

City of Hailey
Woodside Boulevard Reconstruction
Scope of Work
Design Professional Services

The City of Hailey is seeking assistance of qualified design professional services to provide preliminary planning, surveying, design, cost estimates and citizen information meeting services for the reconstruction of Woodside Boulevard, a 2.44 mile collector street. The City of Hailey is applying for federal assistance to help fund the project.

The services to be provided will include:

Phase 1:

1. Preliminary planning, surveying, design and cost estimates of the proposed project.
2. Prepare display documents and participate in neighborhood citizen meetings with the preliminary design.
3. Presentations to the City Council on preliminary design, costs and schedule

Phase 2:

1. Planning, designing, and engineering the construction project.
2. Surveying.
3. Preparing of drawings, specifications and project cost estimates. Updating cost estimates as necessary.
4. Preparing bidding documents in conformance with applicable federal and state requirements. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, preparation of bid tabulations, assisting in bid opening, and advising on bids.
5. Advise on issuing of *Notice of Award* and *Notice to Proceed*. Conducting the pre-construction conference and progress meetings.
6. Consulting with the City regarding construction progress and quality.
7. On-site observation of construction work, submittal review, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and change orders and submitting approved requests to the governing body.
9. Prepare and manage punch list.
10. Providing reproducible plan drawings to the City upon project completion.
11. Conducting final inspection and testing.
12. Submitting certified "as built" drawings to the City.
13. Preparing an operation and maintenance manual, if applicable.
14. Assist on conducting a warranty walk-thru.
15. Participation in public meetings.

The initial contract award will be for Phase 1 only. The award of Phase 2 will be dependent upon a successful grant application and could be subject to a new RFQ at the City of Hailey's discretion.

Respondents will be evaluated according to these criteria:

Capability to Perform Project – 25 points (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project).

Relevant Project Experience – 25 points (i.e. description of other projects executed by the firm that demonstrate relevant experience. List of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project).

Qualifications of Project Team – 25 points (i.e., résumé for the key people assigned to the project including sub-consultants and key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact).

Project Approach and Schedule – 25 points (i.e., the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider).

Total Proposal Points Possible = 100 pts.

Phase 1 Project Schedule

Qualification Submittal Deadline – 5:00 pm, September 15, 2010

Selection by City Council – September 27, 2010

Negotiate contract costs – October 4, 2010

Complete Preliminary Surveying – November 5, 2010

Complete Preliminary Design for North Woodside Boulevard – December 15, 2010

- Drawings detailing the proposed improvements including cross sections and artistic renderings
- Cost estimate for the proposed improvements
- Timeline for project construction
- Display materials for citizen information meetings

Participate in Citizen Information Meetings – January 5 – 28, 2011

Revised Project Design using citizen comments – February 1 – 22, 2011

Presentation to City Council – February 28, 2011

City Proposed Scope of Work in Grant Application:

- Adherence to Complete Streets Design Principles
- Roundabout Design at Fox Acres Rd and Woodside Blvd
- Traffic Signal at Woodside Blvd and Highway 75 Intersection (Phase 2)

Award will be made to the most qualified offeror who is deemed most advantageous to the City of Hailey, all evaluation criteria considered. Unsuccessful offeror(s) will be notified as soon as possible.

Responses should be directed to:

Woodside Boulevard Reconstruction Project – Design Professional Services
Hailey City Hall
115 Main Street S.
Hailey, ID 83333

Six hard copies of each response are due in the office of the Hailey City Engineer by 5:00 p.m. on Wednesday, September 15, 2010. Please state “Woodside Boulevard Reconstruction Project – Design Professional Services” on the outside of the response package.

The agreement will be on a fixed price basis, with payment terms to be negotiated with the selected offeror. Any questions can be directed to Tom Hellen, City of Hailey’s Public Works Director by calling (208) 788-9830 ext. 14 or by e-mailing him at tom.hellen@haileycityhall.org.

This solicitation is being offered in accordance with Idaho statutes governing procurement of professional services. The City Council of Hailey, Idaho reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. MBE/WBE/DBE firms are encouraged to apply.