

REQUEST FOR PROPOSALS
FOR
DOWNTOWN MASTER PLANNING AND
PRELIMINARY ENGINEERING FOR
RECONSTRUCTION OF DOWNTOWN
STREETS

City of Ely, IA

Nov. 2, 2020

INTRODUCTION

The City of Ely, in Linn County, Iowa with a 2010 census population of 1,776 is ideally located in close proximity to Iowa City and Cedar Rapids and is poised for continued residential and commercial growth and re-development. The City of Ely desires assistance from a qualified consultant to complete downtown master planning, preliminary engineering and provide budgetary cost estimates for reconstruction of portions of the City's downtown neighborhood.

This request for proposals is for planning and preliminary design services related to the reconstruction of the City's downtown area to include street, sanitary sewer, storm sewer, and water distribution system evaluation and preliminary design. The project area is shown in the attached exhibit. Reconstruction of mid-block alleys are to be included in the preliminary design.

These streets are currently a combination of rural and urban cross sections with minimal storm water drainage facilities. Localized flooding is an issue throughout the area. Properties are generally served by sanitary sewer mains located in the rear alleys and are in unknown condition. The potable water system consists of aging 4" and 6" diameter mains likely needing to be upsized as part of any project. Private utilities are in both the rear alleys as well as the road rights-of-way. Soils in this area are well to poorly drained silt and clay loam with the potential for high ground water.

SCOPE OF WORK

To provide prospective consultants some background on the proposed project, the following materials are attached: (*.pdf files):

- Map showing the project area

In general, the consultant shall complete the preliminary design documents to reconstruct the roadway, water main, sanitary sewer, surface drainage and storm sewer within the project area. The project will include an evaluation of all existing public utilities to determine if reconstruction or rehabilitation is required.

As part of the preliminary design process, the typical sections of the impacted streets will need to be evaluated by the Consultant and approved by the City. The existing right-of-way on the streets within the project area vary from 40 feet to 80 feet, thus multiple typical sections will be created to account for the differing widths. Preliminary design shall identify any areas of additional right-of-way or easement acquisition that may be necessary. The City desires ADA compliant sidewalk on both sides of all streets and connections to the existing sidewalk wherever possible.

The specific tasks for the project are listed below. The result of these tasks will be preliminary design plans and cost estimates.

1. Downtown Master Planning
 - a. Develop 10-year Downtown Master Plan including the following scope items:
 - i. Public Participation. Minimum two (2) public meetings.
 1. Identify additional tools to gather feedback from public and stakeholders
 - ii. Steering Committee involvement. The City could choose to appoint a Steering Committee for this project comprised of representatives of the City Council, area businesses, public agencies and the general public.
 - iii. Issue & Opportunities investigation
 - iv. Community Character Element - Objectives, policies, and programs to identify characteristics and qualities
 - v. Existing Conditions Analysis

- vi. Redevelopment Concept.
 - vii. Action/Implementation Plan
2. Field, Topographic Survey, Base Map
 - a. Consultant shall perform a design utility locate for a list and location of all public and private utilities in the area and survey for as-built locations including the establishment of sufficient detail for possible conflicts and/or relocations. Field surveys will need to be completed to establish accurate drainage design, earth work quantities, construction boundaries, centerline roadway design, driveway improvements and utility reconstruction at a minimum.
 - b. A base map shall be developed based on the information obtained from the field survey. The consultant will be responsible for setting benchmark data and horizontal control points for future project use. The survey will include locating existing property irons along the entire project to determine property lines, locate existing section corner monuments and obtain property ownership data. The right-of-way will be shown throughout the project area.
 3. Geotechnical Investigation
 - a. Include geotechnical investigation to establish subgrade conditions, ground water elevations and pavement design parameters.
 4. Utility Evaluation
 - a. Consultant shall evaluate existing stormwater infrastructure's ability to meet project area current and planned needs.
 - b. Consultant shall provide recommendation for replacement or repair of water & sanitary sewer mains in the project area.
 - c. Consultant shall provide water modeling to support recommended water main sizing/looping.
 - d. Include televising sanitary sewer mains & inspecting manholes in the project area as basis for sanitary sewer system recommendations
 - e. Consultant shall identify utility conflict points and potential relocation of public and private utilities where appropriate.
 5. Preliminary Design – Complete preliminary design for impacted public infrastructure in the project area. Prepare preliminary construction plans consisting of the following:
 - a. Title Sheet
 - b. Typical Sections and General Notes
 - c. Plan and Profile Sheets
 - d. Water Main & Sanitary Sewer Plan
 - e. Storm Sewer Plan
 - f. Cross Sections
 - g. Project Overview – Single Sheet Schematic Drawing showing project limits.
 - h. Construction Phasing -Develop construction phasing plan for project. Staging should take into account both cost effectiveness as well as the impact to area residents and businesses.
 6. Funding Assistance
 - a. Consultant shall advise the City on funding options for various aspects of the project. The City utilizes Speer Financial as their Financial Advisor. Consultant shall provide necessary cost and scheduling information to the City's Financial Advisor when requested.
 7. Cost Estimate
 - a. Consultant shall prepare an opinion of probable construction costs including estimated acquisition, professional fees and recommended contingency to provide a realistic total project cost for the City's budgeting and planning purposes. The opinion of probable

construction costs shall utilize average bid prices from similar type and size projects in the area.

8. Project Management and Coordination

- a. The Consultant's project delivery approach should provide an efficient and coordinated project development process, the delivery of a high-quality product and development of the project deliverables within budget and on schedule.
- b. The Consultant shall conduct one operational planning meeting to acquaint the City, utilities and other potentially affected parties, based on the City's concurrence with the concepts and probable impacts of the project. The Consultant shall prepare all exhibits and handouts to conduct the meeting. The City will select the site for the meeting and assist with coordinating the time for the meeting. The Consultant shall prepare and send the notices to affected parties.
- c. The Consultant shall participate in at least one Public Information Meeting as part of the Preliminary Design effort with the residents and business owners in the project area. Consultant shall prepare all exhibits and handouts for this meeting.
- d. The City will be responsible for notifying residents and business owners.
- e. The Consultant shall research and coordinate with other agencies to obtain necessary drawings, maps or as-built plans. Coordinate all proposed project impacts with corresponding local utility companies.
- f. Describe the number of meetings and types of meetings that you recommend in your scope of work, if any, that are not included above.

SCHEDULE FOR DELIVERABLES

Consultants are asked to develop a proposed project schedule which would allow for construction of the first phase in calendar year 2023.

PROJECT PROPOSAL

The proposal should describe your firm's experience and capabilities to provide planning, design and estimating services for the project. Your proposal should provide sufficient information to the City to determine your firm's capabilities to provide the required deliverables. The proposal must include the following minimum information:

1. Firm name, address, telephone number and contact person.
2. A statement of interest and qualifications for this project.
3. A description of your project understanding and your firm's approach to the tasks identified. Include any concerns regarding permits, data, etc., required to provide the deliverables for this project. Any concerns your firm would have with the proposed schedule for deliverables should also be identified.
4. Discussion of your firm's specific abilities and expertise to provide the required professional services and qualifications related to the project requirements.
5. The proposed project manager and key personnel who would have a significant role on this project team, including detailed resumes. Clearly identify sub-consultants, if proposed, with similar information. If sub-consultants are proposed explain the intended working relationship and responsibilities of each firm.
6. Examples of specific knowledge, expertise, and project management experience related to

this type of project.

7. Descriptions of not more than 3 related/similar projects completed by your firm for other owners. Reference information must include:
 - a. Name of owner
 - b. Project name
 - c. Brief Description of your firm's involvement
 - d. Contact Person
 - e. Address (including e-mail if applicable)
 - f. Telephone number
 - g. Your firm's key personnel involved with the referenced project.
8. Project Cost Breakdown
 - a. For Tasks 1-8 identified in the Project Scope, list the estimated hours and estimated cost to complete each of those tasks.

PROPOSAL SUBMITTALS

1. Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public records law considerations.
2. Submit an electronic copy of the proposal to the individual specified in item 3 below.
3. Proposals shall be received by **4:00 p.m. Friday November 13, 2020 and sent to:**
Adam Thompson
City Administrator
City of Ely
cityadmin@elyiowa.com
Ely, IA 52227-0248

Proposals received after the above stated day and time will **NOT** be accepted. Actual receipt by said time is required.

4. Only written questions concerning the project will be accepted. Questions must be directed to the address above. Written answers to all questions will be provided to all firms solicited for the project, provided they are received no later than 5:00 P.M. on Wednesday November 11, 2020. Questions received after November 11th will not be answered.

CONSULTANT SELECTION

Proposals will be reviewed and evaluated by a Consultant Selection Committee comprised of three representatives of the City of Ely. Consultants will be ranked in order of preference based on their proposal and supplementary information gathered via telephone and/or e-mail. The Consultant Selection Committee will consider the following criteria in evaluation of the proposals.

1. Consultant's understanding of and approach to this project (25%)
2. Demonstrated experience in project planning, community engagement, and funding assistance (25%)
3. Related project experience/qualifications of the firm (20%)
4. Related project experience for the assigned personnel (15%)
5. Estimated Cost for Each Task in the Scope of Services (15%)

SELECTION PROCESS CALENDAR

The anticipated calendar for the selection process is as follows:

November 13, 2020 – proposals received.

November 16, 2020 –discussed and contract awarded by City Council