5.14 Prepare letter of certification of project completion verifying compliance with plans and specifications and start of warranty period.
- 5.15 Ensure Contractor's two-year warranty surety is provided to the City of Rapid City.

PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY

- 6.1 Project team members will include:
 - The Consultant
 - City Parks and Recreation staff

- City Engineering Services staff
- Operations Division staff
 - Parks Division
 - Street Division

6.2 Meetings requiring the Consultant's participation will likely include, but may not be limited to the following:

- Kick-off meeting, Task 1
- Project Design Report and 35% Plans and Specifications submittal review meeting, Task 1
- meeting, Task 1
- Public meetings
- Property owners meeting
- 65% Plans, Specifications, and Contract Documents review, Task 2 (This submittal is made when the consultant believes the plans, specifications, contract documents, and opinion of probable construction cost documents are complete).
- 100% Plans, Specifications, and Contract Documents review, Task 2 (This submittal is made when the consultant believes the plans, specifications, contract documents, and opinion of probable construction cost documents are complete).
- Prebid Conference, Task 3
- Bid Opening, Task 3
- Pre-construction Conference, Task 4
- Construction Progress Meetings, Task 5
- Committee and Council Meetings as required, All Tasks

6.3 Submittals include:

- Kick-off meeting, Task 1 meeting minutes
 - Project Design Report and 35% Review Submittal, Task 1 including meeting minutes
 - 65% Plans and Specifications submittal review meeting, Task 2 (Project Manager decide if needed)
 - Final Project Design Report, Task 2 including meeting minutes
- 100% complete plans, specifications, contract documents, and opinion of probable construction cost Contract Documents Review, Task 2 including meeting minutes
- Public meeting minutes
 - Property owners meeting minutes
 - Open house comments/concerns and consultant's recommendations for inclusion or exclusion
 - Final submittal of bid documents including complete plans, specifications, contract documents, and Engineer's Estimate of probable construction cost, Task 2

- Prebid conference meeting minutes, Task 3
- Bid Tab and award recommendation, Task 3
- Pre-Construction conference meeting minutes, Task 4
- Shop Drawing submittal reviews, Task 4
- “As-Built” plans and specifications, Task 4
- Progress meeting minutes, Task 5
- Daily observation reports, Task 5
- Erosion and Sediment Control plan inspection reports, Task 5
- Project completion “Punch List”, Task 5
- “Construction Project Close-out Checklist”, Task 5
- Letter of certification of project completion, Task 5

The Consultant shall allow 10 working days for City review of the Project Design report and 35% review submittal, 65% review submittal, and the 100% complete plans; specifications; contract documents; and opinion of probable construction cost Contract Documents submittal.

ATTACHMENT TWO

Consultant Evaluation Form

CONSULTANT INTERVIEW & PROPOSAL EVALUATION FORM

PROJECT: _____ PROJECT NO.: _____

CONSULTANT: _____

INTERVIEWER: _____

DATE & TIME: _____

I. FIRM QUALIFICATIONS

(40 Points)

A. PROJECT TEAM

1. Project Team Members

- Professional Registration
- Project Manager
- Other Key Personnel
- Subconsultants & Their Key Personnel

2. Diversity of Skills & Disciplines (as applicable)

- Municipal Engineering
- Operation/Maint/Replace
- Planning
- Survey
- Finance/Economics
- Other

3. Technical Ability

4. Amount of Experience on Related Projects

5. Experience w/ Other Relevant Agencies

6. Office Location(s)

B. PROJECT MANAGEMENT

1. Management Procedures

- Cost/Budget Control
- Schedule Control

2. Quality Control Methods (QA/QC)

- Key Personnel

3. Staffing Levels and Work Load

4. Insurance (type and limits)

C. PAST PERFORMANCE

1. With City of Rapid City
2. With Others in Region
3. Past Project Design
 - Meeting Design Budget
 - Design Scope Modifications
4. Past Project Construction
 - Change Orders
 - Accuracy of Engineers Est.
 - Sequencing/Phasing
 - Constructability
5. Quality of Past Deliverables
6. Litigation/Arbitration/Disputes
(Last 3 years)

D. QUALITY OF INTERVIEW & PROPOSAL

II. PROJECT APPROACH AND DELIVERABLES

(60 Points)

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- A. Data Gathering & Project Familiarization
- B. Presentation of Alternatives
- C. Design Approach
- D. Interaction/Coordination with City Staff & Others
- E. Innovative Design Techniques and/or Equipment
- F. Schedule of Design Submittals and Cost Estimates
- G. Proposed Deliverables

TOTAL (100 points possible).....

CONSULTANT RANK BASED ON TOTAL.....

General Comments:

ATTACHMENT THREE
Flood Management Project Water Quality Impact Assessment Checklist
Form

FLOOD MANAGEMENT PROJECT WATER QUALITY IMPACT ASSESSMENT CHECKLIST FORM

Section I.

1. Project Title: _____
2. CIP & Project Number: _____
3. Contact Person and Phone Number: _____
4. Project Location: _____
5. Description of Project: _____

Does project increase storm water runoff volume or flow rate to MS4 outfalls? YES NO
(Basis for a no determination can be found in Section VI.)

Does project include new or expanded storm water detention structure(s)? YES NO

If **YES** is checked in one or both of the above questions; then proceed to Section II (Water Quality Impact Assessment Evaluation Criteria for Proposed Flood Management Projects).

If **NO** is checked in both of the above questions, then Water Quality Best Management Practices (WQ BMP) is/are **not** required; then proceed to Section III Determination.

Section II.

Water Quality Impact Assessment Evaluation Criteria for Proposed Flood Management Projects (New and Retrofits).

(To be completed by City Engineer's appointed representative.)

		Yes	No	N/A
1.	Is the geologic unit or soil unstable, or would it become unstable as a result of the installation of WQ BMP(s), and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction, or collapse?			
2.	Will the installation of WQ BMP(s) result in the probable relocation of existing extensive underground utilities?			
3.	Would the installation of a WQ BMP(s) to a flood management structure compromise the stability of the structure?			
4.	Are land transactions necessary for the WQ BMP(s) where the asking price exceeds the fair market value which will require eminent domain to be implemented?			
		Yes	No	N/A
5.	Will the installation of WQ BMP(s) be hindered by no land availability?			
6.	Would the installation of a WQ BMP(s) to a flood management structure compromise the stability of the structure?			
7.	Would the installation of a WQ BMP(s) to include the Water Quality Capture Volume (WQCV) to a flood management structure cause the potential of loss of life?			
8.	Would the installation of a WQ BMP(s), to include the WQCV to a flood management structure, cause significant damage to nearby properties or structures?			
9.	Are significant health and safety concerns identified with proposed WQ BMP(s)			
10.	Is there significant formal public opposition to proposed WQ BMP(s)?			

Signature: _____

Date: _____

Section III.**Determination.**

(To be completed by Project Manager.)

Initial _____ **Select one of the following options:**

I find that the proposed Storm Water Flood Management Project does not meet the established criteria in Section I of this evaluation so no negative WQ impacts are anticipated. **Therefore, project design will not require additional water quality improvements.**

I find that the proposed Storm Water Flood Management Project may have negative water quality impacts but the storm water discharges shall be routed through the following existing or approved Post Construction Water Quality BMP _____

Therefore, the project design will not require additional water quality improvements.

I find that the proposed Storm Water Flood Management Project may have negative water quality impacts. I have also determined that due to project limitations identified in Section II, the City will not be able to design this project to fully comply with the Stormwater Quality Manual. The findings/justifications for a variance to these design standards are listed in Section IV below. Alternative Water Quality BMPs are described in Section V below. **Therefore, I grant a partial variance from incorporating water quality improvements.**

I find that the proposed Storm Water Flood Management Project may have negative water quality impacts. I have also determined that due to project limitations identified in Section II, that the City will not be able to feasibly design and incorporate water quality improvements into this project. The findings/justifications for a variance to these design standards are listed in Section IV below. **Therefore, I grant a full variance from incorporating water quality improvements.**

I find that the proposed Storm Water Flood Management Project may have negative water quality impacts. I have also determined that the project can be designated and constructed to include water quality improvements. **Therefore, the project will be designed in accordance with the Rapid City Stormwater Quality Manual to incorporate water quality improvements.**

Signature: _____

Date: _____

Section IV.

Explanation of Variance to the City of Rapid City Stormwater Quality Manual.

(To be completed by City Engineer's Appointed Representative.)

Porous Landscape Detention BMPs could not be built to the standard in the Stormwater Quality Manual. _____

Extended Detention BMPs could not be built to the standard in the Stormwater Quality Manual. _____

Inlet BMPs (Water Quality Catch Basins) could not be built to the standard in the Stormwater Quality Manual. _____

Other BMPs could not be built to the standards in the Stormwater Quality Manual. _____

Section V.

Alternative Water Quality BMPs that will be incorporated into this Flood Management Project.

(To be completed by City Engineer's Appointed Representative.)

Section VI.

Basis that the Proposed Flood Management Project will not increase Storm Water Volume or Flow Rates to MS4 Outfalls.

(To be completed by City Engineer's Appointed Representative.)

Signature: _____

Date: _____

Title: _____