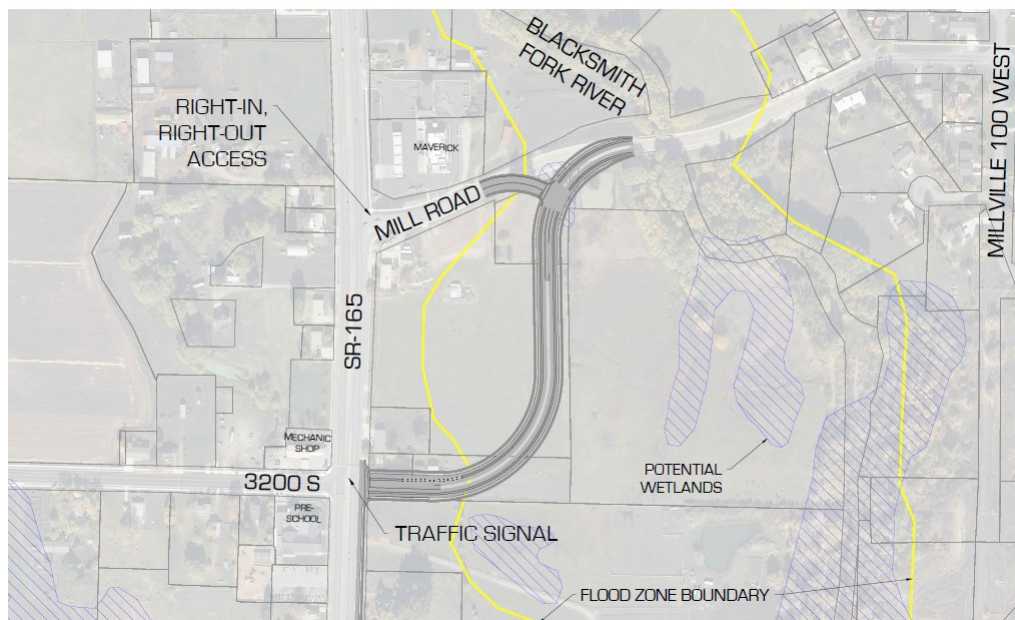




NIBLEY CITY REQUEST FOR PROPOSALS 3200 SOUTH/HIGHWAY 165 REALIGNMENT

Nibley City desires to retain the services of a professional engineering consulting Firm to design a four-way traffic signal and the extension of 3200 South to the east of the intersection at 3200 South and Highway 165 in Nibley. This intersection is currently signalized by a three-way high-t traffic signal and no east leg of the intersection exists. The Utah Department of Transportation (UDOT) and Nibley City are cooperating to prepare a redesign of the intersection in order to facilitate safer and more effective traffic flows.

In 2014, Nibley City commissioned a report studying various realignment options for the intersection. In 2016, as part of the Nibley City General Plan update, the City selected Option 3 of that report as the preferred alternative, as shown below:



Scope of Work

The scope of this project includes all environmental, surveying, engineering design, Right-of-Way procurement, construction documents and contractor procurement functions necessary to begin construction of the project as shown above. All work will be reviewed by JUB Engineers Inc., who is currently contracted as the Nibley City Engineer of Record. JUB will act as an owners representative, and be part of the design team, but will not be the lead design agency.

Tasks & Deliverables

At the direction of Nibley City, the successful engineering firm will provide professional services for the 3200 South/Hwy 165 Project, which may include:

- Review of Concept Study completed in 2014
- Identify and provide public involvement services as necessary
- Subsurface Utility Evaluation/Relocation plan
- Identify and perform any environmental study requirements and the mitigation of issues discovered therein
- Identify right-of-way acquisition needs, prepare acquisition documents and facilitate the purchase thereof by the City
- Design and engineering of the four-way intersection at 3200 South and HWY 165
- Design and engineering of the 3200 south eastward extension to Mill Road
- Design and engineering of the Mill Road HWY 165 Intersection
- See design's through UDOT approval process
- Prepare cost estimates
- Submit application to the Cache Council of Governments for funds
- Perform legal surveys as required
- Prepare specifications and detailed construction drawings
- Prepare bid documents and oversee the construction procurement process
- Provide construction management services, including but not limited to: Providing on-site and/or off-site supervision and evaluation of quality control for 3200 South/Hwy 165 Project, coordination and scheduling of contractors and required observations, conducting periodic special inspections, and preparation and submission of reports regarding the progress of said project to Nibley City.
- All services shall be performed exclusively in the best interest of Nibley City, in strict accordance with all applicable professional, statutory, and regulatory standards and codes and in the most efficient and cost effective manner practicable.

Timeline

It is the intent of Nibley City to adhere to the following schedule. Adjustments to this schedule may be made after consultation with the successful engineering firm.

Questions Due in writing.....November 17, 2016
Proposals due to Nibley City Office.....November 23, 2016
Project Contract Award.....December 1, 2016

Proposal Requirements and Deadline

Six copies of the written proposals, and one fee proposal in a sealed envelope, shall be delivered to 455 West 3200 South no later than 5:00 p.m. MST on November 23th, 2016. Emailed or faxed proposals will not be accepted. Proposals submitted after the deadline shall not be considered.

Proposals shall contain the following sections in the following order:

1. Introduction and history of firm
2. Project team, organization and qualifications
3. Firm experience on similar projects
4. Project Approach and proposed detailed scope. Project shall be broken down into individual tasks, each task should identify estimated hours for each individual team member.
5. Estimated Schedule for proposed scope
6. A minimum of three client references
7. Appendix – Project Team resume's

Proposals shall be limited to a total of 7 pages, two of which may be 11x17 if desired, the rest shall be 8 ½ by 11 with one inch margins. Appendix shall contain resumes only and not count towards the page count. A cover page may be included if desired, and will not count towards the page count.

A fee proposal shall be prepared and submitted separately in a sealed envelope clearly indicating the firm the fee proposal belongs to. The fee proposal shall show the tasks identified in the scope of work and associated fees for each task.

Questions pertaining to this request for proposals shall be directed in writing to Justin Maughan, PE, Nibley City Public Works Director, at justin@nibleycity.com. All questions regarding this proposal shall be submitted in writing not later than 5:00 p.m. on November 23, 2016. Questions and answers received will be posted online, on the Public Works Department page of the City website. (<http://www.nibleycity.com/index.php/2012-08-02-18-13-22/public-works>)

Disposition of Proposals

Proposals shall become the property of Nibley City. Unopened fee proposals shall be returned to the submitting firms, once a firm has been selected and a contract is in place.

Proposal Evaluation Process

The proposal shall be evaluated based on the point system described on the Nibley City guidelines for Preparing Proposals for Engineering Services. City staff will review the proposals and make an initial selection. Upon initial selection, the selected firm's fee proposal will be opened. City staff and the firm shall meet to finalize the scope and negotiate a final "Not to Exceed" price for the scope of work agreed upon. If city staff and the selected firm cannot agree on a scope and fee, the city shall begin negotiating with the next firm with the highest

points. Upon agreement with a firm, city staff may make a recommendation to the City Council for approval and acceptance.

NIBLEY CITY

GUIDELINES FOR PREPARING PROPOSALS FOR ENGINEERING SERVICES

Introduction

These guidelines were developed to standardize the preparation of proposals by consultants for engineering services on Nibley City projects. The purpose for these guidelines is to help assure consistency in format and content of proposals that are prepared by consultants and submitted to the City. The proposal contains the following information in the order listed:

Proposals will be scored based on the following matrix:

Score	Criteria
0	Failed to respond
1	Partially meets requirements
2	
3	Meets requirements
4	
5	Exceeds requirements

	Score (0-5)	Weight	Points Awarded	Max Points Possible
Demonstrated Ability to Define Necessary Scope of Work	----	----	----	----
Proposed Scope		X 2		10
Proposed Schedule		1		5
Client References		X .5		2.5
Demonstrated Technical Capability	----	----	----	----
Past Similar Projects		X 2		10
Overview of Consulting Firm		X .5		2.5
Number of Years in Business		X .5		2.5
Qualification and Expertise of Staff	----	----	----	----
Project Manager		X 1		5
Support Staff		X 1		5
Firm Responsiveness				
Responsiveness to guidelines		X .5		2.5
Total Proposal Score		Total		50

Recommended Details and Evaluation Criteria

1. Demonstrated Ability to Define Necessary Scope of Work

Firms should outline what they feel will be the most effective and efficient scope of work needed to complete the project. Scope shall be broken into individual tasks with estimated hours of each team member per task. Hours shall be added up and projected into a proposed schedule from Notice to Proceed to construction contract award. A maximum of 17.5 points will be awarded for this item.

2. Demonstrated Technical Capability

Describe the consultant's capability for undertaking and successfully performing the work required. Description should include an overview of the firm as well as past similar project details, highlighting the quality of scheduling and cost control abilities of the consultant for this type of work. A maximum of 15 points will be awarded for this item.

3. Qualifications and Expertise of Staff

Identify key individuals, including sub consultants, who are proposed to be part of the project team along with their qualifications and experience as it relates to this project. The City is interested in only those key individuals who will be working specifically on this project but is not interested in information regarding other individuals who may be part of the consultant's resource pool, but will not be working on this project. This section should contain a listing of each individual's involvement and / or responsibility expressed as a percent, and the expected number of hours per week each individual is committed to the project. Experience on similar or related projects should be included. A maximum of 10 points will be awarded for this item.

4. Firm Responsiveness

Points will be awarded based on the firm's adherence to the proposal as outlined.

Interview of Consultants

If, after a review of the written proposal, a winner cannot be chosen, the City reserves the right to invite selected consultants for an in-person interview.