

City of Muncie

Request for Qualifications

Qualifications Requested For:

City of Muncie Design Manual, Specifications, Details and Streetscape Elements.

Response Schedule:

4/08/2022- First Advertisement

4/15/2022- Second Advertisement

4/20/2022- Questions for addenda due

4/27/2022- Addenda (if any) sent to all requesting parties

5/04/2022- Packets received by 9am at City Clerk's Office, with respondent name to be read aloud in public meeting of the Board of Public works.

Primary Contact:

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General Information

1. Introduction

The City of Muncie along with the Delaware/Muncie Metropolitan Planning Organization are soliciting the qualifications of firms interested in providing a design manual complete with specifications, details, and streetscape elements. Project to be funded through federal funds available to the Metropolitan Planning Organization, City Funds, and the Muncie Sanitary District

2. Definitions and Abbreviations

City- City of Muncie

MPO- Metropolitan Planning Organization

ANSI- American National Standards Institute

ACI- American Concrete Institute

AWWA- American Water and Waste Water Association

3. Scope of Work

Provide the following documents upon completion of work

Design Manual- Hydraulic and Hydrology standards and process (stormwater design), Best management practices for erosion control, access management and control, roadway design

requirements, sewer design requirements (peaking factors, sizing, etc.), Pedestrian and Bicycle facilities, lighting requirements, and other applicable municipal elements of site and roadway development

Standard Specifications- Specifications for standard municipal items formatted to include unit price, installation instructions, and referenceable standards (ANSI, ACI, AWWA, etc)

Standard Details- Details for roadway sections, curb ramps, bicycle lane layouts, sidewalks, curb, gutter, manholes, pipe installation, trench backfill, and other general details required to support the specifications and design manual

Streetscape elements- Provide style guide and materials list with common specifications

4. Performance Period

A project schedule shall be included as apart of the contract negotiation by the selected consultant and the City/MPO. Proposals may include a proposed time line by the consultant. The City/MPO would prefer that the design manual be ready for adoption in not less than one (1) calendar year from time that notice to proceed is issued.

Submittal Information

1. Proposal Type and Content

The Qualifications Statement provided by the firm shall be no longer than 8 pages. At minimum it will include a statement on firm history, qualifications, and staffing, Past project experience, and the resumes of the principal project team. The project team will be composed of the project manager, and two (2) associated staff whom will be the personnel primarily involved in the development of the project. Included resumes shall be one page in length.

2. References

One page shall be dedicated to references from other municipalities or utilities whom the firm has provided a similar service to in the past. Firm must provide email and phone contact for no less than 3 references. Statements from those references may be included.

3. Qualifications

Qualifications when listed shall be of a professional nature with an appropriate governing body and experience should be germane to the tasks of engineering, construction, or landscape architecture as appropriate

4. Resumes

Resumes shall not include any personal information, only company email accounts and business phone numbers. Each resume shall include project availability based on percentage of a 40-hour work week i.e. 25% availability= 10 hours.

5. Submittal Requirements

Submittals shall be delivered to City Clerk's Office no later than 9am on Wednesday May 4th, 2022, in an 11x13 manilla envelope with the firm name and "RFQ for Design Manual" on the packet.

6. Incomplete Submittals

Late submittals shall be rejected outright. Incomplete or submittals that do not conform to the requirements noted in this section may be rejected outright by the evaluation committee

7. Questions and Addenda

Questions regarding the RFQ shall be posed two (2) weeks prior to the due date. Addenda will be prepared one (1) week prior to the due date, all parties interested in receiving a copy of the addenda are encouraged to contact the City Engineer by email so they may be included on the response.

Evaluation Information

1. Evaluation Criteria and Scoring

Each submission will be evaluated on the following criteria

1. Firm Experience and Qualifications- This item is a summation of the entirety of staff experience and qualifications a maximum score for a firm can be achieved by having a variety of specialties available within the firm and past projects of a similar nature
2. Team Experience and Qualifications- This is the summation of the Team's (described in submittal information) experience and qualifications. A maximum score can be achieved by having three well qualified professionals with direct experience in performing the work identified in the scope
3. Quality of Submission- This is the overall quality of the submittal, which includes spelling, grammar, formatting, and the ability to articulate a message succinctly
4. Team Availability- This is the percentage of time each individual team member can dedicate to the project in a given 40-hour work week over the project duration. A maximum score can be achieved by providing a combination sufficient to equal 100% over the three team members
5. Previous Work and References- This is an evaluation of previous work and references provided by and for the firm. A maximum score can be achieved by possessing at least 2 relevant examples with accompanying positive references

City of Muncie Design, Specifications, and Standards Manual		
Firm Name		
Criteria	Maximum Value	Score
Firm Experience and Qualifications	25	
Team Experience and Qualifications	25	
Quality of Submission	15	
Team Availability	10	
Previous Work and References	25	
Total	100	

2. Evaluators

The evaluation committee will be composed of the following people

John Anderson, P.E.- Muncie Sanitary District Engineer

Adam Leach, P.E.- Muncie City Engineer

Marta Moody- Director, Muncie/Delaware Metropolitan Plan Commission

Lorey Stinton- Planner, Muncie/Delaware Metropolitan Plan Commission

3. Selection Process

- A) Packets will be opened at the board of public works meeting after submission to the city clerk's office. The name of the firms that have submitted will be read aloud and entered into the public record
- B) Packets will be evaluated by the selection committee
- C) Evaluation shall be performed within two (2) weeks, responding consultants shall be contacted with the decision of the evaluation committee.
- D) If no firm presents as clearly the most qualified then the three (3) firms achieving the highest aggregate rating shall be invited to interview with the evaluation committee. The evaluation committee will confer after all firms have been interviewed and the firm that the committee feels best presented themselves during the interview will be selected to enter into contract negotiations.
- E) If negotiations cannot produce a contract that is agreeable to all parties, then the 2nd most qualified in the Committee's opinion shall be contacted, and so on till a contract can be established.

Contract Information

1. Form of Contract

If an agreeable scope and fee can be reached between the City and Consultant then the consultant will be furnished with a City of Muncie Professional Services Agreement. The contract shall include compliance items required for federal funded project (Iran contra disinvestment, Title VI, drug and alcohol policy, non-collusion)

2. Compliance Requirements

This Request for Qualifications shall be advertised and pursued pursuant to the rules, laws and ordinances of the United States of America, The State of Indiana, Delaware County, and The City of Muncie.