

REQUEST FOR PROPOSALS

Bristol Town Council is requesting proposals for the following project:

Bristol Business Route Phase II

Stage 1: *Detailed engineering traffic analysis and route alternative assessment*

Stage 2: *Design plans, contract documents and right-of-way services.*

A location map is attached for reference.

ANTICIPATED TIMELINE:

- A. Due date of proposal: January 20, 2021, 2:00pm E.D.T.
- B. Anticipated date of project award: February 1, 2021
- C. Contract signing and notice to proceed: February 18, 2021
- D. Stage 1 to be delivered August 1, 2021
- E. Stage 2 to be delivered Spring of 2022

PROPOSAL REQUIREMENTS:

Consulting Engineering firms to be considered in the selection process must submit three (3) copies of their technical proposal and a separate sealed compensation package no later than: January 20, 2021 2:00pm E.D.T.

The complete proposal package shall be plainly marked COMPLETE PACKAGE as shown in the box below. A complete proposal package shall consist of the following:

- 1. An envelope containing the proposal transmittal letter and the firm’s technical and qualification proposal labeled TECHNICAL PACKAGE, without the proposed compensation.
- 2. A separate envelope labeled COMPENSATION PACKAGE: STAGE 1, which includes the proposal transmittal letter and the proposed compensation for Stage 1 only.

The single complete proposal package and each of the two individual packages shall be marked as shown in the box below.

<p><i>Katie Niblock, PE</i> <i>Elkhart County Highway Division</i> <i>610 Steury Avenue</i> <i>Goshen, Indiana 46528</i> _____ <i>PACKAGE (Label as appropriate)</i></p>
<p><i>Project Name:</i> _____</p>
<p><i>Project No.:</i> _____</p>
<p><i>Submittal Date:</i> _____</p>
<p><i>Firm Name:</i> _____</p>



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The proposal transmittal letter shall be on company letterhead signed by a person authorized to submit and sign a proposal. It shall contain the firm name, address, telephone number, and e-mail address.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The TOWN OF BRISTOL reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the TOWN OF BRISTOL and furnished to all firms that have received copies of the original Request for Proposal.

The TOWN OF BRISTOL will not be liable for any costs incurred by the respondents in replying to this RFP. The TOWN OF BRISTOL shall not be liable for any cost for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the designated project coordinator, Katie Niblock: kniblock@elkcohw.org. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY TOWN OF BRISTOL EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposal submissions shall rely only on written addenda issued by the designated project coordinator.

SELECTION PROCESS AND SCHEDULE:

The proposals considered in the selection process will be evaluated by a Consultant Selection Advisory Committee (CSAC) according to the criteria and point system presented below. The Town of Bristol will not release the names of committee members and requires that consultants direct any questions to the designated project coordinator listed above.

The CSAC will evaluate the proposals utilizing the proposal evaluation criteria (except compensation).

Following evaluation of the proposal packages, the CSAC will open and evaluate the compensation packages as outlined below. The CSAC will then recommend a Consultant, based on the rankings. The TOWN OF BRISTOL will send a letter to all firms, informing them of the TOWN OF BRISTOL's selection and the date of the anticipated award of the contract.

Following selection of the highest rated Consultant, the Town of Bristol will negotiate contractual terms, level of effort and scope of services. Contract award will be made to the Consultant whose proposal best complies with the Request for Proposal and will be the most advantageous to the Town of Bristol.

SCOPE OF PROPOSAL

STAGE 1

Stage 1 shall be based on the completion of a detailed engineering traffic analysis and route alternative assessment for the connection of Ponderosa Drive to Industrial Drive. Further analysis would include the possible extension of Industrial Drive to Earthway Drive to complete a bypass of the Town of Bristol. (See attached map)

1. The study area shall include, but is not limited to, the following intersections:
 - Ponderosa Drive/Kesco Drive
 - Bloomingdale Drive/Ponderosa Drive
 - Bloomingdale Drive/SR15
 - Industrial Drive/State Road 15
 - Industrial Drive/Maple Street
 - State Road 15/County Road 10
 - Industrial Drive/Earthway Court(future)
 - Rail Park Drive/State Road 120 (future)
2. Provide an aerial plan view of existing roadway configurations, access drive locations, and pavement markings within the study area.
3. Provide a land use plan using the conceptual plan developed for the area, which shows the projected future land use(s) impacting traffic within the study area.
4. Determine the AM and PM peak hours for the industrial corridor, based upon traffic counts obtained from Elkhart County, Town of Bristol and MACOG. Work with local businesses to obtain master plans and full build out traffic projections.
5. Conduct intersection turning movement counts at the existing intersections within the study area during typical weekday AM and PM peak-hours.
6. Determine an acceptable trip generation rate to be used for proposed development along the route, based on the ITE Trip Generation manual or information collected from owners.
7. A horizon year of 2030 (10 years) and an annual growth rate of 2% will be used for full build-out of the proposed area.
8. Develop and provide a logical traffic distribution model for the study area, using roadway traffic count data, consultant led research, and site generated traffic.
9. Perform a queuing analysis at the intersections within the study area, where applicable.
10. Review the existing corridor geometry for inadequacies and improvements.
11. Provide three (or more) route alternatives for the connection of Ponderosa Drive to Industrial Drive and the possible extension of Industrial further west to State Road 120.
12. Prepare a to-scale conceptual sketch of the proposed alternatives.
13. Provide a screening analysis of the alternatives.



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14. The screening analysis is to include, but is not limited to, safety, right-of-way, environmental, access, community, construction and cost impacts for the Town of Bristol.
15. Provide a recommended alternative based on all elements of the study, including a detailed cost estimate for construction of the selected route.

STAGE 2

Stage 2 shall include the development of design plans, contract documents, and right-of-way services for the improvement project, based upon the recommendations of Stage 1.

PROPOSAL EVALUATION CRITERIA

The following information must be included in each Proposal and will form the basis of the evaluation. The point number is the weight of each criterion.

PROJECT MANAGER, KEY PERSONEL – 20 Points

1. Provide the name and qualifications of the Project Manager (PM) to be assigned to this project. Include the PM's prior similar experiences on projects which best illustrate his/her expertise to perform the requested services.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

2. Provide the identity and qualifications of Key Personnel (both prime and sub consultants) to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project.

3. Provide an organizational chart illustrating the relationship between the PM, and Key Personnel. Identify sub consultants in the organizational chart by name and firm.

PROJECT APPROACH – 30 points

The proposed project approach should include the following:

- A statement of project understanding.
- A management/technical approach to completing a preliminary engineering report that should describe the utilization of specific methodologies and techniques to perform the tasks. Clearly explain reasons for modifications or expansions of tasks.
- A proposed level of effort document which includes:
 1. A listing of all major tasks.
 2. A detailed inventory of all proposed project personnel by task.



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3. Proposed hours for all project personnel (including sub-consultant personnel) by task.
 4. Modifications or expansions of tasks should be clearly delineated.
- The proposer must list and describe all assumptions used in developing the level of effort document.
 - An estimated schedule for all tasks.

OVERALL QUALIFICATIONS OF FIRM/TEAM – 10 Points

Provide a brief description of the overall qualifications of your firm and engineering team.

Provide examples (not more than three) of similar projects performed by your team within the last five years. The examples should include the nature of the project your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was performed.

PREVIOUS EXPERIENCE WITH THE TOWN OF BRISTOL – 15 Points

These firms will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, and (3) Performance Against Budget. A maximum of five points will be awarded to firms based on these evaluations. If a firm has no previous experience with the TOWN OF BRISTOL, the maximum points will be awarded. Firms with previous experience should provide a list of the TOWN OF BRISTOL projects they have completed.

COMPENSATION REQUIREMENTS – 25 Points

Present a **separate sealed package**, that is plainly marked, "Compensation Package: Stage 1". The compensation shall be presented as a Not to Exceed cost.

Although the proposed work will be awarded as one project, the TOWN OF BRISTOL will not enter into a contract for Stage 2 until Stage 1 is complete. The TOWN OF BRISTOL, also, reserves the right to end the work on this project after completion of Stage 1. If the TOWN OF BRISTOL decides to proceed with Stage 2, compensation negotiations will occur at that time.

GENERAL FORMAT

All proposals shall contain concise written material and illustrations. All submittals must use 8-1/2" by 11" portrait format, but may be supplemented using 8- 1/2" by 11" landscape or 11" by 17" illustrations. Twelve-point font shall be used. All submittals must have the following tabbed headings and be limited to the length indicated.

- Proposal transmittal letter
- Project Manager/Key Personnel, (6 page maximum)
- Project Approach (unlimited pages, recognizing that brevity and focus on the Approach to this project will be highly valued by the reviewers)
- Overall Qualifications of Firm/Team (5 page maximum)



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- Previous Experience with the TOWN OF BRISTOL (1 page maximum)

The RFP, and the successful Consultant's Proposal will become part of the contract. In the event of any conflict between the RFP and the Proposal, the RFP will govern. The successful Consultant is expected to enter into a contract with the TOWN OF BRISTOL.

Thank you for your time and effort on this proposal. If you have any questions, please feel free to call us at 574-534-9394.

Sincerely,

Katie Niblock, PE
Project Engineer