

REQUEST FOR PROPOSALS

FOR PROFESSIONAL CONSULTING SERVICES

For New Four Stall Garage at 455 6th St, David City, Ne 68632
Butler County, Nebraska

Butler County Senior Services Transit is seeking an engineering/architectural Consultant to provide professional services for the design and construction inspection of a new four stall garage. The project will be located at 455 6th St David City, Nebraska.

This is a Federal Aid project and the selected Consultant will be required to follow the all applicable Federal, State, and Local requirements and procedures.

The basic Scope of Services for the project is the following tasks:

- Project Management
 - Periodic Progress meetings
 - Preliminary Design
 - Final Design
 - Plans Specifications & Estimates (PS&E) Submittal and Assistance to the Transit System
 - Pre-construction Meeting
 - Construction Inspection
 - Environmental Inspections
 - Design Assistance during Construction, if necessary
 - As-built Plans
 - Final Inspection & Project Closeout
1. The selected consultant will meet with Butler County Garage Committee to develop a detailed work plan. The work plan consists of a detailed scope of services along with a staffing plan. The staffing plan should identify the categories of personnel whom will be working on this project, along with their associated labor rates.
 2. Copies of all work products shall be submitted to Butler County Clerk's office. Consultant will not copyright any work product and work will remain property of Butler County.
 3. A copy of the Documented Categorical Exclusion (DCE) is attached to this RFP for additional information on the project. In addition to the general requirements of this document, additional features such as electrical hook up have been approved by the FTA.
 4. During Preliminary Design, the Butler County Transportation Committee will conduct an energy assessment of the plans and work with the selected Consultant to incorporate all feasible and sustainable features.

This Request for Proposal does not commit Butler County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

Butler County reserves the right to award contracts to more than one qualified Consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of Butler County to do so.

Schedule of Activities

Proposal Submittal Deadline	February 24, 2017
Short-List Firms	February 28, 2017
Interview Date	March 8 th , 2017
Final Selection	March 15 th , 2017
Scoping Meeting with Selected Consultant	March 22 nd , 2017
Anticipated Start of Design	April 3rd, 2017
Completed Plan Package	May 2017
Anticipated Start of Construction	June 2017

Protocol

Proposals must be at the Butler County Clerk's office no later than 4:00 p.m. on **February 24, 2017**. Please provide two (2) copies of your proposal in an envelope clearly marked on the exterior as containing "**Proposal for Professional Services for Butler County Senior Center Transit Garage**" to: County Clerk 451 N 5th St, David City, Nebraska 68632.

Firms interested in submitting proposals should contact Diane Kozisek, Assistant Director of Butler County Senior Services, Butler County Senior Center Transit Garage Project for any additional questions regarding the project.

Proposals shall remain firm for a period of sixty (60) days after proposal due date. The County of Butler reserves the right to refuse any or all proposals and to waive technicalities in order to accept proposals that may be in the best interest of Butler County, at its sole discretion.

BCGC will short-list a minimum of three (3) Consultants for interviews. BCGC will contact those short-listed Consultants to schedule interviews. Interviews are anticipated to be conducted on March 8th, 2017 in person. Consultants should allow 20-30 minutes for interview. BCGC will contact the selected Consultant by phone after all the interviews have been completed and BCSTC has sufficient time to discuss and rank the Consultants.

Firms may present a particular situation to BCGC in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest. BCGC shall document their own analysis of the information presented, and may seek a determination from NDOR as to whether Consultant has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquiries to Diane Kozisek, Assistant Director of the Butler County Senior Center.

Submittal

In order to facilitate review of the project proposals, the following information must be included in the proposal in the order listed:

1. A letter of interest not to exceed one (1) page.
2. Organizational chart of resources not to exceed one (1) page.
3. A narrative responding to the established evaluation factors not to exceed six (6) pages. This should include the approach to the project in the given schedule and experience with similar projects.
4. A maximum of four (4) pages of additional supportive material such as charts, tables, or photos.
5. DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each Sub-consultant. A separate DR Form 498 must be submitted for each Sub-consultant to be used. **Forms can be found @ www.roads.ne.gov/rfp**
6. A Drug-Free Workplace Policy for the prime consultant and any Sub-consultant.
7. A Conflict of Interest Disclosure Form for the prime consultant and any Sub-consultant. **Forms can be found @ <http://www.roads.ne.gov/govaff/lpa/chapter-forms/coi/coi-disclosure-doc-consultant.doc>**
8. Proof of Insurance for the prime consultant and any Sub-consultant.

Interested firms must be on the NDOR list of certified Consultants for Standard Work Category (Building Design & Inspection) prior to the opening date of this advertisement, to be eligible submit a proposal for this work. Instructions for new firms currently not certified can be found **xxxxxxx**. Price is not a selection criteria and it is not to be included in the firm's proposal. A cost plus fixed fee contract will be negotiated after a Consultant has been selected.

Selection Criteria

Proposals will be reviewed, evaluated and ranked. Price is not a selection criteria and it is not to be included in the firm's proposal. The selection criteria including their relative importance are:

Short List

Professional qualifications necessary for satisfactory performance (25 points).

- Project manager and key team members are qualified to perform the work categories on the project. □ Consultant's knowledge of standards and procedures.

Specialized experience and technical competence in the type of work required (25 points).

- Consultant has provided comparable projects they have been involved with.

Past performance on contracts with government agencies and private industry (10 points).

- Past performance evaluations.
- References, if no past work has been performed by this consultant.

The capacity to accomplish the work in the required time (20 points).

- Consultant has adequate staff for this project.
- Current workload of the consultant.

Knowledge of the project (20 points)

- Consultant has demonstrated understanding of key elements of the project.
- Consultant has provided comparable projects they have been involved with.

Final Selection

Professional qualifications necessary for satisfactory performance (25 points).

- Project manager and key team members are qualified to perform the work categories on the project. □ Consultant's knowledge of standards and procedures.

Past performance on contracts with government agencies and private industry (25 points).

- Past performance evaluations.
- References, if no past work has been performed by this consultant. **The capacity to accomplish the work in the required time (20 points).**
- Consultant has adequate staff for this project.
- Current workload of the consultant. **Quality of the interview (20 points).**
- Interview was clear and concise.
- Questions were appropriately answered by consultant.

Location of the project and knowledge of the area (10 points).

- Familiarity of area, County procedures and County personnel.
- Proximity of Consultant's office and access to County.