

REQUEST FOR PROPOSAL

SPRINGFIELD GREENWAY PHASE 3 IN SPRINGFIELD, TENNESSEE PROJECT NO. 74LPLM-F3-007

The City of Springfield, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide construction engineering inspection services (CEI) on the Resurfacing, Restoration & Rehabilitation Improvements on the Springfield Greenway Phase 3 project in Springfield, Tennessee.

This project (PIN No. 119978.00) is a City of Springfield, locally managed greenway project, which will receive funding from federal, state and local sources thru the Tennessee Department of Transportation Local Programs Office. It is mandated that all work shall adhere to all applicable Federal and TDOT policies, procedures and regulations.

All Consulting Engineering firms responding to this Request for Proposal (RFP) must be Prequalified with the Tennessee Department of Transportation (TDOT) and must have unlimited status. The RFP response shall provide confirmation/certification that the consultant is prequalified by TDOT to perform the specific tasks required.

This project includes the construction of 0.746 miles of greenway on Main Street, Central Avenue and John L Patterson St. Construction on this project is anticipated to begin in December 2017 and be completed within 9 months.

The RFP response shall include a completed TDOT Form DT-0330, Part II.

GENERAL SCOPE OF SERVICES:

The work scope for the Construction Engineering Inspection Services (CEI) would include, but not be limited to, the following tasks:

- Observe site construction activities including asphalt plant
- Hold pre-construction conference involving all parties
- Maintain project logs concerning any construction activities
- Record and provide answers to any requests for information as needed
- Monitor and evaluate any change orders requested or needed
- See that weekly/regular progress meetings are held and attend such meetings
- Observe installation of material and check acceptance quality of materials. Contractor will furnish quality control of material to be monitored by the consultant.
- Receive and maintain documentation for materials from Contractor.
- Monitor sub-consultant(s) in performing acceptance tests as needed.
- Monitor and evaluate monthly pay estimates.
- Monitor time line for key progress events to happen and advise the City and Contractor on any exceptions of these events.
- Report deficiencies to the Contractor and the City. Monitor follow up corrective actions.
- Monitor the Contractor's compliance with any environmental concerns.

- Furnish a punch list to the Contractor to final the project. Monitor and report on status of the punch list. After punch list is completed, accompany the City on a final inspection of the project.
- Keep the City informed on matters of construction activities, the potential need for change orders and/or plans modifications
- Keep stake holders advised, weekly regarding the construction activities planned to be performed each week.

For additional details regarding the scope of services please contact Mr. Allan Ellis, P.E. at (615) 384-2746 or by e-mail at aellis@Springfield-tn.org.

EVALUATION OF PROPOSALS:

The City of Springfield will evaluate the proposals received and make a recommendation to TDOT and the Springfield Board of Mayor and Alderman for selection based on the following criteria:

- a.) Past experience in the type of engineering services required, with TDOT and other clients. (35 points)
- b.) Ability and relevant expertise of the firm's personnel to be used on the project. (35 points)
- c.) Qualifications and availability of staff. (20 points)
- d.) Demonstrated ability to meet schedules without compromising sound engineering practice. (5 points)
- e.) Amount of work under contract with TDOT and other clients. (5 points)

The City of Springfield will evaluate the proposals received in accordance with the Tennessee Department of Transportation Policy Guidelines (301-01) Standard Procurement of Engineering and Technical Services which are hereby incorporated in and made a part of this request for proposal.

Proposal evaluations will be conducted by the City of Springfield within established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, religion, national origin, sex, creed, age and disability. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority- and/or women-owned firms are encouraged to respond. For information on DBE certification, please contact the TDOT Civil Rights Office Small Business Development Program at (615) 741-3681. Details and instructions for DBE certification can be found at the following website: <http://www.tdot.state.tn.us/civil%2Drights/smallbusiness/>

Information pertaining to TDOT prequalification procedures, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo/>. Interested firms without internet access may obtain this information by calling Ms. Christine Smotherman at (615) 741-4460 or by email at Christine.Smotherman@tn.gov.

Three (3) copies of the Proposals for Engineering and CEI Services for the Springfield Greenway Phase 3 project shall be submitted no later than **9:00 a.m. Central Standard Time, Friday, October 13, 2017** to the following address:

Lisa Crockett, City Recorder
City of Springfield, Tennessee
City Hall
405 N. Main Street
Springfield, Tennessee 37172
615-382-2200

No late submittals will be accepted.