

**REQUEST FOR PROPOSALS
FOR
DOWNTOWN UTILITY SERVICES
FOR
THE CITY OF MASON
MASON, OHIO**

The City of Mason, Ohio is seeking qualification statements and service proposals from consultants specializing in electrical engineering services to address modifying the existing businesses/residents in the Downtown area from overhead utilities to underground. The proposals should provide the City of Mason with a clear understanding of the costs of performing all aspects of the projects, including conducting the research work, analysis, design and implementation of the project. The specific nature of the scope of work is outlined in this Request for Proposals (RFP). Consultants responding will be evaluated and a short list may be developed for interviews to be conducted at a later date. Consultant selection will take place by **October 6, 2006** and design completion is scheduled for **November 17, 2006**. Proposals shall be submitted to:

**Scott Burkardt
Subdivision Engineer
City of Mason
Engineering and Building Department
6000 Mason-Montgomery Road
Mason, OH 45040**

By 4:00 p.m. on October 3, 2006

1. Introduction, Background and Objectives

The City of Mason is requesting proposals for the following project.

DOWNTOWN STREETScape PROJECT- SERVICES MODIFICATIONS

The City of Mason is modifying the streetscape design for a four-block area in Downtown Mason. This area includes West Main Street from Forest Ave. to Mason-Montgomery Road and Reading Road from First Ave. to West Main Street. As part of the streetscape project, the existing utilities along these sections of West Main Street and Reading Road will be placed underground. KZF has prepared the construction drawings dated 6/10/2006 (available upon request) for relocating the existing overhead services to underground, terminating at the required pullboxes. The major design element of this project is to provide the construction documents for the conduits and services from the proposed pullboxes to the existing electric meters and the conduit from the proposed pullboxes for telephone/cable/internet services as well. Exhibit "A" includes the list of the businesses/residential which are to be included under this scope of work.

Important components of the project include completion of the design plans, construction specifications, permitting and bidding phase administration. Each broken into separate cost components.

2. Scope of Services

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The selected consultant will provide the following engineering services:

- A. Provide underground conduit system and service design for the following:
 - a. Duke secondary lines, from each pullbox to each business/residence meter (Per Duke Requirements) All meters to be located on exterior of buildings.
 - b. Time Warner Cable, for television/internet service, from each pullbox to each business/residence.
 - c. Embark (formerly Sprint) from each pullbox to each business/residence.

Note: This proposal should focus upon providing new underground electrical service to existing meter locations on the sides or in some cases within the buildings and, if necessary, the replacement of existing meter. It shall also include new underground cable/telephone service as necessary. KZF will provide the pullbox and utility conduit information for the work which will be occurring within the right of way.

- B. The preparation of the engineering construction documentation in the form of plans and specifications. The documentation shall include installation procedures as well as restoration for each property. The areas of work are to be restored to their existing conditions.
- C. The revision of the aforementioned documentation based upon City of Mason review and Utility company(s) review.
- D. The provisions of redesign services at no additional cost to the City for errors and/or omissions made by the consultant.
- E. The provision of an estimated cost of construction for work related to the consultant's design and documentation.
- F. Provide a 50% submittal for design plans.
- G. Provide a 100% submittal for design plans in "bid-ready" condition.
- H. Provide specialized bidding documents.

3. General Criteria for Evaluating Qualification Statements

A. Experience: The experience of the consultants should be documented, including experience in projects similar to the project described in this RFP. This experience will be examined based on successful completion of similar projects.

B. Expertise: Specific expertise is necessary in a variety of areas including electrical engineering. The qualification statement shall identify any specific qualifications which might make the proposer uniquely qualified to provide the requested services which may include similar work experience related to another community of similar size or a project of similar design.

4. Subconsultants

The consultant shall be responsible to retain and pay for the services of any subconsultant necessary to complete the work. No subconsultant shall be used unless approved in writing by the City of Mason.

5. Meetings

The consultant shall meet with the City of Mason staff monthly or as required to keep the City current on the progress of the project. The consultant may be required to meet with utility companies to discuss the project and get final permit approval.

6. Contract

The consultant will be required to sign a contract in a form approved and provided by the City of Mason relating to the work to be performed. A sample contract may be obtained from the City of Mason.

7. Requirements

The proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories should be provided in an appendix to the proposal. The proposal shall be divided into sections as indicated below:

A. Statement of Project Requirements: Each proposer shall state in sufficient terms its understanding of the project requirements in this RFP.

B. Scope of Work: Each proposer shall describe in narrative form the proposer's technical plan for accomplishing this work. Include a timeline showing each task and event.

C. Personnel: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the project. The proposal shall indicate the responsibilities of each person assigned to the project and indicate the previous related work experience of each individual. The proposal shall include personnel indicated as having appropriate expertise for this project that will be assigned to the project and actively engaged in the completion of the tasks. Any changes in assignment of personnel shall be reviewed with the City of Mason to assure consistent technical expertise throughout the project duration.

D. Cost: Each proposer is required to outline their approach to negotiating a fee for services. The proposal shall provide an estimate of the total costs involved in completing each phase of the project. The City of Mason reserves the right to contract for all or a portion of the project depending on budget constraints. The cost outline shall include the manpower and budget estimates by task with a total project cost. A Fee Schedule is required.

E. Sealed Proposals: Each proposal must be submitted to the City of Mason by the time and date listed in this RFP. No additional proposals will be received thereafter. One (1) copy of each proposal must be submitted. The proposal will remain valid for at least thirty (30) days.

8. Criteria for Selection

All proposals received shall be subject to evaluation by the City of Mason for the purpose of selecting the consultant and proposal which most clearly meets the following RFP requirements:

A. Understanding: This refers to the consultant's understanding of the City of Mason's needs, the objectives of the RFP and the nature and scope of work involved.

B. Qualifications: This includes the ability of the consultant to meet the needs of the RFP, including time constraints, cooperation and participation with the City staff, and the quality and relevancy of projects completed by the consultant.

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C. Personnel: This refers to the competence of professional personnel assigned to the project. Qualifications of all personnel will be measured by education and experience. Individual biographical resumes with specific project experience related to similar projects will be given strong consideration.

D. Approach: Emphasis shall be placed on stated techniques for collecting and analyzing data, rationale for stated methodology and the practicality of implementation.

E. Cooperation: This refers to the consultant's understanding, expression, and historical experience involving projects which demonstrate sensitivity to the need for developing a spirit of cooperation between City staff, property owners, and utility companies.

9. Interviews

City of Mason staff will review all proposals. Upon completion of the interviews, if required, one consultant will be selected on the basis of compliance with criteria described in this RFP. In the event that a satisfactory fee cannot be negotiated with the selected firm, subsequent attempts will be made to negotiate with the other qualified consultants in the order of their ratings.

10. Fees

The negotiated fee shall be a not to exceed fee.

11. Contract Award

The City of Mason reserves the right to accept, reject or request changes to the proposals. The City will work with the selected consultant to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The City is not liable for any costs incurred by the consultant prior to contract issuance.

12. Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all consultants invited to respond.

13. Late Proposals

Late proposals will not be accepted. All proposal materials must arrive prior to 4:00 p.m. on **October 3, 2006**.

14. References

The City of Mason reserves the right to contact any reference or any client listed in the submittal for information, which may be helpful to the City in evaluating the consultant's performance on previous projects related to stream restoration.

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