



SCOPE OF SERVICES

Solicitation Number: CLMP128

Project Name: 2013 FIELD ENGINEERING FOR PEDESTRIAN, BICYCLE, AND URBAN TRAILS ROTATION LIST

PROJECT FOR:

CITY OF AUSTIN, PUBLIC WORKS DEPARTMENT-NEIGHBORHOOD CONNECTIVITY DIVISION, THROUGH ITS CONTRACT MANAGEMENT DEPARTMENT

PROJECT TITLE:

2013 FIELD ENGINEERING FOR PEDESTRIAN, BICYCLE, AND URBAN TRAILS ROTATION LIST

OBJECTIVES OF THE PROJECT:

Provide field engineering services for various pedestrian, bicycle, and urban trail facilities throughout the City of Austin. The selected firms will provide field engineering services for the Indefinite Delivery/Indefinite Quantity (IDIQ) construction contract delivery method used by the City.

BACKGROUND:

As part of the City's ongoing effort to comply with the directives of the Federal Americans with Disabilities Act (ADA), the Public Works Department has developed more efficient and cost effective methods for sidewalk and curb ramp construction. The City also recognizes that improved and expanded pedestrian facilities are a frequently requested infrastructure improvement from the public at large. The IDIQ contract; which includes engineered details, specifications, project locations currently identified and estimated total quantities of work, will be the construction delivery method used. As each project location is further defined, specific "work assignments" are issued to the Contractor, and the Contractor completes the scope of work for the unit prices included in the contract. A field engineer is assigned to work with the Contractor to define the final scope of work, alignment and resolve any conflicts in the field. The selected firms will interface daily with members of the construction team from The City of Austin Construction Inspection Division, Right-of-Way Management Division, Project Management Division, Planning and Development Review Department Environmental Inspection, Transportation Department, and the Contractor. This contract delivery method also allows for the flexibility of adding projects based on priorities designated by the City.

ANTICIPATED SERVICES:

The selected firms will provide the following field engineering services for sidewalk, bikeway, and urban trail projects:

- PREPARE BID DOCUMENTS

- UTILIZE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO) GUIDELINES TO PROVIDE FIELD ENGINEERING SERVICES FOR BICYCLE FACILITIES
- PREPARE/PROCESS GENERAL PERMIT DOCUMENTS
- REVIEW/APPROVE CONSTRUCTION SUBMITTALS
- PREPARE SKETCHES/DESIGN DRAWINGS AS NECESSARY TO DIRECT WORK
- PROVIDE FIELD ASSESSMENT FOR CONSTRUCTIBILITY WITHIN IDIQ MODEL
- PREPARE CONSTRUCTION ESTIMATES FOR USE IN BUDGETING PROJECTS
- INTERFACE DAILY WITH IDIQ CONTRACTORS
- INTERFACE WITH CITY DEPARTMENTS, OTHER AUTHORITIES, DEVELOPERS, AND RESIDENTS TO COORDINATE WORK
- PROVIDE/DOCUMENT DAILY FIELD OBSERVATION AND DIRECTION OF SITE CONSTRUCTION
- ADDRESS CONTRACTOR QUESTIONS IN THE FIELD
- COMMUNICATE WITH STAKEHOLDERS/RESIDENTS
- ATTEND/REPORT AT WEEKLY PROGRESS MEETINGS
- ATTEND/REPORT AT NEIGHBORHOOD/COMMUNITY MEETINGS AS NECESSARY

PROPOSED SCHEDULE:

The City anticipates contracting with up to (3) three firms for a period of approximately three (3) years or until the contracting authority is exhausted. Initial project assignments will be based on highest to lowest, maximum cumulative contracted amount in comparison to the estimated budget; firm's qualifications and availability of expertise at time of the project need. The City may, however, select a firm that is felt to be the most qualified for a specific project or most able to meet a project's schedule objectives. Project-specific schedules will be agreed upon at the time professional services are defined.

COST ESTIMATE:

It is anticipated that the City will select up to three (3) firms with an estimated authorization amount of **\$500,000** per firm, for a total maximum authorization funding amount of **\$1,500,000.00**.

Compensation for individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided. The City anticipates developing and executing a professional services agreement with each selected firm. If the City is unsuccessful in negotiating a satisfactory agreement with a recommended firm(s), if a selected firm ceases practice during the contract period or if the City elects to terminate its agreement with any of the selected firms, the remaining assignments will be distributed among the remaining firms as equally as possible.

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. There must be representation for all major scopes of work listed in the prime's statement of qualifications. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience. In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

Major Scopes of Work

Civil Engineering
Site Assessment & Field Observation
Field Engineering

Other Scopes of Work

Compliance Consulting (ADA Compliance Consulting)
Cost Estimating

Notes:

- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
- If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
- Construction Inspection and Public Information and Communications are **NOT** a subconsultant opportunity on this rotation list. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.