

REQUEST FOR PROPOSAL

The Town of Denton invites you to submit a proposal to provide engineering services for installing sewer mains and house services in the following areas. 8-inch sanitary sewer main on Market Street between Cattail Way and Blue Heron Drive, an 8-inch sanitary sewer main on Camp Road between Cattail Way and Old Camp Road and repaving areas throughout the project.

Engineering Design Phase services requested include:

- Participate at a preliminary site and investigation meeting at the project site in order to evaluate the site and determine the optimal route of the sanitary sewer 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 sewer main, and approximate length of pipe required.
- 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).

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.

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- 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, 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).

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 sewer 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 requires part time inspection Payment for inspection services shall be made in accordance with the Engineer's hourly rate.

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

Engineering Design Phase	\$ _____
Construction Administration Phase	\$ _____
Inspection Services	\$ _____

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 5/2/2022.

Failure to visit the site prior to submitting their bid will not relieve the bidders 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.