

REQUEST FOR PROPOSAL AND QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Introduction:

The City of Yankton, South Dakota, is requesting a list of qualifications and a proposal from qualified engineering firms for the Auld/Brokaw maintenance trail and Marne Creek bank restoration. Proposals will be accepted until 4:00 P.M, August 3, 2020, and are to be submitted to:

Adam Haberman, Public Works Director
416 Walnut Street
PO Box 176
Yankton, SD 57075
(605) 668-5250

Please submit six proposals for the selection committee.

Background:

The City of Yankton's Auld/Brokaw maintenance trail along Marne Creek sustained severe damage during the March 2019 North American blizzard and subsequent rapid snowmelt. Once flooding subsided, an evaluation of the damage within city limits revealed eroded banks, exposed and damaged storm sewer, displaced rip rap, and collapsed portions of the Auld-Brokaw trail.

The Marne Creek damage can be broken down into two portions where major damage has occurred: the lower reach, starting at the confluence of Marne Creek and the Missouri River to the Burleigh Street bridge near East 8th Street, and the upper reach, which is from the Burleigh Street bridge near East 8th Street to 31st Street (SD Hwy 50) west of West City Limits Road.

The lower reach has the most severe damage along Marne Creek and the Auld/Brokaw maintenance trail. Major portions of the bank have been heavily eroded, causing bank entrenchment and portions of the trail to collapse. Rip rap that was installed along some portions had been displaced. The bridge abutment at East 8th Street and Burleigh Street was heavily eroded, but has already been repaired.

The upper reach has eroded banks and minimal infrastructure damage. However, the biggest concern is continued erosion of the stream bank. The stream is continuing to erode the banks and is starting to encroach onto public and private property with the potential to affect adjacent infrastructure.

The project will include an evaluation of the existing stream and infrastructure conditions, a proposed plan for repairs, and any anticipated regulatory needs and how they will affect the schedule, planning, and construction of the project. The final report for the reconstruction plan must include a timeline, priority list and estimated cost for each phase and proposed improvements.

Scope of Request for Qualifications:

Selection of a consultant will be a qualifications-based process. In consideration of this, the submissions must be of a comprehensive nature and enable the selection committee to readily evaluate the applicant's qualifications to provide the needed services. It is suggested that the applicant provide evidence of qualifications to provide services specific to this project in an innovative and cost efficient manner. Applicants are encouraged to include a suggested outline of the process specific to this project.

The City of Yankton will be working with the Federal Emergency Management Agency to fund the stream bank stabilization and maintenance trail restoration, which will require adherence to all local, state, and federal procurement guidelines. The FEMA Procurement Disaster Assistance Team (PDAT) has created a list of resources that outline the rules and common mistakes made when trying to procure materials and resources with FEMA grants. Please visit <https://www.fema.gov/procurement-disaster-assistance-team> for more information.

Evaluation and Selection Process:

A Consultant Selection Committee will be appointed by the City of Yankton to evaluate the submittals received. The committee is expected to be comprised of the City Manager, Director of Public Works, City Engineer, Director of Parks and Recreation, and Director of Community Development. The committee will review all submittals and either select a firm directly or request a personal or telephone interview with each firm.

Each submittal will be evaluated by the committee for the purpose of ranking how fully the City's needs are being met. Particular emphasis will be placed on the consultant's past successful completion of similar projects shown by work summaries and references.

Each submittal from a qualified consultant received in response to this request will be judged as a demonstration of the consultant's capabilities and qualifications. Only those consultants who supply complete information as requested will be considered for evaluation. Factors used to determine this will be:

1. Professional background and caliber of previous experience of each person of your firm and of each of your consultants to be assigned to this project. Please identify their precise role in accomplishing the work. Please address your contingency plans should a key member become incapacitated or leave your employment or association.
2. Project approach.
3. Do you propose to use the services of a specialty consultant? If so, please indicate name, address, or previous affiliations.
4. Recent experience on five similar projects. Please detail your fee for the work; your time schedule for accomplishing the respective phases of basic services/construction change order number, value, and reason; your construction cost estimate vs. bid; and names and telephone numbers of persons representing the owner and general

contractor for each of the five similar projects your firm has accomplished in the past five years. Indicate the individuals on your staff who had responsibility for each project and whether or not these people are still with your firm.

5. Detail the availability of staff resources and the time schedule necessary to complete the project.
6. Firm's familiarity with the area of the project.
7. Location where work on this project would be accomplished.
8. Reputation for personal and professional integrity and competence.

After selection of a consultant, a contract will be prepared based upon a negotiated scope of work and a negotiated price. Should these negotiations fail to produce a mutually satisfactory agreement, the Committee will have the right to negotiate with another consulting firm. The method of payment for the consulting services will be actual cost, plus a fixed fee. The selected consultant's indirect cost rate must be in accordance with the Federal Acquisition Regulations (23-CFR-48).

CONSULTANT ENGINEERING SELECTION CRITERIA

The City of Yankton, South Dakota (sponsor) is currently advertising for the selection of civil engineering firm to accomplish the Marne Creek bank restoration and maintenance trail repair. The following rating system is designed to help the sponsor in the selection process. The sponsor may change questions as necessary for the needs of the specific selection as long as they comply with Federal Emergency Management Agency (FEMA) procurement guidelines. The same criteria must be used for all firms.

Score each firm for each question listed below using the points indicated.

Rate all firms according to points accumulated. **(Maximum 200 points)**

A. ENGINEERING & PLANNING CAPABILITIES

1. Names and qualifications of personnel on the staff, type and experience they have with stream restoration projects under A, B, C & D. List the areas of responsibility that each individual will have in proposed project. **(0 – 20 points)**
 - A. Design
 - B. Construction Engineering
 - C. Surveying
 - D. Testing
2. What is your firms' ability to complete all aspects of a project in-house and what areas will be outsourced (e.g., surveying, civil, environmental, permitting, testing, etc.)? **(0 – 15 points)**
3. Previous experience with FEMA and the United States Army Corps of Engineers (USACE), and South Dakota Department of Environment & Natural Resources (SDDENR) project documentation and standards requirements for the design and construction. Does your firm have the knowledge and ability to certify plans and specifications and meet all FEMA, USACE, and SDDENR criteria? **(0 – 20 points)**
4. Is your firm familiar with testing requirements to be accomplished during construction? What tests does your firm consider the most critical and why for this project? **(0 – 20 points)**

B. CONSTRUCTION HISTORY AND PERFORMANCE

1. List a minimum of (3) previous bank stabilization and/or stream restoration projects or a minimum of (5) similar construction projects your firm has completed. List sponsor, type of work, construction costs, change orders and dates of projects. **(0 – 20 points)**
2. Submit a minimum of (4) references from clients that have received similar engineering services. **(0 – 20 points)**

3. What is the firm's current workload? Does your firm have the appropriate staffing levels to complete final plans and specifications in a timely manner for grants? **(0 – 10 points)**
4. Provide a brief summary of what your firm considers the primary phases, steps or tasks to accomplish the following: **(0 – 20 points)**
 - I. Design (Plan & Specification development)
 - II. Construction Engineering
 - III. Communication
5. What will your firm do to assist us in managing the project? (Completion dates, change orders, engineering amendments, closeouts). **(0 – 10 points)**
6. Indicate any unique construction considerations or innovative ideas that your firm will give during either in design or construction phase of the project. **(0 – 10 points)**

C. GENERAL INFORMATION

1. Familiarity and proximity in regard to geographic location of the Marne Creek restoration project. **(0 – 10 points)**
2. What is the amount of insurance coverage your firm carries and what are the primary elements of coverage? Does your firm carry professional liability insurance, and if so, what amount? **(0 – 5 points)**
3. If selected, engineering fees will be negotiated subject to the sponsors and FEMA procurement requirements. All engineering contracts will be submitted using the FEMA Procurement Disaster Assistance Team (PDAT) template as well as any sponsor requirements. The engineering agreement for this project may contain provision for reducing payment of original design fee due to any documentation which is not submitted on or before the agreed upon submittal date due to the delay of the engineering firm. What is your firm's position on these two elements?
(0 – 10 points)
4. Describe ownership of firm. DBE/MBE status? **(0 – 10 points)**

Other Information:

Professional liability and statutorily required insurance will be required.

Six copies of the qualifications shall be submitted by 4:00 P.M. August 3, 2020 to Adam Haberman, Director of Public Works, 416 Walnut Street, Yankton, SD 57078. The selection of an engineering firm is expected to be made by August 13th, 2020. The City expects a completed document package (construction plans, specifications, bid documents, etc.) on January 15, 2021 by the selected firm.

All submittals will be reviewed by a project selection committee. The selection committee shall select the firm which, in their opinion, will supply the City the best and most complete effort.

You may direct any questions or schedule visits to the project site with Adam Haberman at 605-668-5250 or Brad Moser at 605-668-5255.