

**REQUEST FOR ENGINEERING SERVICES**  
**for**

\_\_\_\_\_  
**(State Project No. \_\_\_\_\_, State Control Number \_\_\_\_\_)**

It is the intent of City of \_\_\_\_\_, to contract with a professional consulting firm, to perform preliminary design, an environmental assessment, and final design to construct a four (4) lane roadway along \_\_\_\_\_, a distance of approximately one and three quarters (1 3/4) miles.

The contract for Engineering Services will be accomplished in three (3) phases:

- I. Preliminary Design and Environmental Assessment
- II. Final Design
- III. Construction Management

City of \_\_\_\_\_ will have the option to enter into a Supplemental Agreement to proceed with Phase II or Phase III upon completion of the previous Phase.

City of \_\_\_\_\_, however, will reserve the right to terminate this agreement at the completion of Phase I or Phase II or at any time prior to completion of the work by written notice to the Consultant.

The following work tasks describe the engineering services to be provided, but are not necessarily limited to:

**PHASE I. PRELIMINARY DESIGN AND ENVIRONMENTAL ASSESSMENT**

1. Preliminary Field Surveys. The Consultant will provide the preliminary field survey, including alignments, levels, cross sections, and any special surveys required for the preparation of the preliminary plans.

2. G.I.S. Data layers will be provided to assist in completing the Preliminary Design and Environmental Assessment along \_\_\_\_\_. The layers provided will be:

- 6" Black and White Aerial Photography
- 2' Contour Line Intervals

3. Review such available reports, plans, maps and other data relative to the project.

4. Meet with reviewing agencies for the purpose of evaluating alternatives and alignment designs and selecting a design for preliminary plans.

5. Public Hearing. Conduct a public hearing for the purpose of gathering input and presenting information on the project improvements in accordance with the Nebraska Department of Roads and Federal Highway Administration requirements.
6. Utility Coordination. Provide copies of the topographic survey base sheets to all utility companies which serve the project area, for incorporation of their facilities into the plans.
7. Geotechnical Investigation. A subsoil investigation that defines the general soil conditions underlying the area will be performed and an engineering report will be provided. Association with a geotechnical firm for the purpose of this RFP is at the consultant's discretion.
8. Traffic Analysis. Using traffic data supplied by \_\_\_\_\_, develop roadway geometry and typical roadway cross sections.
9. Environmental. Prepare and submit all necessary documents to meet and be in compliance with the National Environmental Policies Act (NEPA).
10. Preliminary Design. Sufficient preliminary design shall be performed to show the plan, elevation, typical section of the proposed roadway, the tentative grade lines, tentative drainage, utility conflicts, proposed geometric for pavement, channelization if required, limits of construction and any other relevant impacts. Provide type, size, and location of culverts.
11. Cost Estimates. Preliminary cost estimates for the proposed improvement shall be prepared and furnished. Approximate quantities shall be taken from the preliminary plans.
12. Right-of-Way. Prepare a tract drawing showing all affected tracts.
13. Reports. A brief narrative report shall be furnished which will include the following:
  - a. Description of the proposed improvements
  - b. Technical memos of all meetings with affected parties
  - c. Alternate comparisons made during the course of the preliminary design
  - d. Appropriate computations relating to the preliminary design
  - e. Soils report
  - f. Miscellaneous correspondence and information related to the project
  - g. Plan-In-Hand Report.

## **PHASE II. FINAL DESIGN**

City of \_\_\_\_\_ reserves the right to utilize the selected consultant for final design services. The services should include, but may not be limited to the following:

1. Description of Services. This scope of services describes the Engineering Services necessary for preparing the final construction plans, specifications, and cost estimates for the project.

2. Construction Plans and Specifications. The construction drawings and specifications shall be prepared to comply with the Nebraska Department of Roads Specifications for Highway Construction.

3. Right-of-Way. The necessary areas for right-of-way, acquisition, permanent and temporary easements and contractors' work area for construction of the project will be determined and tract drawings for each affected property owner will be furnished.

4. Public Meetings. A public informational meeting and a design presentation may be required as part of this project.

5. Contract Documents. Contract documents, including the necessary special provisions to supplement the specifications, shall be prepared.

6. Cost Estimates. Itemized cost estimates with unit prices shall be prepared for the entire project.

### **PHASE III. CONSTRUCTION MANAGEMENT**

City of \_\_\_\_\_ reserves the right to utilize the selected consultant for project management services. The services should include, but may not be limited to the following:

1. Administration of the construction contract.
2. Continuous monitoring of the construction progress.
3. Construction Surveying.
4. Materials Testing.
5. Accurate and detailed records of the project and submission of reports.
6. Coordination of the activities of the County and contractor so as to affect any needed field changes.
7. Administration of the billing and payment procedures for the contract.

## **PROPOSAL REQUIREMENTS**

At minimum, the proposal should include the following:

1. Letter of interest not to exceed two pages.
2. Organizational chart
3. Resumes of consultant personnel in responsible charge of the services to be provided
4. List of references and referrals.
5. Proof of professional liability insurance.
6. A list of similar work performed to include dollar value and name of responsible person monitoring the operation.
7. Outline of the proposed project schedule.
8. Describe and outline the Firm's approach to performing the work.
9. Nebraska Department of Roads DR Form 498 "Architect, Engineer and Related Services Questionnaire and Application Detail Supplement". Submitting firms must be certified with the Nebraska Department of Roads to do Environmental Studies.

## **SELECTION FACTORS**

Maximum Points

- |    |   |
|----|---|
| 30 | Key staff assigned to project <ul style="list-style-type: none"><li>· Related experience</li><li>· % of time key personnel are dedicated to the project</li><li>· Location of key staff</li></ul> |
| 15 | Understanding of project and surrounding area   |
| 15 | Response to RFP   |
| 5  | Approach to public meetings   |
| 5  | Ability to perform not only Phase One but also Phases Two and Three   |
| 10 | Detailed breakdown of preliminary design and environmental assessment schedule  |
| 10 | Estimate of time needed for preliminary design.   |

**OTHER INFORMATION**

Price is not a selection factor and is not to be included in the consultant’s proposal or mentioned during the interview. The price will be negotiated after the consultant is selected.

All information must be received by \_\_\_\_\_ p.m., \_\_\_\_\_20\_\_. Deliver information to the Public Works Department, \_\_\_\_\_, \_\_\_\_\_, NE 68\_\_\_\_\_. To be considered for this project, firms should submit their proposals of interest along with DR Form 498 to:

CITY OF \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, NE 68\_\_\_\_\_