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REQUEST FOR STATEMENTS OF INTEREST  
AND  
STATEMENTS OF QUALIFICATION

REDMOND STREET ROADWAY AND SIDEWALK IMPROVEMENT  
PROJECT

**PROPOSAL DUE DATE – October 6, 2010**

## **1. PROJECT DESCRIPTION**

The Town of Jackson announces that it is interested in receiving Statements of Interest and Statements of Qualification for the design and construction management of the Redmond Street roadway and sidewalk project. The project shall include a redesign of the existing sidewalks, curb locations, parking lanes, street scape, roadway grades and associated surface features between Broadway Avenue and Kelly Street.

The Town has previously completed a detailed survey of the roadway corridor and designed/bid the underground utilities. Both the survey and underground utility plans will be incorporated into this new project.

Town staff shall complete a preliminary layout of the roadway, sidewalk improvements and associated surface features together with obtaining Council approval of the new roadway sections. The selected consultant will be asked to complete the construction design work associated with the new roadway sections, incorporate the existing underground utility improvements into a complete bid set, provide all necessary bidding services and provide construction inspection/construction compliance services thru the end of the project. This project is slated for construction during the early summer of 2011.

In making this announcement, the Town wishes to make known that it will be seeking consultants who have demonstrated expertise in the following areas: street design, pedestrian facilities, survey staking, storm drainage design, and construction management. It is NOT anticipated that the selected consultant (or consultant team) will need to incorporate a public participation component into their approach.

## **2. SCOPE OF SERVICES**

**The selected firm will be required to be completed with the design of the project such that advertising for the projects construction can be initiated no later than May 1, 2011**

- A. Use the previously completed survey data to complete the final design drawings.
- B. Use the Town completed and approved preliminary street layout to create construction documents.
- C. Take the Town completed utility design/specifications and incorporate the underground improvements into the final bid documents.
- D. Develop of complete construction document and obtain all necessary DEQ permits.
- E. Develop a cost estimate for the construction.
- F. Completing all work associated with construction biding.
- G. Completing material submittal review and material testing
- H. Construction inspection services.
- I. The completion of final as-built drawing

J. Providing the Town with electronic copies of all design plans and specifications.

**3. PROFESSIONAL FIRM SELECTION CRITERIA**

In order to select the best Professional Firm the following criteria shall be used by the Town. Weighting for each item shall be prorated based upon the quality and completeness of each responder's proposal.

A. Work Plan - Methods employed to complete the project, the firm's methodology when working with a public entity, scheduling of meetings and deliverables, cost control, and coordination with the Town staff.

Maximum points (25)

B. Experience and qualifications of Professional Firm (and/or team of Professional Firms) and personnel assigned to this project include both design and inspections services.

Maximum points (40)

C. References -Responses of past clients

Maximum Points (25)

D. Submittal Format- professional appearance, followed instructions.

Maximum Points (10)

**4. INSTRUCTIONS**

Contact the Town Engineer (Shawn P. O'Malley P.E). at 307-739-4547 with any questions. Previously complete survey work and Town utility plans can be provided electronically upon request.

A. Note: Proposals will only be accepted via email to the Town Engineer ([somalley@ci.jackson.wy.us](mailto:somalley@ci.jackson.wy.us)) no later than October 6, 2010 at 5:00 PM.

B. The Town reserves the right to waive any and all irregularities in the proposals and for rejecting any and all proposals.

C. The submitting firm(s) shall be required to provide the hourly rate to be applied for all and only the personnel to be used for the completion of the project.

**2. NEGOTIATION PROCESS**

The awarding of the contract, and the terms will be based on a negotiation process. To protect the integrity of this process the contents of the proposals submitted will not be made public during the negotiation process. The steps in the negotiation process to be used are listed below:

A. Submission of Proposals.

B. Technical evaluation of proposals- The selection criteria will be used in this evaluation.

C. Selection of finalists for negotiation. In this step those proposals (one or more), which are evaluated highest, will be selected to enter negotiation.

D. Negotiations- Negotiations with finalists will be conducted by a team appointed by the Town. Negotiations will include a review of the project work to be completed, development of the final design and construction plan and a review of estimated total project costs. Should the Town and negotiating firm(s) not be able to come to an agreement on project costs, the Town shall begin negotiations with alternate submitting firms.

D. Draft and Award Contract- Based on application of the selection criteria to the final offers the award will be made.