

REQUEST FOR PROPOSAL

The Town of Denton invites you to submit a proposal to provide engineering services for replacing water mains and house services, hydrants in the following areas. 8-inch water main on Franklin Street between 1st Street and 6th Street, 6-inch S 1st Street and S 2nd Street between Franklin and Randolph. A 6-inch water main on N 2nd Street between Market and Gay Street, 4 valves and cross connection at 6th and Gay St. Disconnection of 2 inch main on 1st Street and repaving areas throughout the project.

Engineering Design Phase services requested include:

- Participate at a preliminary site and investigation meeting at the project site with Tidewater in order to evaluate the site and determine the optimal route of the water main. Identify any potential easements that may simplify the project and or significantly reduce design and construction costs.
- Topographic survey of the project site to determine locations of physical features, proposed alignment of the water main, and approximate length of pipe required.
- Coordinate design with MDOT road repair process
- Determine the location of existing utilities by utilizing Miss Utility by obtaining as-built drawings from the utility companies.
- Preparation of Preliminary design/alignment and project parameters including a meeting with Town of Denton to review.
- Preparation of Pre-final design documents consisting of construction drawings, contract documents, and specifications including a meeting with Town of Denton to review.
- Submit two (2) copies of final design documents for review and acceptance by Town of Denton (one copy will be returned to the Engineer if revisions are required).
- Preparation of drawings and construction documents along with respective permit applications for submittals to MDOT
- Construction procurement services including preparation of documents for bidding, reproduction and distribution of bid documents, pre-bid conference (if necessary), preparation of responses to Contractor inquiries and bid document addenda, bid evaluation and contract document review, bid clarification interviews (if necessary), and report of bid results including recommendation as to the contract award.

- Furnish Town of Denton with four (4) sets of construction drawings bearing the seal and signature of a Registered Professional Engineer for use by Town of Denton during construction.

Construction Phase services requested include:

- Participate at a pre-construction meeting between the Contractor, any Subcontractors, the Engineer, MDOT, and Town of Denton prior to start of construction.
- Provide contract administration services including review of submittals, Contractor's periodic estimates for partial payment, change order processing, and attending and conducting progress meetings.
- Prepare and submit two (2) hard copies and one (1) electronic AutoCAD (dwg) copy of record drawings (as-built).
- Engineer is responsible for getting all MDOT permits and any other permits required.

Inspection Services:

- Provide a part-time project representative, representing the Engineer and Town of Denton, at the site of the construction activities to monitor construction for conformance with the Contract Documents. The part-time project representative shall perform spot inspection services at the project site, with full-time inspection services provided at critical project junctures including connection of the water main to the existing system, installation of all water connections.
- Prepare and submit daily reports on the progress of the construction activities for the days on which construction inspection is provided.
- Arrange for and perform final project inspection.
- Town of Denton anticipates that this project required approximately eighty (80) hours of inspection time. Payment for inspection services shall be made in accordance with the Engineer's hourly rate.

Also, please provide a cost estimate for the preparation of easement drawings. The easement drawings will need the metes and bounds of the easement. The drawing is usually an 8 ½" by 11" sheet; however, the size may vary depending upon the size of the easement.

The cost estimate submitted for the proposal should be in the following form:

Engineering Design Phase	\$ _____
Construction Administration Phase	\$ _____
Inspection Services	\$ _____
Cost per Easement	\$ _____

Please include a preliminary critical path schedule for the Design Phase to include: survey work/utility identification, initial design, permit acquisition, final design (based on 1 week Town of Denton review period), and preparation of contractor bid packages. Include any additional factors that may affect the schedule.

Please submit your proposal no later than the close of business on **July 31, 2019**.

It is recommended that all bidders visit the site prior to submitting their bid. Failure to do so will not relieve them of the responsibilities associated with the completion of this project in a timely fashion.

This request for proposal, as well as your submission of a quotation, should not be construed by your firm as a commitment to purchase such services by Town of Denton. Town of Denton reserves the right to issue scope revisions, additions, deletions, and schedule changes as addenda to the original Request for Proposal. Town of Denton further reserves the right to negotiate any and all portions of your proposal and/or re-bid part or the entire project. Town of Denton reserves the right to accept other than lowest proposal and to accept or reject any proposal in whole or in part, or to reject all proposals with or without notice or reasons, and if no proposal is accepted, to abandon the work or have the work performed in such other manner as we may elect.

Should you have any questions regarding this RFP or need any additional information to assist in the preparation of your proposal, please contact Phil Clark at (410)479-0656 Ext 500.