

REQUEST FOR PROPOSALS
Due: 5:00 PM (CST) Friday, June 1, 2012

Cottonwood Creek Trail and New Hope Drive Improvements
3rd Party Inspection / Observation Services

The City of Cedar Park requests Proposals for 3rd party inspection / observation services for its Cottonwood Creek Trail and New Hope Drive reconstruction project. We request that proposals be submitted no later than 5:00 PM (CST) on Friday, June 1, 2012 to:

City of Cedar Park
Attention: Alan Green
450 Cypress Creek Road, Building 1
Cedar Park, TX 78613

Construction plans are available for inspection by appointment only at the address listed above. Requests for information or plan viewing should be sent to Alan Green at alan.green@cedarparktexas.gov or (512-401-5352) by May 29, 2012.

The Cottonwood Creek Trail and New Hope Drive reconstruction project consists of the widening and reconstruction of Cottonwood Creek Trail from RM 1431 to New Hope Drive and New Hope Drive from 183A to Cottonwood Creek Trail, totaling approximately 4,480 LF of roadway. Cottonwood Creek Trail and New Hope Drive will both be widened from an existing 2-lane undivided roadway to a 4-lane divided roadway with a raised median, wide outside lanes, illumination, sidewalks, and various drainage improvements.

Specific Construction Phase Services for which we are requesting proposals for are daily inspection / observation, review of pay applications, scheduling and review of quality assurance testing, attendance at project meetings, daily reporting, identification of deficiencies and design conflicts, and coordination with design engineers and project managers. The inspector / observer will assist with submittals, RFI's, and change order logs. Project safety is not included in the scope of work but any situations in which the construction inspector / observer feels are unsafe should be reported to the City's project manager.

3rd party daily inspection / observation services proposals should include, but not be limited to demonstration of experience with:

- Daily information reporting and sharing
- Pre-construction conference and progress meetings
- Site preparation and security
- Excavations and embankment
- Installation of water / wastewater lines and appurtenances, including manholes, valves etc.
- Bedding and base materials and compaction
- Subgrade preparation
- Forming and concrete placement
- Paving materials and paving operation
- Traffic signals and illumination
- Drainage systems, including pipe, manholes, inlets, and other appurtenances.
- As built drawings, warranties, and project close out documentation
- City of Austin and City of Cedar Park Standards and Specifications

Other useful auxiliary experience and skills include, but are not limited to, constructability reviews; scheduling; estimating; permit and easement log management; request for information and change order log management; pay request certification and processing; coordination between design engineers, City staff, and contractors; industry standard reporting and documentation; support of community relations efforts; and observation and inspection of conformance with other types of technical plans and specifications.

This is quality assurance work and not quality control work. The construction contractor will provide for quality control.

The Proposals should not include typical design engineer construction phase services. Design engineers will be providing periodic design verification inspections; review and approval of all matters for engineering design related to changes and requests for information, exceptions, and deviations; pay application review and certification; final as-built drawings; and project close out documentation.

Geotechnical and materials testing services are not included in this request for proposals and will be handled by separate contract with others.

The City of Cedar Park anticipates that individuals as well as construction management firms may submit proposals and may be selected. This project will require the equivalent of 1 part time inspector (4 hours per day) over the course of the Cottonwood Creek Trail and New Hope Drive reconstruction project. Some night and weekend work may be required. The construction duration for this project is set at 365 calendar days. The City of Cedar Park reserves the right to select the best value for the City, and may offer to pick selected services from any proposal while not accepting the proposal in its entirety.

Evaluation criteria will include:

- Qualifications and experience of proposed personnel.

- Demonstrated ability to perform the work indicated above; successful past projects.
- Approach to accomplishing the required service or the deliverable.
- Resources available to complete the assigned work.
- Positive references.
- Rates and fees

Proposals are limited to 10 letter size pages (front and back for a total of 20 sheets of information) with minimum font size of 10. Please indicate the following information in your proposal:

1. Letter of interest signed by a principal of the firm or an individual. At least one copy must be an "Original" with an original signature. This 1 page letter is not included in the 10 page (front and back) limit.
2. Brief overview of individual or firm.
3. A specified person with detailed contact information to be the point of contact with the City of Cedar Park.
4. Availability to perform services / current workload
5. Qualifications , expertise, and any unique qualifications
6. Experience summaries or resumes of key personnel either as assigned to this project or available as a resource.
7. Examples of 3 related projects that the firm, individual, and / or its current employees have done in the last 5 years. Please include the project name, value, and references (Name, address, and phone number of reference).
8. Brief narrative on the project approach. How will the required service be accomplished?
9. Include what equipment will be provided.
10. Address any exclusions and indemnifications.
11. Assurance of the appropriate insurance coverage.
12. Rates and fees; including mileage and other components that comprise the total fee.

All information except the cover letter should be included in the 10 page limit. Please number the pages. Please do not use 3 ring type binders.

A total of four copies of your Proposal must be received at 450 Cypress Creek Road, Building 1, Cedar Park, TX 78613 no later than 5:00 PM (CST) on June 1, 2012. One copy must be an original and one copy must be in PDF format on disk.

Packages should be clearly marked: "City of Cedar Park – Cottonwood Creek Trail and New Hope Drive Reconstruction Project Construction Inspection Services."

Proposals should be addressed to and delivered to:

Alan Green
Senior Engineering Associate

City of Cedar Park
450 Cypress Creek Road, Building 1
Cedar Park, TX 78613

The City of Cedar Park will not provide compensation or defray any cost incurred related to responses to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any and all proposals, or accept any proposal deemed most advantageous, or to waive any irregularities or informalities in the proposal received, and to revise the process schedule as circumstances require.

The City of Cedar Park does not intend to conduct a pre-proposal meeting regarding this solicitation. Proposals will be reviewed by City staff. Interviews by telephone or in person may be required by the City to obtain additional information with selected proposers.

Questions may be made by telephone (512-401-5352); email alan.green@cedarparktexas.gov, or by letter addressed as above. If you wish to receive answers to all inquiries to the City of Cedar Park regarding this matter, send your contact information and email address to Alan Green at the above email address no later than May 29, 2012.

We appreciate your consideration in this matter and welcome your participation.