

REQUEST FOR PROPOSALS

To provide engineering and consulting services for the
Trinity River Vision -Central City Project

FOR

**Evaluation, Planning, Design, and Development of Construction Plans for Utility
Relocation of Storm Water, Sanitary Sewers Systems and Water Delivery Systems for the
Trinity River Vision - Central City Project**

Through the City of Fort Worth

March 7, 2007

**Evaluation, Planning, Design, and Development of Construction Plans for Utility
Relocation of Storm Water, Sanitary Sewer Systems and Water Delivery Systems for the
Trinity River Vision - Central City Project and the Trinity Uptown Service Area**

A pre-proposal meeting is to be held at 1:30 PM
in the Pre-Council Chamber on the Second Floor
of the Fort Worth City Hall.

Thursday April 12, 2007

1000 Throckmorton Street, Fort Worth, Texas 76102.

Proposals should be submitted no later than:

April 20, 2007 at 4:00 p.m.

Submittals should be mailed or delivered to:

City of Fort Worth
Department of Engineering
1000 Throckmorton Street
Fort Worth, Texas 76102
Attention Rick Trice

Please submit one (1) original, eleven (11) copies and one (1) electronic copy

REQUEST FOR PROPOSALS

Description of Proposed Work

The City of Fort Worth is requesting proposals for Evaluation, Planning, Design, and Development of long term capacity plans and construction plans for utility relocation of storm water, sanitary sewers systems and water delivery systems for the Trinity River Vision - Central City Project and the area defined as the Trinity Uptown Project. The prime consultant will also be responsible for full implementation of these utility relocation plans as the project design and construction manager for the City.

Overall Project Goals

- 1) To provide project planning, design and engineering services, to develop necessary plans, management and construction documents to relocate all City utilities in the path of the TRV – Central City Project. These project deliverables will be based on the United States Army Corps of Engineer’s (USACE) design for the Trinity River Vision - Central City Project and related dependent construction projects such as the Trinity River Vision -Trinity Uptown Bridges. (Project links can be located on TrinityRiverVision.org)
- 2) To provide project planning for necessary storm water management and related infrastructure to service the area impacted by the TRV Central City Project and to provide needed Trinity Uptown project area currently and upon build-out.
- 3) To provide project planning for necessary water and sewer related infrastructure to service the area impacted by the TRV Central City Project and the Trinity Uptown area currently and upon build-out.
- 4) To provide project and construction management to insure the timely completion of the Utility relocations.

Specific Objectives

- 1) Evaluate and recommend alternatives for design and relocation of storm drainage, water, and sanitary sewer infrastructure impacted by the TRV- Central City Project. Evaluate storm water management, water distribution and sanitary sewer collection systems and determine what existing utility infrastructure should be realigned, relocated, reconstructed/enlarged, abandoned, or combined.
- 2) Evaluate and recommend courses of action to ensure that the sufficient water, sewer and storm drainage systems are in place to accommodate the development and growth of the Trinity River Vision -Central City Project and the Trinity Uptown Plan.

- 3) Develop a long term storm water management plan for the Trinity River Vision -Central City Project and Trinity Uptown Plan that will accommodate current and future storm drainage. The plan is necessary in order to adequately resize the storm drainage utility system as a result of the required changes caused by the TRV-Central City Project and changes anticipated by the redevelopment of the Trinity Uptown.
- 4) Provide project management needed to deliver specific City utility relocation project contracts at the times needed to meet the overall project schedule for the TRV – Central City Project. Prepare a final report of all utility (storm water, water and sanitary sewer) modification/improvement alternatives and alignments and make recommendations on the alternatives, appropriate storm water, water and sanitary sewer extensions or upsizing of existing infrastructure for future development, and construction phasing necessary to meet the TRV - Central City Project construction schedule. It is probable that the study area will be divided into multiple utility construction projects based on construction scheduling for the TRV- Bridges, Channel excavation and construction of dams and floodgates. A preliminary schedule of construction sequencing is available in the Final EIS for the TRV- Central City Project and a new project management plan is being developed with updated scheduling. This Utility planning and relocation project will run in a parallel timeframe to the Project Management Planning effort initiated by the TRVA.
- 5) Prepare detailed utility system map of the area based on City specifications in GIS format, GPS surveys by City Department of Engineering, USACE base information for the TRV- Central City Project, TRWD records, information from as-built records, and results from field inspection activities.
- 6) Develop, review and recommend project and contract scheduling and packaging to facilitate full implementation of the utility relocation project in the allotted timeframe. The scheduling and contract packaging should also provide a structure suitable to maximize MWBE/ fair contracting opportunities for the local and regional consulting and contracting base.
- 7) Evaluate and recommend any new needed utility rights-of-way to accommodate changes to the City utility systems in the TRV – Central City Project area or areas impacted by the proposed relocations. Review all existing and currently developing master plans to determine future water and sewer infrastructure including large siphons, aerial crossings, transmission mains, sanitary sewer collection mains and storm water system components. This infrastructure could be new siphons, lines, replacements, or upsizing existing mains. Current master plans are: Water Master Plan – Freese & Nichols, 2004, Wastewater Collection Master Plan – Freese & Nichols, Brown & Root, Montgomery Watson, 1998
- 8) Determine and propose appropriate storm water, water and sewer extensions to serve new development along the channel. Propose construction sequencing, implementation plan, and recommend courses of action to expedite the utility relocation to ensure the timely delivery of the project.

- 9) Provide technical analysis of design, engineering, and utility relocation construction implementation issues. Determine the final alignment of proposed storm water, water and sanitary sewer relocations or improvements and conduct field surveys, research property and right-of-way documents, and easement records.
- 10) Facilitate communication between all of the project partners, franchise utilities, contractors, vendors and stakeholders in order to implement the relocation of City owned utilities in the area of the Trinity River Vision -Central City Project.
- 11) Assist the City in acquisition of easements and right-of-way. Prepare appropriate federal/state/local/railroad permits for construction project(s) as necessary.
- 12) Prepare contract documents, construction plans and specifications for all phases/projects.
- 13) Manage the bidding process. (including construction plan distribution, coordination of questions/clarifications, management of pre-bid meetings, issuance of addendums, and evaluation of bids and recommendations)
- 14) Prepare for and hold public meetings assisted by City staff during the design and construction phase for these projects. Public outreach and notification are prerequisite to all field activities.
- 15) Develop and update a critical path timeline incorporating all utility relocation efforts and activities of dependent agencies and the MOU Franchise Utility Group that the City partners with to effectively coordinate all utility relocations.
- 16) Provide project and contract management of the City utility relocation for the TRV – Central City Project. Implement practices and procedures that satisfy the legal public bidding requirements to expedite the award of contract and rapid relocation of City utilities.
- 17) Coordinate with private developers regarding independent utility and drainage projects which may occur in the Trinity Uptown area during the utility relocation for the TRV- Central City Project.
- 18) Provide water quality analyses and recommend appropriate design standards to protect water quality along constructed canals and related water features.
- 19) Prepare project(s) record drawings.

Experience

The qualified consultant will have experience in storm water engineering and master-planning, water and sewer engineering, civil design, project management, construction, scheduling, construction management staging, utility relocation coordination and logistics, environmental assessment and NEPA processes that may affect project implementation.

General Summary of Services to be Provided by the Consultant

The intent of this request for proposals is to enter into a professional services contract with an Engineering consultant or consultant team with a qualified staff for:

- 1) The Development of Construction Plans for Utility Relocation of Storm Water, Sanitary Sewers and Water Delivery Systems for the Trinity River Vision - Central City Project. The extent of required services includes developing implementation and phasing plans, understanding service delivery models for each utility, construction and contract scheduling for utility relocation, consultant, project and construction management, developing alternative cost scenarios, and utility relocation phasing contingent on the sequence of available funds and the need to address the project scheduling of the TRV- Central City Project. The proposing firms or teams need to indicate significant experience in relocating large sized siphons, major water, sanitary sewer and storm sewer infrastructure.
- 2) Provide a Storm Water Management Plan that identifies necessary storm water management and related infrastructure to service the area impacted by the TRV-Central City Project and the Trinity Uptown Plan area currently and upon build-out. The proposing firms or teams need to demonstrate significant experience in planning for Urban Storm Water Management and indicate that they have used creative plans and solutions to resolve long standing urban storm water management issues. The proposing firm should demonstrate that they have completed sound strategic storm water management plans for areas like the redevelopment of the Trinity Uptown area.
- 3) Provide a Water and Sewer Service Plan that identifies necessary water and sewer and related infrastructure to service the TRV-Central City Project and the Trinity Uptown Plan area currently and a phasing sequencing based upon the planned build-out. The proposing firms or teams need to demonstrate significant experience in planning for Urban Water and Sewer Systems. The proposing teams need to demonstrate a clear understanding of the Water and Sewer System capacity, densities and potential demands on future system components and what future Water and Sewer Infrastructure needs to be in place to fully service the area as redevelopment occurs.
- 4) Project and Construction Management of the needed improvement and relocation of City utilities water, sewer and storm water infrastructure construction projects. The consultant firm or team will carry out all of the necessary program and construction management

services to bring the utility relocation and upgrade projects to completion. The proposing firm will need to demonstrate that they have experience in project and construction management for projects of a scale and magnitude for the TRV-Central City Utility Relocation Project. The overall contract will be administered by the City's Department of Engineering.

The consultant team must have a demonstrated high level of expertise in civil engineering, storm water management, sanitary sewer and water delivery systems, civil design, project/program management, construction and financial management and scheduling, construction packaging, construction management staging and logistics, environmental assessment and NEPA processes that could affect utility relocation project scheduling.

The prime consultant will be required to perform a minimum of thirty (30%) percent of the work necessary for this project.

The proposal should include a list and description of other projects that the project manager is assigned, in addition to projects proposed. The project manager may not be changed without prior City approval.

The consultant will be required to closely adhere to the preliminary work schedule for the project included in this RFP unless authorized to deviate from that schedule by the City project manager.

Materials and Services to be Provided by the City

The City and TRV partners will provide upon request to the consultant:

1. All available existing City Utility location information.
2. Preliminary EIS Utility relocation analysis conducted by the US Army Corps of Engineers.
3. All available relevant documents showing the components of the TRV- Central City Project and dependent design and construction projects.
4. Previous studies and master plan documents for the Trinity River Vision.
5. Other data, information or reports that the TRVA or partners have on file that may aid in the development of the project management plan and schedule.
6. Provide guidance in the development of the project management plan concepts, scheduling and alternative evaluation, design plans, and construction documents.
7. Assist the consultant, as necessary, in order to obtain the required data and information from other local, regional, State and Federal agencies.
8. Be the primary contact for all inquiries concerning the project.
9. Provide the consultant with timely review and decisions of submitted reports and documents necessary to complete the project on schedule.
10. Assist in coordinating project approval scheduling with all reviewing agencies and partners.

Services to be Provided by the Consultant

The consultant will be responsible for providing the following work tasks or services:

1. Development of a utility relocation project plan, construction packaging and construction documents and a coordinated implementation schedule for the TRV - Central City Project and dependent projects utility relocation project. The consultant will coordinate with the TRV partner agencies and franchise utilities to implement the City utility relocation project. The consultants will be required to recommend alternative project plans that expedite the utility relocation. The prime consultant will also be responsible for full implementation of these relocation plans as the project design and construction manager for the City.
2. Perform any and all necessary data gathering, surveys, field work and analyses to establish a base line for the development and implementation of plans, designs and construction documents for the implementation of the Utility Relocation for the TRV - Central City Project and dependent projects.
3. Provide clear concise scheduling and construction documents that communicates precisely the utilities that are to be relocated, realigned, reconstructed, enlarged, abandoned or combined. Documentation should include any necessary narrative reports, designs, details, shop drawings, plans, statements, cost estimates, tables, and graphics that validate the consultant team's conclusions related to the overall implementation of the utility relocation plan.
4. The consultant will be required to meet with the designated City representative(s) on a regularly scheduled basis to report on progress. Formal progress reports will be required biweekly. A written progress report will be required, together with evidence of the work accomplished during the period since the previous report. A Gantt –type chart indicating the percentage of completion of each task will also be required. This should be completed electronically using Microsoft Project. At key times in the project, the consultant will be required to present the work to the City and TRV project teams for evaluation and input and/or project manager for comments and guidance. These plans and construction documents may also require public presentation and input in the development of suitable alternatives and plans.
5. Prepare a detailed contract time estimate work sheet to determine the approximate time (calendar days by task), required for completion of the contract for the City utility relocation plan for which the consultant is providing comprehensive consulting services. This sheet should be developed or maintained in Microsoft Project.

6. The consultant will develop a Master Storm Water Management Plan for the area impacted by the TRV Central City Project and the entire Trinity Uptown Plan based on the proposed canal system and related water features, as well as needed public infrastructure to be provided by private developers during the development of private Trinity Uptown Plan. Both water quantity and water quality aspects must be addressed by the master plan.
7. The consultant will provide all services necessary for the work except the aforementioned services specifically identified under “Services to be Provided by the City”.

Contract Constraints and Conditions

- The consultant's project manager will be required to operate out of an office in the Fort Worth area or within a thirty (30) minute drive of the City Hall of Fort Worth and should be readily available to meet in person with the project team. This location will be the primary offices of the project manager with adequate staff to develop the project within the specified time.
- The consultant receiving the contract will be required to perform a minimum of thirty (30%) percent of the work.
- It is the policy of the City to ensure the full and equitable participation by Minority and Women Business Enterprise (M/WBE) firms in procurement of professional services.

All firms submitting proposals will be required to submit information concerning the M/WBEs that will participate in the contract to meet the City's goal of 25% percent. The information will include: (1) the name, address, and phone number of each M/WBE; (2) a detailed description of the work to be performed by each named M/WBE and (3) the overall M/WBE percentage you will achieve.

All M/WBE businesses must be certified or in the process of being certified by the North Central Texas Regional Certification Agency (NCTRCA) or the Texas Department of Transportation (TXDOT), highway division. The firm(s) must be located in the marketplace which includes the nine counties of : Tarrant, Parker, Johnson, Collin, Dallas, Denton, Ellis, Kaufman and Rockwall or doing business in the marketplace during negotiations related to this proposal. Please contact the City's M/WBE Office at 817-392-6104 if you have any questions concerning the M/WBE requirements.

M/WBE participation documentation is part of the evaluation criteria for this proposal.

- The work on this project will be performed, and may be inspected by the City representative(s), in the offices of the consultant.
- **It is the City's desire to contract with one firm or team of firms for the proposed work outlined in this RFP. The City reserves the right to enter into multiple contracts to insure that adequate expertise is provided to satisfy all of the needs described by this RFP. Submittals should demonstrate strengths in all required areas of civil engineering and project management.**

Products and Expected Deliverables

- 1) **Evaluation, Planning, Design, and Development of Construction Plans for Utility Relocation of Storm Water, Sanitary Sewers Systems and Water Delivery Systems related directly to the TRV - Central City Project and Dependent Construction projects. This will include but may not be limited to:**
 - i. **City Utility Relocation Project Management Plans** will be established by task and delivered in Microsoft Project software. These plans must work on all of the TRVA project partners hardware and software systems. Plans will be required to be delivered electronically to the City and have update and edit capability as project parameters are changed and refined to reflect project conditions. All project plans will include key project schedule and financial milestones by task and alternatives in the event that construction or financial milestones are not met. We anticipate that throughout the utility relocation plan development that there will be project elements that shift as the plan is developed and those changes will be considered part of this proposal.
 - ii. **Construction Document and Specification Packages** – it is anticipated that the utility relocation will occur in multiple phases based on the location and scheduling needs of the TRV – Central City Project and the funding allocated by the City for the utility relocation project. It is also likely that the projects may be divided by the specific utility types and by geographic location.
 - iii. **Narrative Report** of the project management and construction implementation plans based on the project’s critical path with an analysis of current and anticipated problem areas or potential delaying factors. The narrative report is intended to communicate to the City and its partners a detailed analysis of the schedule and the plans to compensate for any potential problems. The narrative will also provide a complete written summary of the implementation plan for the City Utility Relocation Plans.
 - iv. **Recommendations for Future Project Implementation-** the consultant will develop a set of recommendations for the processes, procedures, tactics and strategies that will allow for the long term successful implementation of the utility relocation plan. It is anticipated that this project will generate as a minimum a short term strategy for immediate City utility relocation to ensure that the TRV - Central City Project can proceed. This plan also will need to determine long term recommendations for future City Utility Needs in the area impacted by the TRV - Central City Project.
 - v. **Project Management Plan Progress Reports-**Monthly progress reports will be required that demonstrates what has been accomplished by task.

Documentation of Fair Contracting and MWBE participation will be submitted with the Monthly progress reports and all invoices will include supporting invoices from Fair Contracting and MWBE contract participants.

vi. Project and Construction Management Services for Utility Relocation-

The consulting team will provide project and construction management services to implement the utility relocation construction component of this proposed contract.

vii. As Built Drawings and Electronic Files to integrate into the existing City GIS and CAD systems.

2. Development of Master Storm Water Management Plan for the area impacted by the TRV – Central City Project and the Trinity Uptown Plan. Plan must identify public improvements needed to accommodate the TRV needed relocations as well as planned re-development, include standards for protecting water quality in the proposed canal system, and take into account needs both before and after the TRV improvements and Trinity Uptown canal system have been implemented. Plan is to be summarized in report format with appropriate maps, schedules and other graphics to fully describe the Storm Water Management Plan.

3. Development of a Water and Sewer Service Delivery Plan for the service area impacted by the TRV –Central City Project and the Trinity Uptown Plan. Plan must identify public improvements needed to accommodate the TRV needed relocations as well as planned re-development of the area and take into account needs both before and after the TRV improvements and Trinity Uptown Plan have been implemented. Plan is to be summarized in report format with appropriate maps, schedules and other graphics to fully describe the Water and Sewer Service Delivery Plan.

SUGGESTED WORK SCHEDULE OUTLINE

<u>EVENT</u>	<u>TIME</u>
Executed Contract	0.0 Months
Presentation of Preliminary Utility Relocation Plan and Implementation Schedule, Narrative Report and Recommendations for Future Project Management Implementation	
30% Construction Documents	6.0 Months
Develop Draft Storm Water Management Plan	9.0 Months
Develop Draft Water and Sewer Service Delivery Plan	9.0 Months
Developed Detailed Project Management Plan, Narrative Report	

and Recommendations for Future Utility Relocation Implementation	
60% Construction Documents	9.0 Months
90% Construction documents	10.0 Months
Completed construction Documents for Phase 1	11.0 Months
Final Report for Storm Water Management Plan	13.0 Months
Final Report Water and Sewer Service Delivery Plan	13.0 Months
Construction Documents for Advertisement for Bid for Initial Utility Relocation Phase 1	13.0 Months
Commence Construction on Initial Utility Relocation	18.0 Months
Complete all Utility Relocation Construction	24.0 Months
Complete All Deliverables	24+ Months

PROPOSAL FORMAT

Proposal Requirements

Information presented in the proposal will be used to evaluate the qualifications of the professional services consultant and determine those consultants who will be invited to interview.

The proposal shall be limited in length as noted below. The following description outlines recommendations on proposal content and specifies the maximum number of pages for each section.

Introductory Letter (4 Pages)

The letter should clearly indicate the proposed project and the consultant or consulting team who is submitting the proposal. This section of the proposal should include professional qualifications, office location, number of years in business, team composition and experience with comparable projects.

Project Manager/Project Team (6 Pages)

This section should highlight the experience of the project manager, project team, and demonstrate the ability of the consultant to commit of resources to the proposed project.

Project Scope (7 Pages)

The proposal should 1) demonstrate an understanding of the scope of services, 2) document the proposed approach to complete the scope, and 3) identify information to be gathered or obtained. Any examples of work on similar projects should be listed to validate the consultants understanding of the project scope. Graphic examples of previous work may be included in appendices.

Ability to Meet and Understand Schedule Constraints (2 Pages)

The consultant must demonstrate that sufficient and knowledgeable staff is available to successfully meet the schedules proposed by the TRVA or propose a reason that the schedule is not sufficient and provide an alternate schedule that demonstrates a clear understanding of the proposed scope.

M/WBE Status (1 Page)

The proposal must include the M/WBE information requested in this document to meet or exceed the project goal of 25% percent participation. Documentation of MWBE participation will be submitted with the Monthly progress reports and all invoices will include supporting invoices from MWBE contract participants to demonstrate compliance as the project proceeds.

Maximum total pages 20 Number of pages per section may vary depending on the nature of the project, or the proposing teams approach, but must total no more than the aforementioned limits, excluding appendices. The following appendix items are allowable within the maximum pages as noted below:

- Project Team Resumes (2 Pages/Person)
- References. Please ensure that contact information on references (phone numbers and e-mail addresses) are current (3 Pages)
- Listing and examples of similar projects performed in the last five (5) years. Include date, project names, locations, project manager, disciplines of work, budget, and consultant fee. (No limit on pages)
- Company Brochure (Optional)

Additional pages over the maximum total shown will not be considered in the evaluation, and may cause the review committee to reject the proposal.

NOTE: A page is considered to be letter size printed on one side, single-spaced with characters no smaller than 12 point. All proposals submitted must contain twelve (12) copies.

PROPOSAL/INTERVIEW EVALUATION PROCESS

Each proposal will be scored by a pre-interview selection committee which may be comprised of representatives from the TRVA partner agency representatives. The top scoring shortlist of consultant proposals for this project will be notified of qualification and invited to participate in the interview process to determine the most qualified.

Proposal Evaluation Criteria

The pre-interview selection committee will score each of the proposals based on the following scale:

SCORE	QUALIFICATION LEVEL
0	Does not meet qualifications
1	Meets <u>minimum</u> qualifications
3	Meets <u>preferred</u> qualifications
5	<u>Exceeds</u> preferred qualifications

It is necessary that the consultant know the minimum and preferred criteria used to evaluate their proposal, so they may determine if they possess the qualifications/experience necessary for the proposed project.

- **Professional Qualifications of Team**

The firm should provide information on their business, applicable certifications or recognition, USACE experience and other pertinent information that demonstrates their qualifications to perform the contract. The proposing consultant(s) should also provide evidence of education, training, certification, association membership, awards, and any other relevant professional qualifying information for individual employees including principals and employees of sub-consultants. Within the last five (5) years, the consultant and any proposed sub-consultants should have experience in performing similar Utility Relocation design, plans and consulting services for projects of a similar scope, scale and budget complexity of the Utility Relocation for TRV-Central City Project and related construction projects. The consultant or team should have demonstrated experience in storm water management planning, water and sewer service planning, design, engineering, utility relocation, civil design, project, consultant and construction management, scheduling, construction staging and logistics, environmental assessment and NEPA processes that could affect project scheduling and utility relocation.

NOTE: Evaluation Criteria for Professional Qualifications

This criterion requires that the proposing consultant shall have completed a minimum of three (3) and preferably five (5) Utility Relocation programs and associated consulting services as described in this RFP, for projects of a complexity of scope and budget comparable to the TRV Central City Project and associated and dependent construction projects within the last five (5) years. Six (6) or more successfully completed utility relocation programs within the last five (5) years exceed the preferred qualifications. All projects should involve working with a municipal entity in coordination with other partners and/or the USACE as a major component of project delivery.

- **Experience/Availability of Project Manager**

The project manager must have adequate experience in managing projects of a similar nature and scope. The project manager's resume must be included in an appendix.

NOTE: Evaluation Criteria for Project Manager

The evaluation of this criteria requires that the project manager have, as a minimum, two (2) years or preferably five (5) years, managing Storm Water, Water and Sewer Service delivery Plans and Utility Relocation programs for projects of a complexity of scope and budget comparable to the Trinity River Vision Central City Project and associated and dependent construction projects. Any experience beyond five years in this area would exceed the preferred qualifications.

- **Experience of Project Team/Ability to Commit Resources**

The consultant should designate an experienced professional and technical staff to competently and efficiently perform the work, either through their own personnel, sub-consultants, or commitment to hire additional staff. The proposal should identify the project team composition, project leadership, reporting responsibilities, and address how sub-consultants will fit into the management structure. The proposal should include consultants in an appendix, which presents up to five (5) years work experience of the firm, and individual experience gained under other employers. Information should include sub-consultant's records as well. Resumes of the key team members, limited to two (2) pages per person, should be included in an appendix.

NOTE: Evaluation Criteria for Project Team

The evaluation of this criterion will require that each key team member have as a minimum two (2) years or preferably five (5) years experience working on Storm Water, Water and Sewer Service delivery Plans and Utility Relocation Projects, for projects of a complexity of scope and budget comparable to the Trinity River Vision Central City Project and associated and dependent construction projects. If all team members have greater than five (5) years experience than this exceeds the preferred criteria for team members.

- **Understanding of Scope**

The Proposal should:

- Demonstrate an understanding of the needed scope of services.
- Address proposed methods and approaches to complete the scope of the project.
- Identify information to be gathered or obtained.

Any work on similar types of projects should be listed and examples provide in the appendices to validate this understanding.

NOTE: Evaluation Criteria for Understanding the Scope

The evaluation of this criteria shall require that the proposal as a minimum demonstrate an understanding of scope of services, or preferably, demonstrate an understanding of the scope of services and address proposed methods and approaches to complete the scope. Suggestions and input on the most effective Storm Water, Water and Sewer Service delivery Plans and Utility

Relocation strategies and techniques, for projects of a complexity of scope and budget comparable to the Trinity River Vision Central City Project and associated and dependent construction projects exceeds the preferred understanding of scope.

- **Ability to Meet Proposed Schedule**

The consultant must demonstrate that sufficient and knowledgeable staff and resources are available to successfully meet the schedules proposed by the City or provide a reasonable schedule substitute. The schedule will be evaluated based on a work and resource schedule developed by the consultant to meet the City's preliminary work schedule. The proposing group should provide the City with assurances that adequate staffing and resources are allocated and available to match the proposed schedule.

NOTE: Evaluation Criteria for ability to meet schedule

The evaluation of this criterion requires that, as a minimum, the consultants schedule meet the overall schedule time frame, and preferably a schedule that completes the Utility relocation in a shorter time frame than the City proposed schedule. Unique or individual approaches to scope and schedule that will accelerate project scheduling or more realistically schedule the project, without a diminished quality in the final product, exceeds the preferred qualification criteria.

- **Fair Contracting and MWBE Participation Status**

The consultant must demonstrate the plan to utilize M/WBE services, either through sub-consultant services or vendors, to meet or exceed the project goal of 25% percent participation.

NOTE: Evaluation Criterion for M/WBE participation goals

This criterion shall evaluate the firm's willingness to endeavor to meet the goal of 25% percent M/WBE participation by demonstrating effective business relationships and contract opportunities that may be completed by M/WBE sub-consultants or vendors. A preferred rating may be achieved by a firm demonstrating that they are willing to endeavor to meet an M/WBE participation goal of > 25% to 35% any firm willing to endeavor to meet an MWBE participation goal of greater than 35% exceeds the preferred rating.

Weighting of Pre-Interview Evaluation Criteria

The weighting of each criterion as it relates to the particular project is shown in the following evaluation form. Each criterion is scored by an individual pre-interview committee member. The committee then meets to determine a consensus score and discuss their individual evaluations of each proposal.

Criteria Category	Qualification Score			Percent Weight	
1. Professional Qualifications	0 - 5	_____	X	20%	=
2. Experience/Availability of Project Manager	0 - 5	_____	X	10%	=
3. Experience of Project Team	0 - 5	_____	X	20%	=
4. Understanding of Project	0 - 5	_____	X	25%	=
5. Ability to Meet Proposed Schedule	0 - 5	_____	X	15%	=
6. M/WBE Status	0 - 5	_____	X	10%	=
Total Interview Selection Criteria Weighted Score					=

Interview Evaluation Criteria

The interview committee will be comprised of representatives from the City and TRVA partner agencies. The interview committee's scoring will be based upon the following criteria and scale:

<u>Score</u>	<u>Qualification Level</u>
0	Does not meet qualifications
1	Meets <u>minimum</u> qualifications
3	Meets <u>preferred</u> qualifications
5	<u>Exceeds</u> preferred qualifications

- **Understanding of Scope**

The consultant must demonstrate a thorough understanding of the tasks involved in the scope of work outlined in the RFP; applicable project management methods, procedures, standards and any special information to be gathered. The consultant's project manager must be able to communicate and exchange ideas and information in an effective manner.

NOTE: Evaluation Criteria for Understanding Scope

As a baseline the consultants must demonstrate knowledge of Utility Relocation programs for projects of the scale and scope of the Trinity River Central City

Project.

The evaluation criteria will be based on questions related to tasks defined in “Services to be Provided by the Consultant”. To meet minimum required qualifications, the consultant must demonstrate a thorough understanding of seventy (70%) percent of the task related questions as posed by the interview committee. To meet the preferred rating the consultant will demonstrate a ninety (90%) percent understanding of the aforementioned tasks. Any demonstration of scope understanding greater than ninety percent (90%) will exceed the preferred qualification.

- **Experience of Project Manager/Team (Including Sub-Consultants)**

The project manager must demonstrate adequate experience in managing projects of a similar nature and scope, and must be available to commit appropriate hours and supervision to the contract.

The consultant must demonstrate that the proposed project team composition and project leadership is capable of successfully completing the contract.

NOTE: Evaluation Criteria for Project Manager and Team

As a baseline the consultants must demonstrate knowledge of Storm Water, Water and Sewer Service delivery Plans and Utility Relocation programs for projects of the scale and scope of the Trinity River Central City Project.

The evaluation criteria for this requirement will be as a minimum two (2) years, or five (5) years preferred, of credible experience as established through the interview process. Any clearly demonstrated experience beyond five (5) years exceeds the preferred qualification criteria.

- **Ability to Commit Resources to Meet the Proposed Schedule**

The consultant must demonstrate that sufficient and knowledgeable staff are available, or will be available upon commencement of the contract, to successfully meet the schedules proposed by the City. The consultant is required to disclose the Project Manager’s current assigned commitments and commitments in proposals under review in order to evaluate time available for dedication to the contract.

NOTE: Evaluation Criteria for Ability to Commit Resources

As a baseline the consultants must demonstrate knowledge of Storm Water, Water and Sewer Service delivery Plans and Utility Relocation programs for projects of the scale and scope of the Trinity River Central City Project and have sufficient resources to deliver the program.

This criteria will be evaluated based on evidence demonstrated during the interview process that sufficient resources are available to meet schedules proposed by the City for a minimum performance or to exceed proposed City schedules for a preferred rating.

Unique or individual approaches to scope and schedule that will accelerate project scheduling or more realistically schedule the project, without a diminished quality in the final product, exceed the preferred qualification criteria.

The weighting of each criterion as it relates to the particular project is shown in the following evaluation form.

Qualification	Score	Percent Weight	Weighted Score
1. Understanding of Scope	0 - 5	_____ X 50%	=
2. Experience of Project Manager/Team (Including Sub-consultants)	0 - 5	_____ X 25%	=
3. Ability to Commit Resources to Meet Proposed Schedule	0 - 5	_____ X 25%	=

Total Interview Weighted Score =

Overall Evaluation Scoring

The score determined by the pre-interview selection committee will represent forty (40%) percent of the overall scoring system while the interview committee's score will account for sixty (60%) percent of the total rating score. The selection of the top consultant proposal and interview presentation will be calculated on the following format:

Proposal Score	0 - 5	_____ X	40%	=
Interview Score	0 - 5	_____ X	60%	=
Total Score				=

Scoring Example

Pre-Interview Scoring

Criteria Category	Qualification Score	Percent Weight
1. Professional Qualifications	0 - 5 <u>5</u> X	20 %(0.20) = <u>1</u>
2. Experience/Availability of Project Manager	0 - 5 <u>5</u> X	10 %(0.10) = <u>.5</u>

3. Experience of Project Team	0 - 5	<u>4</u>	X	25 %(0.25)	= <u>1</u>
4. Understanding of Project	0 - 5	<u>3</u>	X	20 %(0.20)	= <u>0.6</u>
5. Ability to Meet Proposed Schedule	0 - 5	<u>5</u>	X	10 %(0.10)	= <u>0.5</u>
6. M/WBE Status	0 - 5	<u>5</u>	X	20 %(0.20)	= <u>1</u>
Total Pre-Interview Selection Criteria Weighted Score					= <u>4.6</u>

Interview Scoring

Qualification	Score	Percent Weight	Weighted Score
1. Understanding of Scope	0 - 5	4 X 50% (0.50)	= 2
2. Experience of Project Manager/Team			
(Including Sub-consultants)	0 - 5	3 X 25% (0.25)	= 0.75
3. Ability to Commit Proposed Schedule	0 - 5	4 X 25% (0.25)	= <u>1</u>
Total Interview Weighted Score			= <u>3.75</u>

Total Consultant Weighted Score

Pre-Interview Score	0 - 5	<u>4.6</u> X 40% (0.40)	= <u>1.84</u>
Interview Score	0 - 5	<u>3.75</u> X 60% (0.60)	= <u>2.25</u>
Total Score			= <u>4.09</u>

IRREGULAR PROPOSALS

Proposals will be considered irregular if they show any omissions, additions or conditions not called for or show irregularities of any kind. However, the City reserves the right to waive any irregularities and to make the award in the best interests of the City.

REJECTION OF PROPOSALS

The City reserves the right to reject any or all Proposals, and all Proposals submitted are subject to this reservation. Proposals may be rejected, among other reasons, for any of the following specific reasons:

- A. Proposals received after the time specified herein for receiving Proposals.
- B. Proposals containing any irregularities.

DISQUALIFICATION OF PROPOSING FIRMS

Proposing Firms may be disqualified and their Proposals not considered, among other reasons, for any of the following specific reasons:

- a) Reason for believing collusion exists among the Proposing Firms.
- b) The Proposing Firm being in arrears on any existing Contract or having defaulted on a previous contract.
- c) Lack of competency as revealed by previous work with the City, including, but not necessarily limited to, experience, equipment, financial performance, statements and responses to questionnaires.
- d) Insufficient resources, which in the judgment of the City will prevent or hinder the prompt providing of additional services, if awarded.

CONFIDENTIAL OR PROPRIETARY MARKINGS

Responses to this Request for Proposals ("Proposals") become the exclusive property of the City. Proposals will be opened by the City so as to avoid disclosure of contents to competing Proposing Firms and kept secret during the process of negotiation. Proposals will not be publicly read. After Contract award, all Proposals submitted become a matter of public record and, upon request, shall be open for public inspection, with the exception of those portions of each Proposal which are defined by the Proposing Firm as business or trade secrets and are clearly marked as "Trade Secret,"

“Confidential” or “Proprietary.” Trade secrets and confidential information contained in the Proposals and clearly marked and identified as such shall not be open for public inspection at any time.

It is the responsibility of the Proposing Firm to clearly mark and identify all portions of the Proposal that, in the Proposing Firm’s opinion contain trade secrets, confidential information or other proprietary information. The City recommends the use of the legend “RFP – Confidential,” “RFP – Proprietary,” or words to that effect on each and every section of the Proposal for which Proposing Firm claims confidential, trade secret or proprietary status. Prefacing the entire Proposal with a single confidential or proprietary statement is discouraged and may not constitute sufficient designation of trade secrets and confidential information.

The City and all associated members shall not in any way be liable or responsible for the disclosure of any such records or Proposals or portions thereof, if they are not clearly marked as “Trade Secret,” “Confidential” or “Proprietary,” or if disclosure is required by the Texas Public Information Act or other applicable law or judicial order. If a third party challenges the trade secrets or confidential nature of certain information, it will be the responsibility of the Proposing Firm to defend that challenge.

Submission Information

Any costs that may be incurred to prepare Proposals, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the contract negotiations process, if applicable, shall be the sole responsibility of the Proposing Firm.

Each proposal must be submitted no later than 4:00 p.m., April 20, 2007. Submittal should be mailed or delivered to the City of Fort Worth, Department of Engineering, 1000 Throckmorton, Fort Worth, Texas 76102.

Please submit one (1) original, eleven (11) copies and one (1) electronic copy

A pre-proposal meeting will be held at **the Pre-Council Chamber on Thursday April, 12, 2007 at 1:30 p.m. in the Pre-Council Chamber on the second Floor of the Fort Worth City Hall, 1000 Throckmorton Street, Fort Worth Texas, 76102**

Each proposal should include the recommended information.

Should you have any questions, please contact
Rick Trice, Consulting Services Manager 817 392-7959 or Randle Harwood,
Trinity River Vision Director 817-392-6101