

REQUEST FOR QUALIFICATIONS

PREPARE PLANS AND SPECIFICATIONS

PROCURE RELATED ENVIRONMENTAL AND PERMITTING DOCUMENTS

WY 22 / US HIGHWAY 89 PATHWAY CONNECTOR PROJECT

WEST SEGMENT

TETON COUNTY, WY

SECTION ONE INTRODUCTION

General Description and Purpose

In May 2008, the voters approved a Special Purpose Excise Tax (SPET) ballot, in the amount of \$6,000,000, to help fund the design and construction of a multi-use pathway connecting the Town of Jackson with the “West Bank”. The easterly terminus of this project is the west edge of the Flat Creek Bridge, west of the US Highway 89 / Pearl St. / Flat Creek Dr. intersection, commonly known as the Five Way Stop, in the Town of Jackson. The westerly terminus is located on the west side of WY390 just to the north of the WY22 / WY390 intersection, commonly known as Stilson Ranch. The total length of the corridor is approximately 5.2 miles. For purposes of design and permitting, the overall project is segmented into three distinct components; west, middle, and east.

This Request for Qualifications (RFQ) is specifically meant to address the “west segment” of the project. The pathway alignment for this segment is currently under review and has not been finalized. Regardless of the final alignment, the project will have the following common elements:

- Connection to the Moose - Wilson and Centennial Trails on the west side of WY390 at Stilson Ranch Road.
- An underpass or “at grade” crossing of WY390.
- A pathway from the east side of WY390 to the west bank of the Snake River.
- A separate pathway bridge across the Snake River located north of the existing WY22 highway bridge or an attached bridge on the north side of the existing highway bridge.
- A pathway through Emily Stevens Park continuing to the intersection of WY22 and Iron Rock Road.
- A public scoping process to review the bridge design(s) and other design elements.

The total length of the west segment is approximately 0.80 miles.

The project will require a range of expertise to address all technical issues including but not limited to bridge design, environmental compliance, wetland analysis, hydraulic analysis (depending on bridge design), underpass design (if required) and other related items. Permits and / or approvals may be required from the Federal Emergency Management Agency (FEMA), the Wyoming Department of Transportation (WYDOT), the US Army Corps of Engineers (ACOE), the Bureau of Land Management (BLM), the Teton County Planning Office, the Teton County Engineering Department and other potential agencies. In addition to and depending on the outcome of the upcoming SPET ballot in August, the final design may need to address issues and potential cumulative impacts associated with the proposed Wilson Bridge Boat Ramp Improvement Project.

Submittal Deadline

A sealed original submittal and ten (10) copies must be received by the Town of Jackson, WY (Owner) at the Jackson Hole Community Pathways Office by **1:00 PM MDT, Wednesday, August 11, 2010**. Submittals shall be valid for a period of forty-five (45) days from receipt by the Owner. Submittals received after the date and time specified above shall be considered late and shall not be considered for award. Late submittals shall be returned unopened to the Entity's authorized representative.

Consortiums, joint ventures, or teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests solely with one individual, firm, or corporation. The Owner will contract with one Entity only in conjunction with the services solicited in this Request for Qualifications (RFQ). Responses to this RFQ should be submitted via Federal Express, United Parcel Service, or hand delivered to:

Brian Schilling
Pathways Coordinator
Jackson Hole Community Pathways Department
320 S. King St.
Jackson, Wyoming 83001
1.307.732.8573
bschilling@ci.jackson.wy.us

Proposal Postponement or Amendment:

The Owner reserves the right to amend any portion of the RFQ. Copies of such amendments shall be furnished to all prospective, interested Consultants. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

Cost of Submittal Preparation:

Any costs incurred by the Consultant responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the Entity submitting the response. The Owner shall not reimburse the Consultant for any such expenses.

Schedule of RFQ Submission and Review

The Owner shall adhere to the following schedule in the receipt, review, and evaluation of Submittals:

July 21, 2010	RFQ available for distribution.
August 11, 2010	Submittal due date.
August 18, 2010	Completion of submittal evaluations by the Selection Committee.
August 19 and 20	Interviews with “short listed” teams if required . Selection Committee meets and decides on Consultant to perform the required services after interviews are completed.
August 23 - 29	Staff meets with selected Consultant. Finalize Owner - Consultant Scope of Services. Selected Consultant prepares final scope / cost proposal.
August 30 and 31	Staff meets with Consultant to review / approve final work scope and cost proposal.
September 7, 2010	Town of Jackson issuance of Notice of Award.

Acceptance

This RFQ provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by the Owner.

The Owner reserves the right to enter into further discussions with any Consultant based solely upon the initial response to the RFQ and the right to negotiate the cost with the selected Consultant if it is deemed to be in the best interest of the Owner.

If the Owner is unable to negotiate a final scope of services and professional fee with the Owner's first choice, Owner reserves the right to negotiate with other Consultants who submitted a response to the RFQ.

SECTION TWO DESCRIPTION OF REQUIRED SERVICES

An aerial photo exhibit and a preliminary Bridge Design Report prepared by Rendezvous Engineering dated January 5, 2010 will be provided to all Consultants.

The goal of this Project is to prepare final plans, technical specifications, and agency submittals to procure a bridge permit, underpass or “at grade” crossing WYDOT permit, wetland permits and mitigation (if required), Bureau of Land Management permits, and other required permits / approvals and to solicit bids to construct a detached multi-modal bridge or an attached bridge over the Snake River, an underpass or “at grade” crossing, and a multi - use / paved pathway from Stilson Ranch (south terminus of the WY390 pathway) to the Iron Rock Road / WY22 intersection.

The project consists of the following scope of services: Hydraulic analysis; geotechnical investigation / analysis for bridge foundation / underpass recommendations; bridge structure design; underpass structure or “at grade” crossing design; pathway connector design; a public scoping process to review the bridge design(s) and other design elements; identification of and submittal to the required agencies to procure all applicable approvals and / or permits; pathway design; preparation of bidding documents including all technical specifications related to the proposed improvements; preliminary cost estimates; and other related services as required.

There will be five main components where specific events will be required.

1) After the signing of the Owner-Consultant Contract, a field visit will be conducted with the Consultant and Owner's representatives to identify constraints and opportunities for the new underpass or “at grade” crossing on WY390, bridge constraints and opportunities including desired functional / technical / aesthetic requirements, underpass and “at grade” crossing options and pathway alignment options. Following the visit, an aerial photo exhibit will be prepared by the Consultant indicating the preliminary location of the various project components along with a “field report” summarizing the design rationale and issues that need to be addressed during the design process.

2) Prior to the 50% phase of completion, the Consultant will lead a public scoping process to determine key design elements such as bridge location. The public scoping process is a critical component to ensure, to the extent possible, that a general consensus regarding design, functionality, and cost effectiveness is achieved for purposes of proceeding forward with the final bridge design elements. At this stage, the Owner will decide what option (detached or attached) will be pursued for purposes of preparing the 50%, 90%, and 100% complete bid documents.

3) At the 50% phase of completion, the Consultant will provide electronic copies of all information for public / agency website access. The Consultant will assess all potential issues related to the proposed improvements and provide preliminary plans, specifications, and a draft summary report. The preliminary plan, specifications, and report shall address the following components:

Pathway Bridge

Depending on the selected bridge design, the following components may be required:

- Assessment of all potential hydraulic, geotechnical, permitting and construction issues related to the bridge structure and other related improvements.
- A site survey to develop stream cross - sections for hydraulic and flood plain analysis and to determine final design grades for the pathway bridge design / profile. The site survey shall also include mapping of all existing utilities in the potential construction area.
- Hydraulic analysis to determine design depth of scour and assist in the bridge foundation / super structure design(s). The analysis shall comply with the applicable Teton County Floodplain Resolutions and Land Development Floodplain Regulations utilizing the most current / applicable FEMA Floodplain mapping. The modeling shall incorporate proposed improvements to the Wilson Boat Ramp project if the pending SPET ballot is approved in August.
- Geotechnical / subsurface investigation, including appropriate borings, monitored by a Registered Geotechnical Engineer, to determine in-situ soil and groundwater issues.
- Geotechnical analysis to support bridge foundation(s) design recommendations.
- A preliminary site plan including existing / proposed contours, existing utilities, limits of construction boundaries, and proposed bridge location(s) including pathway transition details and identification of any wetland issues (if applicable) associated with the proposed construction.
- Preliminary design details of the bridge structure(s) (including style options) utilizing applicable WYDOT and AASHTO Standard Bridge Specifications.
- A written “draft” summary of available options, preliminary bridge cost estimates, identification of any agency permitting / approval requirements, and all other miscellaneous issues / costs associated with the construction.
- Presentation of bridge design and associated costs to elected officials and the public. Depending on comments received during the public outreach process, the design(s) may be revised to address pertinent concerns.

WY 390 “at grade” crossing and underpass.

Assessment of all potential construction / safety issues related to the “at grade” crossing option and the proposed horizontal and vertical alignment of the underpass, size / type of wing / retaining walls, road removal / replacement, grading requirements, drainage structures, and other improvements.

- For the underpass, these issues will generally include a geotechnical analysis for the new structure, utility conflicts, identification of required temporary construction and / or permanent easements, emergency road access issues during construction, ground water issues (if applicable), grading / disturbance boundaries, typical cross sections, and other items identified by the Consultant.

- For the “at grade” crossing option, issues will include a full “safety” analysis including signage, potential actuated crossing lights, striping, medians, and other safety enhancements.
- A written “draft” summary of available options, preliminary “at grade” crossing and underpass cost estimates, identification of any agency permitting requirements, and all other miscellaneous costs / issues associated with the construction. At this stage, the Owner will decide what option will be pursued for purposes of preparing the 90% and 100% complete bid documents.

Pathway connections

Assessment of all potential construction issues related to the proposed horizontal and vertical alignment of the connecting pathway segments, drainage structures, and other improvements.

- A site survey to develop proposed centerline locations and to determine final design grades for the multi-use pathway. Pathway will be required on the west side of WY390 to tie to the existing pathway located on the north side of Stilson Ranch Road, on the east side of WY390 from the “at grade” crossing or underpass to the west end of the new pathway bridge, and from the east terminus of the pathway bridge to the intersection of WY22 and Iron Rock Road. The site survey shall also include mapping of all existing utilities in the potential construction area. The pathway design, from the east side of WY390 to the west terminus of the bridge shall require coordination with the proposed improvements to the Wilson Bridge Boat Ramp project if the pending SPET ballot is approved in August.
- Design issues will generally include utility conflicts, irrigation ditch crossings (if applicable), environmental constraints including wetlands (if applicable), clearing and grubbing boundaries, typical cross sections, and other items identified by the Consultant.
- For the “underpass alternative,” evaluate options for wetland crossing for the eastside approach.
- A written “draft” summary of available options, preliminary plan information, cost estimates, identification of any agency permitting requirements, and all other miscellaneous costs / issues associated with the construction shall be prepared for review and approval by the Owner. For purposes of this RFQ, assume that all parcels currently owned by the BLM will not have been transferred to other entities.

4) Following Owner’s review and approval of the preliminary plan and related “issues” information, the Consultant shall prepare the Project Manual and final plans. Six (90%) complete sets of documents will be provided to the Owner for final review / approval, for purposes of receiving bids. The Consultant shall make any appropriate revisions to the Plans and Project Manual as agreed to by Consultant and Owner. At the 90% phase, the Consultant shall provide electronic copies of all information for public / agency website access. The Design shall be substantially complete and will include:

- Complete set of bridge structure drawings including footer / abutment details, elevations, decking / stringer details, railing design, hydraulic analysis, geotechnical report and other required information sufficient for application to and review and approval by the applicable agencies having jurisdictional authority.

- Plan / profile view, typical section(s), and geotechnical report for the underpass, retaining / wing walls, road / pathway replacement details, finish grading details, revegetation details, and other miscellaneous related items or plan details, including all proposed safety enhancements and other appropriate details for an “at grade” crossing sufficient for review and approval by WYDOT.
- Aerial Photo plan / profile sheets with existing / proposed contours, spot elevations and other appropriate plan details for the pathway connector segments.
- Identification of any temporary and / or permanent easements required to construct the project and potential construction staging areas.
- Miscellaneous details including drainage structure information (if required), signage, fencing, and pathway markings.
- Final Contract Bid Documents including Invitation for Bids, Instructions to Bidders, Bid Form / Schedule, General Conditions, Supplementary Conditions, Technical Specifications, and standard forms suitable for agency review and approval. The Consultant shall utilize the latest edition of the Engineer Joint Council Document Committee Documents, the Wyoming Department of Transportation Specifications and the Wyoming Public Works Standard Specifications as the basis for the Contract Documents. The Bid Schedule will generally consist of estimated quantities for excavation and embankment, the structural elements of the underpass and wing / retaining walls or work items associated with an “at grade” crossing, structural bridge design elements, pit run, base course, and asphalt quantities, drainage structures, and other appropriate unit cost items such as signage, fencing, erosion control devices, and revegetation. “Mobilization” and “Traffic Control” lump sum bid items will also be included in the Bid Schedule.
- Other items identified by the Consultant.

5) At 100% completion, six complete sets of the Final Plans and Contract Documents, with revisions specified in Item No. 3) above, and a final construction cost estimate will be submitted to the Owner for final approval. In addition to hard copy of all material, an electronic copy of the Contract Documents in Microsoft Word shall be provided to the Owner as well as digital graphic files in a form compatible with the County GIS System. All project components requiring agency review / approval will be submitted to the applicable agencies for their review and approval. The Consultant will be required to address any issues raised by the reviewing agencies and make appropriate revisions to the submitted documents in order to procure the required permits. The project will be ready for advertisement and a public bidding process at this stage. **The Owner / Consultant Contract will conclude at this point.**

NOTE: The components listed above are general in nature and provided to give an overview of major benchmark events. Additional services, which are **not** included in this RFQ, will be required during the bidding and construction phase including attendance of the pre-bid meetings, addressing Contractor bid questions, issuance of addenda if required, shop drawing review, payment application review, inspections, and preparation of punch list items. These additional services, along with projected costs, will be discussed and agreed to by the Owner and Consultant after the design is complete and all approvals from all agencies have been procured.

SECTION THREE PROPOSED SCHEDULE

Schedule of Submittals / Key Project Dates

The Consultant shall meet the following submittal schedule for the above milestones:

September 7, 2010	Notice of Award.
September 13, 2010	Consultant Contract execution and Notice to Proceed. Field visit with Teton County personnel.
December 6, 2010	Bridge public scoping process. Presentation to the elected officials and public on bridge design elements.
January 7, 2011	50% Construction Documents complete. Draft plans, preliminary cost estimate, and text summary.
January 28, 2011	Owner / agency review comments on 50% Construction Documents.
February 7, 2011	Presentation to the elected official and public on bridge alternatives, pathway design, a WY 390 underpass or the “at grade” crossing option, along with associated cost estimates.
May 6, 2011	90% Construction Documents complete. Final plans, specifications, project manual, and cost estimate. Permit applications prepared and ready for agency submittal.
June 10, 2011	Owner/agency review comments on 90% Construction Documents.
August 12, 2011	100% Construction Documents complete including final plans, specifications, project manual, and cost estimate. Submit to agencies for final review / approval. All permit / approval applications submitted to respective agencies.
September 16, 2011	All Contract Documents revised to address all final Owner / agency review comments and concerns. Project ready for bidding.

NOTE: The above schedule may be revised due to the level of environmental compliance work and / or other permits required for the project.

SECTION FOUR PROPOSAL CONTENT / QUALIFICATIONS

Proposals shall contain a straightforward, concise delineation of the Consultant's capability to satisfy the requirements of the Request for Qualifications. Each proposal shall be submitted in the requested format and include all pertinent information necessary to evaluate the submission.

Proposal Contents

Consultants shall adhere to the following format in the development and submission of the proposal:

- 1) **Identification of the Submitting Entity.** State the name of the firm, mailing address, telephone number, facsimile number, email address and authorized individual to negotiate on behalf of the firm. (1 page maximum)
- 2) **Work Plan.** State in detail the proposed methods, which will be undertaken to perform the requested scope of work. Include in your submission time lines, PERT charts, Gantt charts or other exhibits detailing the schedule of activities in your work plan. (10 pages maximum)
- 3) **Past experience.** Provide specific examples of past projects requiring permits and / or approvals to be obtained for this project. List the specific agencies involved. Provide examples of past projects of a similar nature and your firms' ability to meet deadlines. Provide examples of projects requiring a public scoping process. (5 pages maximum)
- 4) **Innovative - cost effective design.** Provide specific examples of your firm's ability to address difficult design issues. Provide examples of utilizing innovative techniques that minimized construction costs and reduced permitting / approval timelines. (5 pages maximum)
- 5) **Personnel and Staffing Plan.** Identify and provide resumes for all personnel who will have responsibility for performing the proposed scope of work. Indicate the level of effort each staff person shall have on a task-by-task basis. Indicate the organization of the proposed team, specifically identifying the proposed Project Manager. If the proposal involves a team submission, explain how the team will be organized to ensure adequate communication and performance among the firms in the team arrangement. Provide a brief overview of the firm's qualifications to undertake this assignment. The Owner is expressly interested in the firm's experience and qualifications to provide the professional services for this specific project. Lengthy explanations of other completed, but unrelated projects are discouraged. (5 pages maximum)
- 6) **References.** Provide a list of past clients for which your firm has performed work of a similar nature. For each reference, include a contact name, phone number and address. Briefly describe the work performed for each reference. Include a minimum of four references and no more than six. (2 pages maximum)

**SECTION FIVE
EVALUATION CRITERIA**

Evaluation Criteria

The Owner shall evaluate the Proposals based on the following criteria:

	<u>Rating</u>	<u>Weight</u>	<u>Score</u>
Criteria One / Proposal Format			
Professional presentation, followed instructions	_____	_____1_____	_____
Criteria Two / Work Plan			
Methods employed, understanding what is wanted, methodology, scheduling, time control.	_____	_____5_____	_____
Criteria Three / Past experience - timeliness			
Experience working with permitting agencies. Experience with projects of a similar nature. Experience with public outreach / scoping process. Ability to meet project deadlines.	_____	_____5_____	_____
Criteria Four / Innovative - cost effective design			
Methodology to be used for all design elements. Innovative / cost effective solutions meeting project goals / objectives.	_____	_____5_____	_____
Criteria Five / Personnel and Staffing Plan			
Experience and qualifications of key personnel assigned to this project	_____	_____5_____	_____
		Total Score	_____

Rating Points:

- 10 - Excellent
- 7.5 - Good
- 5.0 - Satisfactory
- 2.5 - Marginal
- 0.0 - Unsatisfactory