

January 10, 2011

REQUEST FOR PROPOSAL
Main St Revitalization Project Phase 3
R-1102-MAIN ST-(20)

CITY OF GRANDVIEW, MISSOURI

STATEMENT:

This request invites proposals from qualified consulting firms for work as described under Scope of Services for the design of streetscape revitalization of 600 feet segment of Main St from 13th Street to 15th Street. The project is known as the Main St Revitalization Project Phase 3. The design of the project will be totally funded with city funds. The construction of the project will be partially funded with federal STP enhancement funds.

INSTRUCTIONS:

Interested firms should obtain a Project's purpose, requested scope of services, and supplemental information from the City of Grandview Public Works Department, Grandview City Hall, 1200 Main St, Grandview Mo. 64030. (816) 316-4856. This is available in electronic format on a Compact Disk. The electronic format is too large to be successful handled by many email servers. The City will mail (U.S. Postal Service) a CD upon request but is not responsible for any problems due to delay of delivery.

Written proposals (**three copies**) must be submitted to the City Clerk, City of Grandview, 1200 Main Street, Grandview, Missouri 64030 not later than **4:00 PM WEDNESDAY FEBRUARY 2, 2011**.

As used in this RFP, the term **firm** shall include the submitting firm/company/corporation/individual and any partnering or sub-contracting firm/company/corporation/individual.

Written questions seeking clarification of any aspects of this proposal can be submitted to the Public Works Director at the above address for a response, also in writing.

SELECTION CRITERIA:

The City's selection of a consulting firm will be based upon the following criteria.

1. Understanding of the City's objectives and interests in the project. This includes services needed, important design considerations, and public relationships. The firm's proximity to and familiarity with the area in which the project is located is an important aspect.

2. Qualifications of people proposed to work on the project. Top members of the design team must be professional engineers. The composite team must have experience in urban street design, surveying, landscaping, ADA public infrastructure requirements, and public consensus building with team members possessing the professional licenses necessary to practice in the state of Missouri.

3. Experience on similar projects. The firm must have designed a project that has been constructed within the last seven years that involved an existing street within an urban commercial area. The firm should have designed at least one project within the last five years that utilized federal funds administered by MoDOT.

4. Ability to meet the schedule. A very tight time schedule for the project has been established. When the project is not being delayed by items beyond the control of the consultant, the consultant must be able to devote the resources necessary to keep the project progressing in order that the enclosed schedule is met.

A selection committee composed of the Community Development Director, the Public Works Director, and the City Engineer, will screen the proposals and will select for interview the top consulting firm(s). Discussion of a proposed fee for services may occur at that time.

TERM AND CONDITIONS:

The City reserves the right to reject any or all proposals or to waive informalities or irregularities in the submitted proposals.

If the City is unable to negotiate a contract with the successful consulting firm, or if the firm fails to execute the Contract within ten (10) days after award of the proposal, then the City will interview the next most qualified consulting firm. This procedure will continue until a contract is reached.

The City shall reserve the right to terminate the contract for failure of the consulting firm to perform satisfactorily under the contract.

The contract will require the selected firm to comply with the requirements of RSMo. § 285.530 (employment of illegal aliens), which includes execution of a worker eligibility verification affidavit and submission of documents establishing that the selected firm is enrolled in E-verify or another acceptable federal worker verification program.

TIME SCHEDULE:

Proposals Due	February 2, 2011
Engineering Contract Executed by City	March 8, 2011
Notice to Proceed	March 9, 2011
Complete Initial Survey & Base Map	April 9, 2011
Meet with adjacent property owners	April 14-18, 2011
Concept drawings to City Staff	May 1, 2011

Preliminary Plans to City Staff	June 1, 2011
Public Hearing	July 5, 2011
R/W plans to MoDOT	August 1, 2011
Legal Descriptions to City Staff	August 15, 2011
Final Plans to City Staff	October 1, 2011
Field walk through with City Staff	October 10, 2011
P,S, & E submittal	November 1, 2011

PROPOSAL FORMAT:

The submitted proposal shall contain the following information:

1. Experience of firm in this type of work. The proposal must include documentation that the firm meets the requirements previously listed.
2. Key personnel that would be assigned to the project, including the experience of those individuals in order to meet item 2 of the Selection Criteria.
3. A complete explanation of services to be provided and approach to the project. The explanation of services should include what the firm will perform, accuracy of the firm's work, how the time schedule will be maintained, and any services requested in the SCOPE OF SERVICES but will not be provided as part of the firm's proposal. This section should follow the outline of SCOPE OF SERVICES but not be regurgitation.