



**PROPOSAL FOR
PROFESSIONAL DESIGN SERVICES
TO RE-ESTABLISH THE TUSCARORA ROAD CROSSING**

City of Boiling Spring Lakes

General:

Sealed proposal responses for design services will be received by the City Public Works Department, at Boiling Spring Lakes City Hall, 9 E. Boiling Spring Rd., Southport, NC 28461 until **2:00 PM, Friday, May 13, 2016**. The City will then create a committee to review the technical proposals received, and reserves the right to reject any or all proposals, waive formality, informality or technicality in the proposals, and to accept any proposal that the Board of Commissioners believes to be in the best interests of the City.

A Pre-Proposal Conference will be conducted by the City Engineer at City Hall on Friday May 6, 2016 at 10:00 am. While not mandatory, it is highly recommended that firms who intend to submit a response are in attendance, as the scope of work will be discussed, and firms or teams that respond will have an opportunity to ask questions of the City.

For instructions on submitting responses, contact William G. Murphy, PE by email at wmurphy@cityofbsl.org, or by phone at (910) 363-0025, ext. 2005.

Proposal Responses may be mailed or hand delivered only. Note that if mailed, **they must be received by the City in advance of the bid deadline**, or they will NOT be opened.

PROPOSAL

PROFESSIONAL DESIGN SERVICES TO RE-ESTABLISH THE TUSCARORA ROAD CROSSING

CITY OF BOILING SPRING LAKES

I. INTRODUCTION

The City of Boiling Spring Lakes is requesting proposals from Civil Engineering Consulting firms to provide professional design services in connection with the re-establishment of a roadway that previously crossed over the Sunny Point railroad, operated by the US Army as an extension of the Military Ocean Terminal at Sunny Point (MOTSU). This road crossing was eliminated many years ago when MOTSU created a land bridge to support the railroad on a deep foundation system.

Without a crossing of the rail system at this location there is a significant section of the City that has only limited access, and the City acknowledges a concern about life safety response for that neighborhood. The “Indian Tribal named” streets, such as Cherokee, Mohawk, Sioux and others are non-accessible from the north, and can only be reached by driving north from Fifty Lakes Drive, and through a potential bottleneck at Dartmouth Rd. With only one point of access, life safety equipment and personnel (Police, Fire and Emergency Medical) would not be able to respond quickly to an emergency on streets north of Dartmouth Rd.

The City intends to select a professional design team to evaluate the physical and regulatory environment at this location, develop design concepts to restore the roadway crossing across the rail system from the current end of Tuscarora Rd to a proposed “T” intersection at Alton-Lennon road, and then prepare final design documents for construction. Phases of work anticipated for this solicitation include:

- I. Design Concept Study and Report
- II. Preliminary Design Phase
- III. Final Design Phase
- IV. Construction Services

The fee proposal included with this submission will be provided for the Phase I- Design Concept Study and Report phase only. This study phase will address and identify the

estimated fees for design and construction of the new crossing, for one or more alternative design concepts as considered feasible.

Professional Fees for Phases II and III will be negotiated with the design team after the scope of work has been identified, using the hourly rates submitted with this response. If agreement on negotiated fees for design is not reached, the city reserves the right to rebid the work and select another firm for the design services.

Fees for Phase IV Construction Services will be invoiced using the hourly rate structure to be included with this proposal. This may include both Construction Administration services and Construction Inspection/Documentation. The level of effort will depend upon the scope of the design work, and what amount of field observation the City staff may be able to provide.

Acceptance by the City of Boiling Spring Lakes of any submittal to this Request of Proposal for Professional Design Services shall not constitute or warrant a contract. The City of Boiling Spring Lakes is not responsible for the cost associated with preparing a proposal and/or participating in an interview.

All payments under the contract resulting from this Request for Proposal (RFP) shall be made only for services requested and approved by the City. **No work effort will begin without written authorization (Notice to Proceed) from the City.** No retainer shall be paid in order to keep the contract in effect.

II. GENERAL REQUIREMENT

- A. Submit one (1) original and four (4) copies of the response to this Request for Proposals.
- B. Proposers are to include all applicable requested information and are encouraged to include any additional information they wish to have considered.

III. SCOPE

The work associated with this contract is to be led by an experienced **Project Manager (PM)**, licensed in the State of North Carolina as a Professional Engineer. That PM shall be employed by the Primary Engineering firm for this contract.

The primary firm may have one or more specialty subconsultants on the team, but all coordination and invoicing with the City shall be provided through the Primary firm. Coordination of services with the City shall be through the PM as the main point of contact. Since there are no federal funding sources for the work at this time, there are no required

participation requirements for minority or disadvantaged business firms, although the City would certainly encourage such participation.

Subconsultants shall be required to maintain Professional Liability Insurance requirements that are similar to or greater than that of the Primary firm, and the City shall be named as an additional insured.

DESIGN SERVICES

The following scope of services is anticipated for this project, to be performed by a professional design team.

Phase I – Design Concept Study and Report

- Attend a kickoff meeting with the City, to discuss the intent and scope of work and any administrative requirements
- At least one meeting with MOTSU is anticipated to discuss potential alternatives for design
- Coordination with other agencies and utility companies as needed to prepare alternatives that are feasible.
- Evaluate at least two (2) feasible design concepts for constructing a crossing, such as an embankment fill approach or structurally supported deck system to bridge across the existing rail system. There is no limitation on the number of options or design concepts that the design firm may consider feasible.
- Assess the impact of new construction on the existing rail bridge support system, and coordinate any recommendations with MOTSU's engineering staff.
- Evaluate and identify any permits and permit processes that may be required for construction
- Prepare an Engineer's Opinion of Probable Construction Cost (EOPCC) for each of the design concepts.
- Summarize the findings in a concise Letter Report.
- Present the results of the study at one (1) Board Meeting of the City Commissioners.

Phases II and III – Design Services

Once the Design Approach has been selected and the full scope of the work has been identified, a design proposal will be prepared to identify the tasks considered necessary and the associated cost of design. It is anticipated that Preliminary Design will be performed to the 30% level of detail, and then after a technical review by City staff (and any agencies involved) the design documents will be advanced to Final Design (construction ready documents).

Fees for both stages of the design effort will be negotiated using the hourly rate structure included in this proposal.

During the proposal stage, the designer will have the ability to add tasks that he/she determines are appropriate. However, the following minimum tasks are anticipated as a basis for preparing the future design proposals (not included in this submission nor this first phase of work):

- Obtain a surveyor as subconsultant to perform adequate topographic and boundary field measurements and prepare suitable base mapping for design (in AutoCad or other similar design software), as may be required by agencies or regulatory bodies involved,
- Utility coordination with Duke Energy Progress and any other utilities as appropriate.
- Railroad Crossing – Note that MOTSU has indicated that a full railroad crossing infrastructure will be required (to be confirmed as part of the Design Concept study and report)
- Erosion and Sediment Control measures
- Wetland delineation (if required)
- Prepare design drawings
- Prepare technical specifications
- Permit assistance
- A Design Report (if required by MOTSU or other agency)

CONSTRUCTION SERVICES

Phase IV – Construction Services

Construction administration will most likely be required, including responding to questions during bidding, issuing addenda as needed for clarification during bidding, attending an onsite preconstruction meeting with the selected Contractor, chairing job progress meetings, shop drawing review, review and approval of payment requisitions, preparing record drawings from field markups, punchlist development and project closeout.

Inspection services may also be provided, on a part-time or full-time basis. The level of construction services required of the design firm will be determined during the design phases.

SELECTION

The City intends to engage a committee evaluation process which may include interviewing 2-3 potential engineering firms/teams. The following Evaluation Criteria will be used to make a

Qualifications Based weighted selection. Although price will be a consideration, the City will base its decision on several factors of importance, including the experience and references of the firm and the Project Manager.

IV. EVALUATION CRITERIA

<u>Submittal:</u>	<u>Weight in Evaluation</u>
Firm Experience: A narrative describing the firm's experience and qualifications with similar design projects , with supporting data such as project descriptions and client references complete with contact information.	20%
Project Manager: A resume and narrative about the experience of the PM, including license certification as a NC Professional Engineer. Include examples of similar projects that he/she has worked on in a similar or related role, including references.	25%
Team Structure: A description of the team composition for this project, including each sub-consultant and their role on the project. Indicate where the team has worked together before. An organizational chart is preferred to show team structure.	15%
Project Approach: A narrative describing how the team is proposing to provide the services required. It should not exceed 2 pages in length, but should indicate the time schedule to complete the study. This schedule could be an attachment if preferred.	25%
Reasonableness of Price: Lump sum fee schedule for The study (Phase 1) and also hourly rates for negotiation of other phases should be attached.	15%

Proposals shall include the information listed above, specific acknowledgements, and comments on the notes and provisions on standard 8 ½ x 11 size pages.

Questions will be accepted by e-mail about this RFP until Wednesday May 4, 2015 no later than 4:30 p.m. to William Murphy, City Engineer (wmurphy@cityofbsl.org). No questions will be accepted after this time. Responses to questions will be posted on the City's Website (Public Works page) along with questions raised at the pre-proposal meeting. Any addenda and clarifications will be issued prior to 4:00 p.m. Wednesday May 11, 2015.

Proposer shall submit one (1) original and four (4) copies of their response to this RFP in a sealed carton clearly marked ***"City of Boiling Spring Lakes- Design Services for the Re-establishment of Tuscarora Rd."***. **All submittals shall be received by the City no later than 2:00 P.M on Friday May 13, 2016. All proposals shall be submitted to the City of Boiling Spring Lakes, 9 E. Boiling Spring Road, Southport, NC 28461. ATTN: CITY ENGINEER**

Any responses not received by the appointed date and correct location, will be rejected. Proposals faxed or e-mailed will be rejected.

V. FEE SECTION

A). For Phase I – Design Concept Study and Report, the following Lump Sum fee is proposed

LUMP SUM FEE _____

B). For negotiating and invoicing the work associated with Phases II through IV, the following hourly rates will be applied for work associated with this Project contract.

Personnel Description	Unit	Price
Principal	Hour	\$
Project Manager	Hour	\$
Senior Engineer – blended rate for different disciplines	Hour	\$
Project Engineer – blended rate	Hour	\$
Staff level Engineer	Hour	\$

[illegible]

	Hour	\$
	Hour	\$
	Hour	\$
	Hour	\$

Subconsultant rates shall include any markup that the Prime firm intends. All rates are to be fully loaded and include Burden, Fringe, Overhead and Profit, and mileage necessary to visit the Project Site.

If significant reproduction of Contract Documents is necessary, reproduction costs are reimburseable.

Obtaining the RFP and submitting a proposal is acceptance of the information contained in this proposal. Submissions may include the pages we have inserted or a similar breakdown of the staffing and hourly rate schedule shown.