

**REQUEST FOR QUALIFICATIONS  
FOR  
ON-CALL PROFESSIONAL ENGINEERING SERVICES**



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

**August 2018**

**REQUEST FOR QUALIFICATIONS  
ON-CALL PROFESSIONAL ENGINEERING SERVICES  
CITY OF LAKELAND, TENNESSEE**

**I. Purpose**

The City of Lakeland, Department of Engineering, requests proposals from qualified professional engineering consultants to provide on-call engineering design services. The selected consultant will provide engineering services for various City projects on an “as needed” basis including but not limited to road construction, drainage, sanitary sewer, and structural design projects. The contract will be used for projects whose consulting fees do not exceed \$50,000.

The City anticipates contracting with three (3) firms which will be selected based on quality, diversity, and responsiveness of the proposals received. The contracts will remain valid for two (2) years. The City will issue task orders for projects based on the scope of services, work schedule and fee proposal submitted to the City.

**II. Scope of Services**

The Consultant shall be capable of providing any and all of the following items in order to produce complete project analysis, project design drawings and/or technical specifications.

1. Data acquisition: land surveying, technical research, public records research, personal contacts, traffic counts, traffic turning movements, pavement capacity and conditions, drainage and hydraulic conditions, pipe flows, structural design, stormwater reports, existing facility dimensions, conditions, capacities, and other data acquisition as required.
2. Project Design: geometric layout of existing and proposed conditions, engineering analysis, construction details, plan views, profile views, cross-section views.
3. Quantities: provide a breakdown of pay items
4. Engineer’s Opinion of Probable Cost based on lump sum or unit prices as appropriate.
5. Hydraulic analysis and layout of existing and proposed conditions of the site.
6. Tree survey including tree management plan for the proposed site.
7. Landscaping plan and bill of materials required for the project.
8. Traffic control and signage plan for the project.
9. Technical specifications for work not included in the City of Lakeland Construction Specifications.
10. Other ancillary responsibilities and submittals as needed for a full and complete set of construction plans and specifications in a form acceptable to the City of Lakeland.

**III. Proposal Requirements**

The Proposal should demonstrate that the Consultant understands the intent and scope of the project, the character of the deliverables, the services required for their delivery and the specific tasks that must be performed in the course of supplying these services. In addition, consultant

qualifications necessary to successfully complete this project should be demonstrated. In order to assist in the evaluation process, please include the following information in the proposal:

**1. Introduction**

Proposal shall include basic information relative to the firm.

**2. Qualifications and Experience**

Proposal shall detail the Consultant's experience relating specifically to municipal infrastructure projects (i.e. drainage, sanitary sewer, roadway). Include a listing of all recent work (within the past three years), which would indicate experience. This listing shall include a description of the work, project budget, and the approximate date the work was completed.

**3. Qualifications and Experience of Key Staff**

Proposal shall identify key individuals assigned to this contract and include the function and/or responsibility of each of the identified individuals. Experience summaries of the key individuals must be provided, with emphasis on previous experience on similar projects in similar roles. Resumes of these key individuals should be included as an appendix to the proposal.

**IV. Consultant Selection Procedure**

An evaluation committee will review and rank each proposal based on the following criteria:

1. Quality of submission
2. Knowledge of technical requirements
3. Responsiveness to project description
4. Quality and availability of staff assigned to the project
5. Specific experience of the proposed staff
6. Overall experience of the firm
7. Performance on similar projects

Selection of the consultants may be based solely on the submittal of the proposal. If the committee wishes to conduct interviews, City staff will contact each firm to set up a date for the interview. The interview process will allow the firms to better educate city staff about their experience and qualifications. Interviews will be limited to 30 minutes. The Consultants 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 Consultant. Lakeland 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 City of Lakeland. This solicitation of proposals in no way obligates Lakeland 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 Consultant will be required to purchase and maintain during the life of the contract Comprehensive General Liability insurance and Professional Liability insurance to protect the Consultant 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 Consultant's negligent operations in connection with the performance of the contract.

	<u>LIMITS</u>
A. Worker's Compensation	Statutory
B. Comprehensive General Liability Premises/Operations Products/Completed Operations Contractual Liability	\$500,000 per occurrence
C. Professional Liability/Errors and Omissions	\$500,000(optional requirement depending on service. Contact City of Lakeland Risk Management Office)

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

Consultant 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 Consultant.

## **VI. Proposal Submittal**

All consultants who wish to be considered for on-call professional services shall submit a proposal by **Friday, September 21, 2018 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 On-Call Engineering Services". 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:

Emily Harrell, P.E.  
City Engineer  
(901) 867-5418  
[eharrell@lakelandtn.org](mailto:eharrell@lakelandtn.org)