



City of Gary

REQUEST FOR PROPOSAL
FOR
CITY ENGINEERING SERVICES

SUBMITTAL DEADLINE: 10 A.M., DECEMBER 28, 2016



NOTICE IS HEREBY GIVEN, the City of Gary, Indiana is requesting sealed proposals from qualified persons to provide ongoing ENGINEERING SERVICES for various City of Gary initiated projects. Interested parties will be provided sufficient information to prepare and submit proposals for consideration by the City. It is the City's intent to select the most advantageous proposal based on the evaluation criteria set forth in the Request for Proposals (RFP) packet. A copy of the RFP packet may be obtained from the Public Works Office at City Hall, 401 Broadway, Suite 300, Gary, IN 46402, by calling (219) 881-1310 or by downloading from the City of Gary's website at www.gary.in.us.

All proposals must be sealed, clearly marked ENGINEERING SERVICES PROPOSAL, 10 a.m., Wednesday, December 28, 2016 and received in the Public Works Office at City Hall by the above specified date and time. Any proposal received after that date and time, or not submitted in the proper manner, will be returned without further consideration.

The City reserves the right to reject any and all proposals received as a result of the RFP, to waive any irregularities and to accept the proposal deemed to be in the best interest of the City.

**CITY OF GARY
REQUEST FOR PROPOSALS FOR
ENGINEERING SERVICES**

1. GENERAL INFORMATION. The City of Gary is soliciting proposals for an Engineer of Record (City Engineer) to provide engineering services. Services typically conducted by the City Engineer include, but are not limited to the tasks listed in this document. Services may also include supervising/inspecting work produced by the City. Work shall be provided to the City on an as-needed basis, as authorized by task order or yearly proposed fee through the Public Works Director or the Public Works Director's designee.

2. ANTICIPATED SCHEDULE OF EVENTS.

RFP Advertised	November 23, 2016
Proposal Due Date	December 28, 2016
Selection Committee Evaluation	December 30, 2016
Interviews (If Needed)	January 4-6, 2017
Contract Approval	January 11, 2017

3. SCOPE OF SERVICES

- Serve as the City Engineer of Record
- Provide capital project design and construction under the direction of the Public Works Director and City Staff.
- Provide infrastructure impact analysis as needed.
- Provide design, construction, specifications and as-builts for successful bidding and construction for infrastructure projects, new construction and maintenance.
- Assist the City in consultation and coordination with State and Federal agencies.
- Perform engineering work related to property, public improvements, utilities, etc.
- Assist with annual budget estimates and planning as needed.
- Review proposals as needed and serve as the City's Engineer for private development and/or public improvement projects.
- Review and formulate updates to City master plans and feasibility studies as needed.
- Attend Contractor's Examination Board (1-2 hours per month)
- Provide Consultation to Building Department (1-4 hours per month)
- Attend Site Plan Review Meetings (4 hours per month)
- Oversees a centralized location to review site plans and all amendments and improvements.
- Review and comment on environmental engineering reports.
- Provide guidance on capital improvement projects (infrastructure, storm water drainage, etc.).
- Perform additional engineering functions and special projects as requested by the City.
- Serve as engineer of record for site plans and land use decisions that appear before the Plan Commission (1-2 hours a month).

- Review and assist with proposals and applications for federal or philanthropic funding related to infrastructure or public property.
- Prepares designs for the repair or construction of any public property, draw rough sketches and diagrams of specifications for repairs to buildings, streets, curbs, lighting and outline painting and miscellaneous construction tasks.
- Plats all streets, alleys and public places in the City and preserves a record thereof. Keeps a record of the grades of all streets, alleys, sidewalks and other public places.
- Reviews and approves detailed construction drawings, topographical profiles and related maps and specification sheets used in the planning and construction of Civil Engineering projects.
- Directs all construction work on improvements and repair of bridges, viaducts and other public facilities.
- Inspects proposed construction sites to determine general type and classification of soil as well as procuring samples of construction materials to be used.
- Reviews competitive construction bids and makes recommendations to the Board of Public Works.
- Reviews all Engineering designs for accuracy.
- Determines legal descriptions of street and business addresses.
- Checks construction plans for site development, buildings and subdivisions to ensure that the design meets all applicable codes and regulations.
- Writes legal descriptions of tract of land, acquired by the City, for use as public thoroughfare or for public buildings.
- Conducts surveys in field to collect field data.
- Assists in preparation of documents needed to follow the State's guidelines for "Procedures for Selection of Consultants" on contracts involving Federal participation.
- Assists Consultants, Contractors and other City Departments with agreements and various contracts.
- Develops and maintains traffic engineering operations for City streets and highways.

4. CONFLICT OF INTEREST.

- City Engineer may not participate in decision making in circumstances where he or she would have a potential financial interest in the outcome.
- City Engineer may not participate in decision making in circumstances where his or her officer, agent, partner, family member or employer would have a potential financial interest in the outcome.
- City Engineer must consider the interests of the city, state and INDOT when contracting for professional services.
- City Engineer must seek to obtain the maximum value for each dollar spent by the city for professional services.
- City Engineer must request removal from any situation in which a personal relationship may affect his or her judgment in selection, administration or performance evaluation activities.

- City Engineer must avoid the unnecessary sharing of internal city or INDOT information, including project or program information that may result in giving a competitive advantage to a select firm or firms.
- City Engineer must accept nothing of monetary value from consultants, potential consultants, or parties to sub-agreements. (Mementos or souvenirs of nominal value may be accepted).

5. PROPOSAL INSTRUCTIONS.

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide five hard copies of the proposal in a sealed envelope clearly marked “City of Gary Engineering Services Proposal.” Proposals shall be submitted by 10 a.m. on Wednesday, December 28, 2016 to:

Board of Public Works & Safety
City of Gary
401 Broadway, Suite 300
Gary, IN 46402

B. INQUIRIES

Questions concerning this RFP should be submitted in writing to:

Cloteal LaBroi, Public Works Director
City of Gary
401 Broadway, Suite 300
Gary, IN 46402
clabroi@ci.gary.in.us

Questions regarding specific technical aspects of the service requested by this RFP seeking clarification concerning this RFP may be directed to the Public Works Office by calling 219.881.1310. No oral clarification will be binding on the City. The City will be bound only by this RFP and any written addendum issued hereunder.

If inquiries, comments or requests for changes raise issues that require clarification or a modification to this RFP, the clarification or modification will be made by written addendum as provided in this RFP.

- 6. CONTENT OF PROPOSALS.** Proposals should demonstrate that the proposer can furnish the services in a matter that will be cost effective for the City. Those proposals which do not contain all information required by this RFP or are otherwise non-responsive may be rejected immediately; however the City has discretion to accept a proposal that does not conform with all RFP requirements if the City determines that the non-conformance is not substantial or material. If a proposal is unclear, or appears inadequate, at the City’s discretion, the proposer may be given an opportunity to explain, how the

proposal complies with the RFP. The City also has discretion to permit a proposer to correct a typographical error or other minor mistake or oversight in its proposal.

Proposals must contact at least the following:

A. Proposal Form. The proposal form, attached hereto as RFP Exhibit “A” must be fully completed, submitted and duly executed by the authorized representative of the proposer and include the following:

- i.** The proposer’s business name, address, telephone number, email address and federal tax identification number.
- ii.** The proposer’s legal form of entity (sole proprietor, corporation, LLC, etc.) and, if applicable the state of incorporation or organization or main office address;
- iii.** Name(s) and title(s) of person(s) authorized to submit the proposal and to execute the contract.
- iv.** The fees and charges proposer will charge for the services rendered based on the formed outlined in RFP “Exhibit A.”

B. Qualifications. The proposer’s statement of qualifications must contain the following:

- i.** A description of the key personnel that will perform the services and their particular qualifications.
- ii.** A description of how proposer complies with all minimum qualifications set forth in RFP Exhibit “B”,
- iii.** Special services the proposer can provide in connection with the services required by this RFP and
- iv.** Any experience proposer has had in providing the services required by this RFP to the City or other public entities including:
 - Civil and Transportation Engineering
 - Street maintenance technique and pavement management
 - General land use and infrastructure planning experience
 - Public infrastructure financing.
- v.** Work load capacity.
- vi.** Proposers availability of support staff
- vii.** Confirmation that the proposer is a licensed professional civil engineer within the State of Indiana.

C. References. Proposals must contain a list of all private and public entities for which the proposer has provided similar services within the past two years and the name and phone number of a person within each entity who is knowledgeable of the proposer’s performance record.

7. PROPOSAL EVALUATION

A. Minimum Qualifications

The City will review proposals received to determine whether or not each proposer meets the following minimum requirements.

- A Civil Engineer licensed to work in the State of Indiana.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources and bonding capability (if needed) for the performance of the desired engineering services or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.

EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

- 1.** Specialized experience in the type of work to be performed, specifically including work in a city of similar size (Minimum Points 50)
- 2.** Qualifications and experience of the staff assigned by proposer to perform these services (Minimum Points 40)
- 3.** Past experiences of proposer and project team members with relevant county, state and federal regulatory and funding agencies (Minimum Points 20)
- 4.** Quality of proposed scope of work, including the proposed management techniques and practices for City services needed. (Minimum Points 20)
- 5.** Familiarity with the City. (Minimum Points 30)
- 6.** Availability and capability to perform the engineering services described in this RFP on an ongoing basis (Minimum Points 40)

Minimum Total Points 200



Proposal Form

Legal Business Name: _____

Form and State of Organization: _____

Registered dba, if any: _____

Main Office Address: _____

Telephone Number: _____

E-mail Address: _____

Tax Identification Number: _____

Representation, Covenant and Warranty of Undersigned and Proposer

By signing this proposal, the undersigned makes the following representations and warranties:

1. That it is the duly authorized representative of the proposer for all purposes relative to the submission of this proposal.
2. That this proposal constitutes the proposer's offer to enter into a contract with the City, and if accepted by the City, will be binding and enforceable against the proposer.

By causing this proposal to be executed by the undersigned and delivered to the City, the proposer makes the following representations and warranties:

1. Proposer has read and understands the terms and conditions contained in the RFP, had the opportunity to protest any term or condition it found unacceptable and to seek clarification of any term or condition that it does not understand, and it accepts and agrees to be bound by the terms and conditions of the RFP, including but not limited to the contract conditions.
2. Proposer has not discriminated against minority, women, disabled veterans or emerging small business enterprises in obtaining any required subcontracts.
3. Proposer agrees to meet all requirements contained in the RFP if it is selected to provide the services requested by this RFP.

Qualifications: In addition to the information requested by this RFP, the proposer should describe its particular capability to perform the services required under this RFP, and its recent, current and projected workloads.

Project Approach: Proposer should propose a project approach, including an estimate of the amount of time that it will need to complete any major task and a preliminary schedule for performing major elements. Describe any subcontractors that proposer would use as consultants, such as surveyors, landscape architects, etc. and how the subcontractors would be used. Describe any special resources and equipment available to the proposer.

Conflict of Interest Policy:

- City Engineer may not participate in decision making in circumstances where he or she would have a potential financial interest in the outcome.
- City Engineer may not participate in decision making in circumstances where his or her officer, agent, partner, family member or employer would have a potential financial interest in the outcome.
- City Engineer must consider the interests of the city, state and INDOT when contracting for professional services.
- City Engineer must seek to obtain the maximum value for each dollar spent by the city for professional services.
- City Engineer must request removal from any situation in which a personal relationship may affect his or her judgment in selection, administration or performance evaluation activities.
- City Engineer must avoid the unnecessary sharing of internal city or INDOT information, including project or program information that may result in giving a competitive advantage to a select firm or firms.
- City Engineer must accept nothing of monetary value from consultants, potential consultants, or parties to sub-agreements. (Mementos or souvenirs of nominal value may be accepted).

Fee Proposal: Proposer hereby offers to perform the services described in the RFP according to the fee structure or proposed yearly amount. The fee structure should include all charges that the proposer will require, including the manner in which the proposer will seek payment for all reports and costs for administration of proposer’s subcontractors if any. **Attach fee schedule.**

Authorized Signature: _____

Print Name and Title: _____

Date of Signature: _____