

# Request for Proposal/Bid

South 34<sup>th</sup> Traffic Signals

July 17<sup>th</sup>, 2024

Issued by:

City of Mt. Vernon

City of Mt. Vernon Representative:

Brad Ruble

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## 1. Introduction & Background

The City of Mt. Vernon, a municipality in the State of Illinois, needs design documents for the design of new traffic signals at the intersection of S. 34<sup>th</sup> Street and Veteran's Memorial Drive and is accepting proposals in response to this Request for Proposal/Bid to find a qualified source to provide Design documents for the design of traffic signals to:

1. Complete the necessary documents to go out to bid for a contractor to bid on the construction of the traffic signals
2. Provide the citizens of Mt. Vernon a quality product for said intersection improvements at the lowest reasonable price, therefore providing value for their tax dollars.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to the City of Mt. Vernon. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## 2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal/Bid.
2. Bidders' intent on submitting a Proposal/Bid may but are not required to notify the representative identified on the cover page no later than July 24, 2024.

3. Bidders must list at least 2 projects that are substantially like this project as part of their response, including references for each.
4. A technical proposal must be provided that is not more than 50 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
5. Price proposals must be provided that is not more than 5 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the City of Mt. Vernon decide to award a contract on an hourly rate basis.
6. Proposals must be signed by a representative that is authorized to commit bidder's company
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation
- 8. Proposals must be received prior to July 31, 2024 at 3:00 P.M. to be considered. 2 copies of the proposals please.**
9. Proposals must remain valid for a period of 120 days.
10. The City of Mt. Vernon wishes to have the bid documents prepared on a timely basis. Engineering firm shall submit an anticipated date which the bid documents could be completed and ready for bidding for contractors.

### **3. Project Description**

The purpose of this project is as follows:

The S. 34<sup>th</sup> Street corridor provides access to city parks, ballfields, and the Aquatic Zoo for the Mt. Vernon. The existing intersection of S. 34<sup>th</sup> Street and Veteran's Memorial Drive is a stop sign controlled intersection and has issues with backups in morning and afternoon rush hours.

The selected Engineering firm will provide bidding documents needed to go out for bid for contractors to bid on the construction of the needed traffic signals.

### **4. Project Scope**

The scope of the project entails preparation of all documents necessary to seek bids for the construction of traffic signals at S. 34<sup>th</sup> Street and Veteran's Memorial Drive. The traffic signals will utilize video detection and be of the same type as signals elsewhere within the city. A recent project has installed signals at the S. 45<sup>th</sup> and Veteran's Memorial Drive intersection down the street. Those plans will be supplied to the designers of this project to get the same equipment and type of signal system.

The selected firm is not tasked with looking at adding turn lanes or additional widening of the intersection. No pavement additions are expected on this project. The design firm is also tasked with installing pedestrian signal accommodations, but not with adding any additional sidewalk to the intersection.

No new Right of Way is expected with the project. Soil borings for the signal bases are included in the cost supplied by the design firm. This is an all-inclusive proposal/bid.

The City of Mt. Vernon expects that engineering firms providing proposals/bids for this work be familiar with this type of project. Successful project completion shall be defined as an acceptable bid to build the new traffic signals.

It should also be noted by the engineering firms submitting on this project that the funding apparatus for the project is city funds. Construction observation of the project will be done on a separate contract, if necessary, at a time in the future.

It is also understood by the City of Mt. Vernon that part of the necessary documentation for the submittal will need to be provided by the City of Mt. Vernon's staff. Either financial information, historical data, engineering staff input, operation/maintenance input, or other data necessary for submittal will be provided in a timely fashion to the engineer when requested.

A list of Bidding Documents that will need to be completed by the engineer are as follows:

1. Design plans for the construction of the new traffic signals. (survey work, soil borings, will need to be completed) (intersection design studies are not necessary and not part of this project)
2. Set of project specific bid specifications. EJCDC documents or others used by the engineering firm on a regular basis.
3. Job Special Provisions related to the project.
4. Preparation and submittal of environmental and cultural resources documents for permitting
5. Estimate of Cost
6. Notice of Bid for use in local papers
7. Bid Tab calculations post bidding for the project
8. Other documents required for the project
9. IEPA storm water and IEPA water and sewer construction permits needed for the project, if necessary.

Engineering firms will be required to answer questions from contractors during bidding phase and be on site during bid opening. The engineering firm will prepare a bid tab and return it to the city. At that point, the engineering company will be released from the project. The City of Mt. Vernon's staff will send out notice of award and award documents. The design firm is asked to provide Word Documents of the project specifications for city staff use. Only minor questions of the engineering firm are expected after bidding is complete.

Right of Way is not expected to be needed for this project.

The successful bidder will be responsible for submitting for environmental clearances required. Firm should also expect to make revisions and answer questions necessary by the permitting agencies. IDOT has been asked about this project and they expressed no oversight responsibilities on the project.

## **5. RFP & Project Timelines**

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	July 17, 2024
Notify City Representative of Intent to Submit Proposal/Bid	July 24, 2024
Deadline for submitting of Proposal/Bid	July 31, 2024 @ 3:00 P.M.
Selection of Top Bidders / Notification to Unsuccessful Bidders	1 <sup>st</sup> week of August, 2024
Contract Award / Notification to Unsuccessful Bidders	1 <sup>st</sup> Council meeting Aug 2024

The completion date for the design of the project is unknown, however the city would like to have bids on the project in Fall of 2024.

## **6. Budget**

The City of Mt. Vernon has established a budget of \$400,000.00 for this project.

### **Evaluation Factors**

The City of Mt. Vernon will select proposals based on the following factors:

Because the Contract subject of the bid specifications is for professional services, the successful proposal/bid will be determined based upon the qualifying bid which the City determines to be in the best interest of and most advantageous to the City after consideration of the following factors: lowest bid price, expertise of bidder and of bidder's professionals, bid responsiveness to bid specifications and to City's requests for information, qualifications of bidder and of bidder's professionals, job and performance history of bidder and of bidder's professionals, experience of bidder and bidder's professionals, communication skills of bidder and of bidder's professionals, performance time projections of bidder, general and specific knowledge of bidder and of bidder's professionals regarding project type and project issues, references of bidder and of bidder's professionals, financial stability and financial ability of bidder, convenience of bidder's locale and bidder's flexibility to respond to project changes, negotiations and interviews with selected bidders, and other factors determined by City to be relevant to the specific bid.

Technical expertise/experience of bidder and bidder's staff

The City of Mt. Vernon reserves the right to award the proposal/bidder that presents the best value to The City of Mt. Vernon as determined solely by The City of Mt. Vernon in its absolute discretion.

### **Attachment #1: Location Map**





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