

**REQUEST FOR PROPOSALS
FOR
PAVEMENT ASSESSMENT**



**CITY OF LAKELAND, TENNESSEE
10001 U.S. HIGHWAY 70
LAKELAND, TN 38002**

August 2023

**REQUEST FOR PROPOSALS
PAVEMENT ASSESMENT
CITY OF LAKELAND, TENNESSEE**

I. Purpose

The City of Lakeland, hereinafter referred to as the “City” issues this Request for Proposals (RFP) to define minimum control requirements; solicit responses; detail response requirements; and outline the City’s process for evaluating responses and selecting a contractor to provide pavement assessment for the City’s 81-centerline mile street network.

II. Scope of Services

The Contractor shall be capable of providing all the following services related to pavement assessments.

1. Provide a pavement assessment for the City of Lakeland’s public street network with 1080P full HD video.
2. Assessment shall be by ASTM D6433-11 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys for each pavement section within the street network.
3. All data and videos shall be uploaded into the City’s Pavement Management System.
4. Provide a final report along with an On-Site presentation.

III. Proposal Requirements

The Proposal should demonstrate that the Firm understands the intent and scope of the requested services and the specific tasks that must be performed while supplying these services. In addition, the contractor shall demonstrate it possesses the qualifications necessary to successfully provide such services. To assist in the evaluation process, please include the following information in the proposal:

A. General Qualifications

- a. Description of the Contractor and number of years the Firm has been providing pavement assessment services.
- b. Describe the Contractor’s number of employees, client base, and location of office.
- c. Provide a brief, descriptive statement detailing evidence of the Contractor’s ability to provide pavement assessment services.

B. Technical Qualifications and Approach

- a. Provide a narrative that illustrates how the Contractor will complete the scope of services, accomplish required objectives, and meet the City’s needs.
- b. Provide a narrative that illustrates through images or words a description of the Firm’s tools and systems it will use to complete the scope of service.

C. Performance on Similar Projects

- a. Provide examples of similar projects within the last 5 years including scope of work, miles of roadway assessed, and deliverables provided.

IV. Contractor Selection Procedure

The City will consider qualifications, experience, technical approach, and cost in the evaluation of responses and award points in each of the categories detailed below (up to the maximum evaluation points indicated) to each response deemed by the City to be responsive.

EVALUATION CATEGORY	MAXIMUM POINTS POSSIBLE
General Qualifications	20
Technical Qualifications and Approach	40
Performance on Similar Projects	40

The evaluation process is designed to award contracts resulting from this RFP not necessarily to the Contractor(s) offering the lowest cost but rather to the Contractor(s) deemed by the City to be responsive and responsible and who offers the best combination of attributes based upon the evaluation criteria.

A Selection Committee, consisting of three (3) or more City employees, will review and score each proposal based on the evaluation categories listed above. Selection of the Contractor may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each Contractor to set up a date for the interview. The interview process will allow the Contractor to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Contractor deemed most qualified to provide the required services will be selected and the contracts will be presented to the Board of Commissioners for their approval of the contract.

The City of Lakeland reserves the right to seek clarification of any proposal submitted and to select the proposals considered to best promote the public interest of Lakeland.

All proposals become the property of the City of Lakeland upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Contractor. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the City. This solicitation of proposals in no way obligates the City to award a contract.

The City of Lakeland will not discriminate against any individual for any reason and will provide services to all citizens and contractors, both potential and current, in a nondiscriminatory fashion. It is the intent of the city to fully comply with the provision of Title VI and Title VII of the Civil Rights Act of 1964. The City is committed to a moral, ethical, and legal responsibility to ensure equitable employment practices and the delivery of city services regardless of an individual's race, color, religion, national origin, age, disability, gender or political affiliation. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements.

V. Insurance Requirements

The Contractor will be required to purchase and maintain during the life of the contract Comprehensive General Liability insurance and Professional Liability insurance to protect the Contractor and Owner against liability from damages because of injuries, including death suffered by persons, including employees of the Owner, and liability from damages to property arising from and growing out of the Contractor's negligent operations in connection with the performance of the contract.

LIMITS

- | | | |
|----|--|----------------------------|
| A. | Worker's Compensation | Statutory |
| B. | Comprehensive General Liability
Premises/Operations
Products/Completed Operations
Contractual Liability | \$1,000,000 per occurrence |
| C. | Professional Liability | \$1,000,000 per claim |

Contractor shall provide Owner with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30) days advance written notice to Owner of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Lakeland as an additional insured.

In addition, Contractor shall provide Owner with copies of insurance policies and/or policy endorsements listing the City of Lakeland as an additional insured. The City's failure to request or review such insurance certificates or policies shall not affect City's rights or Consultant's obligations hereunder.

Contractor agrees to forever indemnify the City and hold it harmless from all liability for damage to property, injury to or death to persons, including all costs, expenses, and attorney's fees incurred related thereto, arising from negligence of the Contractor.

VI. Proposal Submittal

All Contractors who wish to provide security services to the City shall submit a proposal by **Tuesday, September 5, 2023 at 2:00pm** to:

Lakeland City Hall
Engineering Department
10001 U.S. Highway 70
Lakeland, TN 38002
Phone: (901)-867-5418

Proposals shall be presented in a sealed envelope and clearly marked "Proposal for Pavement Management Assessment". Include five (5) copies of the proposal.

If any of the above requirements are not met, the proposal may not be considered. Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted.

Questions regarding the RFP should be directed to:

Luis Camarillo Hernandez
Staff Engineer
(901) 317-6025
lhernandez@lakelandtn.org