

REQUEST FOR QUALIFICATIONS AND PROPOSALS

PROFESSIONAL ENGINEERING SERVICES LEE BIKEWAY

PART 1 General Information

1.1 General

The Town of Lee, through its Board of Selectman, seeks to retain the services of a qualified professional engineering firm to conduct the appropriate evaluations, prepare designs, and cost estimates for a Bikeway in Lee, Massachusetts.

Qualifications/Proposals for the services described herein will be received by the Superintendent of Public Works, at his office at the Airoidi Building, 45 Railroad Street, Lee, Massachusetts until March 3, 2010 at 2:00 P.M.

Interviews may be conducted of selected firms at a later date, at the Town's discretion.

The proposals will be evaluated based on: the applicants understanding of the project, qualifications and experience with work of a similar nature, capacity to perform, ability to meet the Town's schedule, financial stability, references and cost.

The Town of Lee reserves the right to accept or reject any and all proposals as it deems to be in the public interest, to waive minor procedural irregularities, and to further negotiate with the selected firm.

The Town anticipates awarding a contract to the selected consultant on or about April 6, 2010.

1.2 Submittal Requirements

Ten (10) copies of the full proposal shall be submitted. The general proposal document shall contain the firm's approach/understanding, proposed scope of services, schedule, proposed compensation, a fee schedule, qualifications, and specific project references.

Qualification/Proposals shall be submitted simultaneously in two parts. The first part shall contain the Engineer's general approach, scope of services, resumes, background of firm, and other information as requested in this RFP. The second part shall be an envelope containing the firm's fee proposal. The fee proposal shall provide the following:

- An Hourly Fee Rate Schedule for all professionals, technicians, and support staff that the prospective consultant shall utilize to perform the work detailed in the Statement of Project Approach.
- A detailed estimated cost to perform the work outlined in the Scope of Services and as described in the prospective consultant's Statement of Project Approach.
- And costs of outside consultants and services, if applicable.

All submissions must include, in the front, a proposal/qualifications summary (cover letter) that addresses the following items:

- Absolute commitment of the principal and project manager of the firm to meet the Town's needs via the obligation of time, personnel and technical capacities. Commitment to responsiveness is a paramount consideration in the process.
- Designation of design team with a short paragraph description of the qualifications of each key member to be assigned to the project.
- An updated/completed Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction 2005 (the form is attached).
- Proposed schedule noting key milestones.

1.3 Requirements of the Engineering Firm

As a minimum, the consultant must be able to demonstrate the following in their proposal:

- A clear and concise understanding of the scope of work and the required schedule. The proposed schedule must be presented in the Engineer's proposal.
- A detailed list of project deliverables, including reports, memoranda, plan sheets, specifications, cost estimates, electronic files, and/or other media.

- Demonstrated experience in providing consulting engineering services to municipalities in the appropriate discipline, preparation of contract documents for public bidding, and coordination of permitting activities with local and state agencies and other related activities.
- Preference will be given to firms that have completed the planning and design of similar projects.

PART 2 Scope of Services

2.1 General

The Town of Lee is requesting qualifications and proposals for engineering/design and services in connection with Bikeways as outlined in its Bikeway Study.

The Lee Bikeway Study (BRPC, January 2010) recommends several roadway segments for inclusion in a designated system of Town bike routes. As the next step in the development of the Town's bikeways, the Town is seeking preliminary engineering services for further analysis of the recommended on-road bike route segments. This analysis will include, at minimum, identification of right-of-way requirements for bike lanes and associated road widening, identification of locations requiring new traffic controls or upgrades to existing traffic controls, and preliminary cost estimates for bike route design and construction.

2.2 Project Scope

Engineering services shall include:

1. For segments of the following roadways:

- Mill Street
- East Street
- Center Street
- High Street
- Park Street
- Marble Street
- Maple Street
- Chapel Street
- Water Street

identified as recommend bike routes in the Lee Bikeway Study (BRPC, 2010), conduct survey work to determine existing curb-to-curb paved widths, shoulder widths, sidewalk, and public right-of-way along proposed bikeway alignments, then recommend a preferred route to the Town of Lee Bike Path Committee.

2. In consultation with Mass DOT District 1, BRPC staff, and the Town of Lee Bike Path Committee determine and recommend cross-sections (specifications for lane and shoulder widths) for on-road bikeway segments.

3. Determine and recommend locations for implementation of new traffic controls, or upgrades to existing traffic controls, that would be required after designation of on-road bike routes.
4. For the specified list of segments, identify those segments requiring repaving, widening, reconstruction, traffic controls, crossings, and other related improvements for bike lane designation. The specified improvements should account for existing pavement conditions, and potential improvements required to the sub-base of existing unpaved shoulders, along with any associated grading requirements.
5. For the preferred route, develop plans, specifications, and preliminary construction cost estimates including right-of-way acquisition or easements (if any), for implementation of bikeway related improvements.

2.3 Budget and Schedule

The Town of Lee is funding the project and has authorized **\$ 50,000.00** for this purpose.

It is desired to have final project materials and reports completed no later than October 31, 2010.

During the RFP preparation, answers to specific questions can be directed in writing to:

Christopher A. Pompei, P.E.,
D.P.W. Superintendent
Town of Lee
32 Main Street
Lee, MA 01238
(413) 243-5520 Office
(413) 243-5522 Fax