

October 25, 2016

Request for Proposals
Design Services

East Young Street Sidewalk Project
Rolesville, NC



Town of Rolesville E Young Street Sidewalk Project Request for Proposals

Project Description

The Town of Rolesville is seeking a qualified firm to provide engineering and design services for an approximate 0.35-mile-long segment of five-foot-wide sidewalk. The design will be used as part of an application for funds from the Capitol Area MPO (CAMPO), derived from the organization's Locally Administered Projects Program (LAPP). Applicants must be pre-approved by the North Carolina Department of Transportation for design work.

Project Scope

The 0.35-mile-long segment will connect two existing sidewalks and cross Louisburg Road (US 401), a 4-lane Super Street. The design must include a safe, NCDOT approved pedestrian crossing across Louisburg Road. The ideal project would design the project within the existing Right of Way where available and include curb and gutter.

The Town of Rolesville will provide information, mapping, and assistance in this project where available.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the Town of Rolesville to consider in terms of any efficiencies, issues, processes, or products.

Administrative Information

A. Standard Terms and Conditions of Request for Proposals

1. The Town of Rolesville reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit submittals.
2. All proposal submittals must be valid for a minimum period of ninety (90) days after the date of the submittal opening.
3. The Town of Rolesville reserves the right to select the most responsible and responsive proposal submittal which it finds to be within the best interests of the Town.
4. The Town of Rolesville makes no guarantees to any proposing firm until such time the Town approves the negotiated contract.

B. Project Contacts

The Town of Rolesville contact for this project is Kevin Lewis.

Prospective applicants may make inquires concerning the Request for Proposals to obtain clarification of the requirements. Direct all inquires to:

Kevin Lewis
Planner
PO Box 250 (mailing)
502 Southtown Circle (physical)
Rolesville, NC 27571

Ph. (919) 554.6517
Fax (919) 556.6852
kevin.lewis@rolesville.nc.gov

C. Purpose

This Request for Proposals (RFP) provides perspective firms with sufficient information to prepare and submit submittals for consideration by the Town of Rolesville. To be considered, each submittal must provide completion of the tasks outlined in the RFP.

D. Scope

This RFP contains the instructions governing the submittals to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

E. Scheduling

Submittals must be received by the Town of Rolesville by **12:00 Noon, November 14, 2016**. The proposal submittal should outline the schedule for completion of this project. Applicants are encouraged to discuss scheduling constraints with the town.

F. Submittal

Three (3) copies of the submittal shall be submitted to the attention of: COMPREHENSIVE PLAN, by **12:00 Noon, November 14, 2016** and delivered to either PO Box 250 (mailing), or 502 Southtown Circle (physical), Rolesville, NC 27571.

Late submittals will not be accepted. It is the responsibility of each firm submitting a submittal to ensure that three (3) copies of the document arrive by the submittal deadline.

G. Proprietary Information

Any restrictions on the use of the data contained within the submittal must be clearly stated in the submittal itself.

H. Response Material Ownership

All materials submitted regarding the RFP become the property of the Town of Rolesville and will only be returned at the town's option. Responses may be viewed by any person at the submittal opening time and after the final selection has been made. The town has the right to use any or all of the material outlined in the Proprietary Information above.

I. Incurring Costs

The Town of Rolesville is not liable for any costs incurred by those who have submitted submittals prior to issuance of a signed contract.

J. Acceptance of Proposed Content

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

K. Acceptance Time

The Town of Rolesville intends to make a selection by **Friday, November 18, 2016**.

L. Standard Contract

The selected firm shall include in their proposal submittal a copy of their Standard Contract.

M. Payment for Services

The Vendor agrees to bill the Town of Rolesville as each task is completed and approved and allow 30 days for payment to be received.

Submittal Content

The submittal must clearly address the requirements outlined in the RFP. Any concerns that the proposing firm may have about meeting these requirements shall be specifically identified in the proposal submittal. The proposing firm must insure that all proposed work meets all applicable State and Federal requirements.

Consultants interested in the project are invited to submit three (3) copies of a proposal submittal that addresses the criteria listed above and include the following:

1. Personnel

Provide the proposing firm's name, address, contact name(s) and telephone number(s).

2. General Profile and Qualifications

Provide a general profile of your firm. Also provide the qualifications that the personnel of your firm possess in order to prepare the services outlined in this RFP. Provide names of principals, key persons, or associates who would be involved in the project and their qualifications. Provide a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients.

3. Scope of Services

Provide an outline of the understanding of each task of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process. Provide the names of the staff that will be assigned to complete each task.

4. Summary Timeline

Include a timeline for completion of each task.

5. Summary of Fees

The proposal should include the following cost information: the lump sum project cost with a breakdown illustrating the costs of various deliverables, including estimated cost per element of the plan; an estimate of the amount of staff time required to complete the

project, including the number of meetings/site visits included in the project cost; and the firm's fee schedule for additional work. No additional expenses shall be incurred without the express prior written authorization from the Town of Rolesville.

Proposal Submittal Evaluation and Selection

Proposal submittals shall satisfy the requirements of the RFP. The firm's proposal submittal shall address all aspects of the RFP and clearly express the firm's understanding of the Town of Rolesville's specific requirements, indicating the firm's personnel qualifications to conduct these services in a thorough and efficient manner.

All applicants will be notified of the selection after a contract has been executed.

This RFP may also be found on the Town of Rolesville's website:

<http://rolesvillenc.gov/town-departments/planning/>

