



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

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## Public Works Department Engineering Services Division

300 Sixth Street

Telephone: (605) 394-4154 FAX: (605) 355-3083

Web: [www.rcgov.org](http://www.rcgov.org)

August 6, 2013

Re: Rapid City Public Works  
UTILITY MAINTENANCE FACILITY  
Project No. 13-2120 / CIP No. 50870

Dear Design Consultant:

You are hereby invited to present proposals to provide Professional Consulting Services for the above listed project per the attached request for proposals.

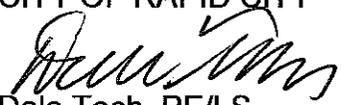
If you are interested, please submit your proposal by 2:00 p.m. on August 20, 2013. The submitted proposals will be reviewed by Public Works staff, and a short list of firms to be interviewed will be selected. Interviews are tentatively scheduled for the week of September 9, 2013.

Please note that the attached forms will be used to evaluate the proposals as well as the interview itself.

If you have any questions please call Rod Johnson at 394-4154.

Sincerely,

CITY OF RAPID CITY



Dale Tech, PE/LS  
City Engineer

Enclosures  
Request for Proposal



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

**REQUEST FOR PROPOSALS  
For Professional Design Services For  
Rapid City Public Works  
UTILITY MAINTENANCE FACILITY  
PROJECT NO. 13-2120 CIP 50870**

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**PROJECT LOCATION**



**1. REQUEST FOR PROPOSAL:**

The City of Rapid City Public Works Department, Engineering Services Division, is requesting proposals to provide professional engineering and architectural services for design, bidding, and construction for the proposed project.

## **2. PROJECT JUSTIFICATION:**

The Rapid City Public Works Department is preparing to build a new Utility Maintenance Facility on property recently acquired and adjacent to the current Street Maintenance and Utility Maintenance Facilities at Steele Avenue and East Main Street North.

The new facility will allow Utility Maintenance to accommodate their current operation and provide for future growth, including Drainage Utility Maintenance.

## **3. PROJECT DESCRIPTION:**

The selected consultant will provide services related to the design and construction of a Public Works Utility Maintenance Facility on the former location of Hills Materials Concrete Batch Plant on East Main Street North.

It is anticipated that the improvements will include the following:

1. Inside heated equipment storage for three dump trucks, three jet trucks and two backhoes.
2. Hoist, wash bay, crane for tapping machine.
3. Inside unheated equipment storage, approximately 40' x 60'.
4. Five office rooms, reception area, conference room, break room, locator and document areas.
5. Office and shop restrooms and locker room.
6. Work area, approximately 50' x 70'.
7. Miscellaneous storage, approximately 40' x 60'.
8. Parking for 25 City and employee vehicles.
9. Outside equipment storage.
10. Access, circulation and egress considerations.
11. Proper lighting, signage and landscaping.

Drainage Utility Maintenance will include the following:

1. Inside heated equipment storage for one dump truck, one vac truck, and one backhoe.
2. Inside unheated equipment storage, approximately 20' x 40' (excavator, skid steer, mower, misc.).
3. One additional office room.
4. Restroom, locker and parking area for five additional employees.

## **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 site maps and plans of existing facilities.

## 5. DESIGN CRITERIA:

Design criteria for the projects shall include the current edition of the following items: City of Rapid City adopted Building Codes, City of Rapid City Draft Infrastructure Design Criteria Manual; City of Rapid City Standard Specifications, current edition; City of Rapid City Drafting Standards; South Dakota Department of Environmental Resources Standards; and Ten States Standards as adopted and supplemented by SDDENR. 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	October 4, 2013
Notice to Proceed with Design	October 22, 2013
Preliminary Design Services Submittal	December 30, 2013
Final Design Services Submittal	February 28, 2014
Final Plans, Specifications, and Contract Documents Complete	March 28, 2014
Project Bid Opening Date	April 29, 2014

Project 100% Construction Complete	May 1, 2015
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Final schedule 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 maybe 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:

Rodney Johnson, Project Manager  
Engineering Services Division  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4154  
e-mail: rod.johnson@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.

The selected Consultant shall be insured for a minimum of \$1,000,000 (Errors and Omissions).

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 both the Request for Proposal and the contract with the successful interviewee to include other possible areas of concern with this project.

#### **10. PROPOSAL SUBMISSION:**

Please submit seven (7) copies of your proposal no later than August 20, 2013. Interviews will be scheduled the week of September 9, 2013. 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:**

As part of the Proposal, the Consultant shall include a listing of the personnel proposed to work on the Project. The personnel list shall include job classification, the individual's name, and a brief description of their role. In addition, the Proposal shall include an itemized task list which identifies the corresponding personnel anticipated to be working on each task.

The City's Consultant Selection Committee for this project will review the proposals utilizing the criteria shown in the "Consultant Proposal Evaluation Form" (Attachment Two of this document) 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.

The City of Rapid City's Consultant Selection Committee for this project shall review the interviews utilizing the criteria shown in the "Consultant Interview Evaluation Form" (Attachment Two of this document). The top rated firm based on both the Proposal and Interview will be selected to perform the engineering services and contract negotiation will commence. 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 6<sup>th</sup> 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 Trudy Severson at telephone no. (605) 394-4110.

## **ATTACHMENT ONE**

### **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 Review background information listed in this RFP and any other resources as necessary.
- 1.3 Prepare Project Design Report: The consultant shall establish and indicate project specific design criteria and standards within the Project Design Report (including ADA requirements). The project's geotechnical report shall be included within the Project Design Report, and include soil classifications, N values, water levels, proctors, CBR's, resistivity tests, pavement design, and testing recommendations. 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.
- 1.4 Perform site surveys sufficient for design plan preparation. The topography survey shall be tied to City of Rapid City Monument Control system monuments utilizing State Plane coordinates.
- 1.5 Prepare preliminary opinion of probable construction costs for the project.
- 1.6 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.
- 1.7 Attend submittal review meeting with City staff, if necessary.
- 1.8 Attend Public Works and Council meetings as necessary.

#### 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 review(s) and finalize Project Design Report,
- 2.2 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.
- 2.3 Incorporate design features as necessary to meet the required ADA standards. All applicable ADA requirements shall be outlined in the Project Design Report.
- 2.4 Incorporate Erosion and Sediment Control items.
- 2.5 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.

- 2.6 Address 100% submittal staff comments as necessary.
- 2.7 Plans documents shall adhere to current City of Rapid City guidelines.
- 2.8 Staking information shall include in tabular form on a plan sheet:
  - 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.
- 2.9 Coordinate directly with utility companies' engineering divisions to ensure that all existing utilities are completely and accurately identified and located in the field; that pertinent information regarding depth, material, size, etc. are noted on the plans; and that conflicts requiring relocation of utilities or special construction techniques are fully specified in the contract documents. Preliminary plans shall be provided to the pertinent utilities for comment at the time they are complete.
- 2.10 It is the Consultant's responsibility to meet City requirements and 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.
- 2.11 Provide detailed specifications supplementing the City of Rapid City Standard Specifications, as necessary.
- 2.12 Prepare any and all permits with exhibits required for the City.
- 2.13 Identify permits that will be required for the Contractor. Identify permit costs and indicate if any permit costs are paid for directly by the owner or if it is a Contractor cost. Typically, all permit costs are the Contractor's obligation.
- 2.14 Prepare final "Engineer's Estimate" of probable construction cost for the project.
- 2.15 Deliver the following:
  - Provide one (1) copy and a PDF version of bid documents including complete plans, specifications, 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 on CD in Microsoft Word XP or previous versions.
  - Provide a unit price cost estimate on CD in Microsoft Excel.
- 2.16 Engineer shall obtain an administrative design exception for draft criteria manual requirements.

### 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 Consultant shall proof print quality at printers before full production of copies are made.
- 3.3 Conduct a Pre-bid Conference. Record attendance and minutes. Distribute copies to all attendees.

- 3.4 Issue addenda to the bid documents as required.
- 3.5 Attend Public Works Committee and Council Meetings as required.
- 3.6 Review Bidder's Proposals and review and sign the City Engineering Services prepared Bid Tab and Award Summary.
- 3.7 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 Conduct a Pre-Construction Conference including agenda. Record minutes and distribute to all attendees.
- 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 Provide construction observation to assure compliance with the Contract Documents.
- 4.7 Attend periodic progress meetings.
- 4.8 Issue Supplemental Instructions, Request for Proposals, Change Orders, Final Punch-list, Letter of Substantial Completion and other documents to provide necessary administration of the Contract.

#### TASK 5 – EXPANDED CONSTRUCTION SERVICES”:

Not anticipated for this project.

#### PROJECT TEAM, MEETINGS, AND SUBMITTALS SUMMARY

- 6.1 Project team members will include:
  - The Consultant
  - City Engineering Services and Public Works Operations staff
- 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
  - 65% Plans submittal review meeting, Task 2

- Private Utility coordination meeting, Task 2
- 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).
- Pre-bid Conference, Task 3
- Pre-construction Conference, Task 4
- Construction Progress Meetings, Task 4
- Committee and Council Meetings as required, All Tasks

### 6.3 Submittals include:

- Kick-off meeting, Task 1 meeting minutes
- Project Design Report and Preliminary Plans and Specifications, Task 1 including meeting minutes.
- 100% complete plans, specifications, contract documents, and opinion of probable construction cost Contract Documents Review, Task 2 including meeting minutes
- Final submittal of bid documents including complete plans, specifications, contract documents, and Engineer's Estimate of probable construction cost, Task 2
- Pre-bid 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
- Progress meeting minutes, Task 4
- Observation reports, Task 4
- Project completion "Punch List", Task 4
- Letter of certification of project completion, Task 4

The Consultant shall allow five working days for City review of the Project Design report and Preliminary Plan review submittal and Final Plan review submittal.

**ATTACHMENT TWO**  
Consultant Evaluation Forms  
**CONSULTANT PROPOSAL & INTERVIEW  
EVALUATION SHEETS**

## PROPOSAL EVALUATION FORM (100 Points Possible)

Project Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

PROPOSAL EVALUATION CRITERIA	Scoring (Circle One)
<b>1. Project Team - 30% of total</b> Task list and personnel assignments. Project manager, other key personnel, and subconsultants responsible for task assignments. Professional registration, education and qualifications.	1 2 3 4 5 6 7 8 9 10
<b>2. Diversity of Skills and Disciplines - 20% of total</b> Experience with similar projects in relation to municipal engineering, operations, maintenance, replacement, planning, surveying, construction services, GIS, public input solicitation, finance, economics, other.	1 2 3 4 5 6 7 8 9 10
<b>3. Experience with Rapid City or Other Relevant Agencies - 20% of total</b> Knowledge and understanding of City design criteria and standard specifications. Experience with relevant Rapid City Departments and Divisions. Experience with South Dakota Department of Transportation or other relevant agencies as applicable.	1 2 3 4 5 6 7 8 9 10
<b>4. Past Performance - 15% of total</b> Recent past performance with Rapid City, Black Hills area agencies, SDDOT, or others. Past litigation, arbitration or disputes. Adequate insurance coverage.	1 2 3 4 5 6 7 8 9 10
<b>5. Management Procedures - 10% of total</b> Cost/Budget control for most recent projects. Schedule control for most recent projects. Quality control methods. Current staffing levels and workload. Insurance (types and limits).	1 2 3 4 5 6 7 8 9 10
<b>6. Office Location - 5% of total</b> Location of project manager, other key personnel, and subconsultants involved in project.	1 2 3 4 5 6 7 8 9 10

### Ranking System

1= Fails to meet the expectations of the reviewer in this category

10 = Fully meets the expectations of the reviewer in this category.

### INTERVIEW EVALUATION FORM (100 Points Possible)

**Project Name:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

INTERVIEW EVALUATION CRITERIA	Scoring (Circle One)
<b>1. Project Approach - 40% of total</b> Project familiarization, understanding of issues, data gathering. Presentation of alternatives. Design and construction administration approach. Innovative design and construction administration techniques.	1 2 3 4 5 6 7 8 9 10
<b>2. Past Design Performance - 15% of total</b> Recent past project design - ability to meet design budget, ability to stay within scope, ability to obtain easements and ROW, ability to limit unnecessary change orders, accuracy of engineers estimate, effectiveness in working with the public, success in project sequencing and phasing. Project constructability. Quality of past deliverables.	1 2 3 4 5 6 7 8 9 10
<b>3. Past Construction Administration Performance - 15% of total</b> Recent past project construction administration - effectiveness in working with public, accuracy and timeliness of pay estimates, ability to limit unnecessary change orders, effectiveness in contractor coordination, understanding of City specifications, success in project sequencing and phasing. Quality of past deliverables.	1 2 3 4 5 6 7 8 9 10
<b>4. Project Deliverables - 10% of total</b> Ability to meet schedule. Ability to provide requested deliverables.	1 2 3 4 5 6 7 8 9 10
<b>5. Project Team and Task Summary - 10% of total</b> Quality and experience of project team members as assigned to each task.	1 2 3 4 5 6 7 8 9 10
<b>6. Quality of Interview - 10% of total</b> Clear and concise communication of project issues, ideas and alternatives.	1 2 3 4 5 6 7 8 9 10

Ranking System  
 1= Fails to meet the expectations of the reviewer in this category  
 10 = Fully meets the expectations of the reviewer in this category.