



**City of Falls City, NE
Request for Qualifications**

**Design Services for
Phase III Downtown Revitalization
Streetscape Improvements**

May 6, 2024

**City of Falls City
2307 Barada Street Falls City, NE 68355
402-245-2851
www.fallscitynebraska.org**

Request for Qualifications

Design Services for the Phase III Downtown Revitalization Streetscape Improvements

Community Summary and Project Background

The City of Falls City constructed the first and second phase of the Downtown Streetscape Improvements with intersection work along the 1500 and 1600 blocks of Stone Street in addition to the blocks of West 17th and 18th between Harlan Street and Stone Street which created sidewalk seating, increased areas for outdoor retail, improved pedestrian facilities, improved on-street parking and landscape beds. The City of Falls City was awarded a Community Development Block Grant within Downtown Revitalization Program to perform its 3rd phase of the city's Downtown Revitalization Program. The city has contracted with the Southeast Nebraska Development District (SEND) to administer the DTR Grant.

Project Description & Scope of Work

The city is requesting proposals from interested firms who can assist the City by completing engineering design and inspection services for the 3rd phase of the downtown revitalization streetscape improvements. In general, the streetscape improvements to be designed as part of this request may include the design of elements such as widened sidewalks, bulbouts at intersections, landscape areas, outdoor seating areas, special paving areas, pedestrian scale lighting, and other enhanced pedestrian facilities. This scope of work is more specifically defined in the following three task groups.

Engineering services will include:

1. Design and prepare costs estimate for infrastructure improvements including curb and gutter, sidewalks, street construction, storm sewers, sidewalks and lighting.
2. Construction drawings, specifications, plans, permits, etc. as well as bid procedures, including CDBG funding requirements (Davis-Bacon, Build America Buy America Act, etc), and recommendations of a construction contractor.
3. Construction inspection of the infrastructure improvements after contract award.

The engineer will be required to provide professional services, which will include review of environmental assessment material, preparation of bidding and contract documents, and engineering inspection/reporting during actual construction.

Final plans, specifications and bid documents will be completed within 90 days of Notice to Proceed. All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. Selected respondents will be

interviewed and the firm(s) judged most qualified will be asked to prepare a final proposal which would include fees for said services.

Exhibit I, attached to this Request for Qualifications, is the minimum qualifications for the consulting engineer. These minimum qualifications have been established to assure the community of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

Exhibit II, attached hereto, is a rating system that will be utilized for selection of the consulting engineer. This rating system will be employed by the community to determine which proposal best meets the needs as outlined in this "Request for Qualifications".

Responses to this Request for Qualifications must be submitted to City Clerk, Anthony Nussbaum, via email to clerk@fallscityne.us or via postal service by 2:00 PM on Friday, May 31, 2024. Any response not meeting the minimum requirements for consulting engineer's prior experience as outlined in this request will be rejected. If you have any questions regarding this Request for Qualifications, please contact Anthony Nussbaum at a.nussbaum@fallscityne.us or by phone at 402.245.2851.

Limitation and Award

This Request for Proposals does not commit the City of Falls City to award a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. The City of Falls City reserves the right to cancel or change this Request for Qualifications. The City of Falls City has budgeted for this project and reserves the right to amend the budget, if necessary. The final budget will depend on the scope of work and the negotiated fee schedule.

EXHIBIT I
ENGINEER'S QUALIFICATIONS

I. Consulting Engineer's Minimum Qualifications

- A. The principal responsible for project coordination must have a minimum of three (3) years experience with the Nebraska CDBG Program or other federal/state programs.
- B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the consulting engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.

III. Final Selection

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II.

The City of Falls City reserves the right to negotiate a contract with the engineer deemed the most qualified to perform the professional services required.

Sealed proposals must be submitted to the Office of the City Clerk and received by 2:00 PM on May 31st, 2024. Any proposal not meeting the qualifications set forth in this Request for Qualifications will be rejected.

**EXHIBIT II
ENGINEERING SERVICES SELECTION RATING
SYSTEM**

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. <u>Project Engineer's Experience</u> | <u>Maximum 20 Points</u> |
| A. 5 or more years experience with CDBG or other federal/state programs | 20 Points |
| B. 3 or more years experience | 15 Points |
| C. 1-2 years experience | 10 Points |
| D. No experience | 0 Points |
| 2. <u>Firm's Project Completion Background</u> | <u>Maximum 20 Points</u> |
| A. Completion of 5 previous, similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 3 projects | 10 Points |
| C. No projects were completed | 0 Points |
| 3. <u>References from Similar Projects</u> | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists 2 previous clients | 15 Points |
| C. Respondent lists 1 previous client | 10 Points |
| D. Respondent lists no previous references | 0 Points |
| 4. <u>Firm's Familiarity with Community's Needs</u> | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with City | 20 Points |
| B. Firm is somewhat familiar with City | 10 Points |
| C. Firm is unfamiliar with City | 0 Points |

MAXIMUM TOTAL POINTS

80 POINTS

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

ENGINEER SELECTION

PHASE III DOWNTOWN REVITALIZATION STREETScape IMPROVEMENTS

CITY OF FALLS CITY, NE

CRITERIA		POINTS AWARDED			
1.	Engineer's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community's Needs				
	TOTAL POINTS				

Certification: I hereby certify the city held interviews with the most qualified firm(s) that responded based on the information available prior to the interviews. The selection committee evaluated and ranked all person(s) or firm(s) based on the criteria set forth above.

Signed _____

Date _____

Title _____