

Request for Proposals



Parking Deck Assessment, Rehabilitation and Maintenance Program

**City of Urbana, Illinois
Public Works Department
706 S. Glover Avenue
Urbana, IL 61802
(217) 384-2342**

**Issued July 28, 2013
Responses due August 28, 2013**

I. GENERAL INFORMATION

A. Community Profile

The City of Urbana is a progressive, growing community with a population of 41,250 located in east central Illinois and is home to the University of Illinois. The City offers a unique combination of small Midwestern town with the amenities typically associated with a large urban city. Information about the community is available on our website located at www.urbanainillinois.us.

B. Background

The City of Urbana owns and operates one (1) public parking deck located at 111 West Main Street. The deck contains 208 parking spaces, 93 on the lower level and 115 on the upper level, which serves the downtown business and entertainment districts. The safe and efficient operation and maintenance of this facility is vital to the development of these districts. However, due to aging infrastructure concerns, adequate rehabilitation services are needed.

C. Project Goal

The goal of the Parking Deck Assessment, Rehabilitation and Maintenance Program is to ensure public safety through an aggressive program of structural inspections, maintenance activities, and capital improvements to maintain the City's parking deck in good to excellent condition. Maintenance of this asset shall be done in a sustainable manner to optimize life cycle costs.

D. Project Scope Summary

The Parking Deck Assessment, Rehabilitation and Maintenance Program should entail a comprehensive approach by evaluating the structural and operational conditions, consideration of safety and maintenance issues, and by conducting an assessment of needs. The Program will be an on-going process to accomplish the objective of maintaining the parking deck in good to excellent condition.

The development of an annual maintenance plan for this facility which details routine annual maintenance items and activities that are recommended to keep this parking deck in good to excellent condition through its entire life cycle is required by the City.

The City's intent is to retain a consulting engineering firm with qualifications and staff resources necessary to perform the comprehensive inspections and assessments, develop a long term maintenance program and annual repair and maintenance programs, and assist in administration of the Assessment and Maintenance Program. The engineering services agreement will have an initial term of three (3) years with a provision for seven (7) yearly renewals for a maximum of ten (10) years.

Evaluate the need and assess feasibility for installing electric vehicle supply equipment (EVSE) stations within the lower level of the parking deck. These supply stations shall accommodate both long and short term parking needs as well as long and short term charging of electric vehicles.

II. SUBMITTAL REQUIREMENTS

A. Introduction

All respondents must include a cover letter introducing the firm and identifying the staff person (or persons) who would function as the project manager, should the firm be selected. The letter should also describe the qualifications of the project team assigned to complete the project.

The submittal shall also include the background and experience of the firm and team participants.

The respondents shall become familiar with the project. This shall include a thorough review of all City project information and site visits as necessary to investigate field conditions. Project information and scheduling for site visits will be available upon request. Each responder can make arrangements for project information and site visits Monday through Friday from 8am to 4pm by calling John Collins, Operations Manager at 217-384-2380.

B. Scope of Services

1. The following scope of services is included as a guide for the proposer. It is intended to identify the minimum service level expected from the successful firm and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.
2. The Consultant/Engineer shall become familiar with the project utilizing all existing plans, data and condition surveys as available. The consultant shall meet with the Operations Manager and Facilities Supervisor to discuss the details of the project scope.

3. The Consultant/Engineer shall evaluate the current condition of the City's parking deck by utilizing all testing required and record all observations. This shall include all architectural, structural and operational components excluding the recently installed lighting and revenue collection systems.
4. A life-cycle plan shall be developed that considers the probable remaining life of the deck and the individual system elements, excluding lighting and revenue collection systems. Factors to be considered when developing the life-cycle plan are: life expectancy of the existing structure, facility system elements, and the life expectancy of all proposed repairs and improvements.
5. Determine what architectural, structural and operational improvements are required to maintain a safe and sound parking facility.
6. Determine the equipment types, material specifications and construction methods to be used during the assessment and rehabilitation phases.
7. Provide digital photographs of all structural deficiencies and include a logged catalog of the photos within the main body of the conditions report.
8. Provide a description of final project scope of improvements.
9. Develop cost estimates that include engineering fees and construction costs.
10. The Consultant/Engineer shall meet with the Operations Manager and Facilities Supervisor to determine final project elements and scope.
11. Prepare final design documents including contract specifications, bid documents and project drawings.
12. Assist the Operations Manager and Facilities Supervisor in bid solicitation and awarding.

Tasks

Anticipated tasks include:

1. Reviewing project information
2. Field survey work
3. Condition assessment
4. Identify rehabilitation priorities
5. Preparation of the rehabilitation contract documentation
6. Meetings as follows:
 - Staff introduction meeting
 - Facility assessment meeting
 - Three (3) facility rehabilitation planning meetings
 - Contractor bid opening

C. References

The proposal will include a reference of similar work, complete with names and contact information. Also include, if possible, one sample of the final report delivered to that reference.

III. SELECTION PROCESS

City staff will select a consultant utilizing a Quality Based Selection (QBS) process. Critical factors in that selection will include responsiveness of the proposal to this Request For Proposal (RFP), description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff, readiness to undertake the required services, ability to execute an acceptable written contract, and client references. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements, if such information cannot be satisfactorily obtained by phone or via e-mail.

The City of Urbana will require that each respondent provide certain statistical data concerning employee composition on race, color, job description and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal Employment Opportunity ordinance. The required forms are included as part of the RFP and must be completed and returned with the proposal.

IV. GENERAL REQUIREMENTS

1. The consultant's firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Illinois, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except the City of Urbana, without the prior written approval of the City of Urbana.
4. The consultant shall be financially solvent. The City reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

IV. SUBMISSION OF RFPs

Five (5) copies of the submission must be delivered to the address below by 4pm on Wednesday, August 28, 2013:

John Collins, Operations Manager
Public Works Department
706 S. Glover Avenue
Urbana, IL 61802

Any questions regarding this RFP can be directed to John Collins, at (217) 384-2380, or by e-mail at wjcollins@urbanaininois.us.