



## ***Request for Proposals***

# **Construction Engineering and Inspection (CEI) Services**

**Concord Road (S.R. 253) Widening Project  
(Jones Parkway to Arrowhead Drive)**

**PROPOSED SCOPE OF WORK  
CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES  
CONCORD ROAD WIDENING PROJECT (WILSON PIKE TO ARROWHEAD DRIVE)**

1. **INTRODUCTION/OVERVIEW**

The City of Brentwood, Tennessee (hereinafter, “City”) is soliciting proposals from TDOT certified firms to provide Construction Engineering and Inspections (CEI) services for the project to widen Concord Road (S.R. 253) as described herein (see Paragraph 3 below). This project (PIN No. 106994.00) is a locally managed project utilizing federal funds administered through TDOT. The intent of the RFP is to procure the services of a state certified CEI firm to perform the standard scope of CEI services as would normally be provided on a TDOT managed construction contract. Only firms with TDOT pre-qualifications for CEI services at the time of submittal are eligible for selection. The City will base its selection on the contents of proposals submitted in response to this RFP and subsequent interviews, if needed.

2. **SCOPE OF SERVICES SUMMARY**

This document is to define as clearly as possible the duties of the consultant with regard to administration of the above referenced construction contract in accordance with all TDOT CEI service standards and requirements. The administration of this highway construction contract will be conducted by the consultant in full cooperation with the Brentwood Public Works Director (hereinafter referred to as “Director”) and/or his representative(s) assigned to the project as well as TDOT. The Director will have the final word in regard to challenges of consultant authority by the contractor or decisions made by the consultant regarding the work. The ultimate goal of the City and the Consultant should be to administer the contract in a highly professional manner, conducive of a cooperative relationship between the Consultant, contractors, the City and TDOT, and to complete the work on budget and on time with a minimum inconvenience and maximum safety to the public.

3. **CONSTRUCTION PROJECT SUMMARY/DESCRIPTION**

The proposed roadway improvements (+/- 0.8 miles) will begin at Jones Parkway and extend east to Arrowhead Drive. The typical section will consist of 3 lanes (2 thru lanes @ 12'-0" each and a 14'-0" center turn lane), 6-30 curb and gutter, 5'-0" sod strips adjacent to curb on both sides of the road. Along the southern side of the roadway at the back of the 5'-0" sod strip beginning at Wilson Pike (SR 252) and extending to Arrowhead Drive (+/- 1.0 mile) will be a 10'-0" multi use (bike/walk) path within the right-of-way. Along the northern side of the roadway at the back of the 5'-0" sod strip beginning at Jones Parkway and extending to Arrowhead Drive will be a 5'-0" sidewalk within the right-of-way. The proposed storm drain system and roadside ditches will be sized for a 10 year storm event. The roadway shall be widening in a symmetrical manner as much as possible, and to maximize usage of existing right-of-way when permissible. Signalization is not anticipated to be a part of this project with the exception of eastern approach loop detector repair or

replacement at the Wilson Pike (SR 252) intersection. (See **Attachment A** for project map and details).

4. **THE CONSULTANT RESPONSIBILITIES ON THIS PROJECT INCLUDE:**

- a. **Erosion Control and Preconstruction Conferences:** Prepare for and conduct the Erosion Control and Preconstruction Conferences. Address and resolve all issues that arise at the meeting with appropriate offices, agencies and divisions. Prepare and distribute detailed minutes of the meeting.
- b. **Attend Weekly meeting:** Prepare the agenda, attend, and conduct meeting every week with City personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies.
- c. **Project Administration:** Provide project administration and coordinate with the Director. Prepare for and attend, when requested, any periodic or in-depth TDOT/FHWA inspections that may be conducted on the project related to project work, progress, or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide ample inspectors and assistance to adequately oversee all work being done on the contract. Monitor Consultant hours worked on the project and justify need for overtime. Prior to starting work, submit to the Director a listing of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the Director and be available at any time in the case of an emergency on the project. The project Administrator should also obtain from the contractor a list of contractor's personnel that will be responsible for any occurrence that may arise on the project for the life of the project.
- d. **Provide Construction Inspection:** Provide effective and qualified supervision of all inspection services being conducted by Consultant and sub-consultants. All field technicians must be certified in the applicable TDOT certification workshops. Certification from another State Highway Department, nationally recognized institution, or other approved agency may be acceptable in lieu of the TDOT certification. Prior approval is required.
- e. **Conduct Field Surveys:** Conduct and supervise surveying services to obtain original, final, as well as progress estimate quantities for payment of all earthwork pay items to the contractor. Establish horizontal and vertical control on the project to be utilized by the contractor for construction layout. Be prepared to justify quantities in case of discrepancies by contractors or the City. Upon request, check construction layout when deemed necessary by the Director.
- f. **Supplemental Agreements/Construction Change, Force Account, VECP:** Notify Director of the necessity of any Supplemental Agreements/Construction Changes. Negotiate prices for additional pay items with the contractor while adhering to the

“Average Unit Price” listing when possible. Coordinate acceptance of prices with the Director. Prepare the Supplemental Agreement/Construction Change on the supplied standard form and submit to the Director for final review and submittal for processing. Submit Value Engineering Change Proposals to the Director for analysis and distribution to the appropriate parties.

- g. **Shop Drawings:** Consultant shall coordinate review and approval of any required shop drawing submittals.
- h. **Testing for Acceptance, and Training:** *(The intent is for the Consultant to provide all field testing with employees certified to perform the tests. Copies of all certifications should be filed in the project records for review by the City and TDOT at any time. Any temporary waivers of certification or licensing will be reviewed by the City for the final decision.)* Provide certification training to Consultant personnel for all necessary field testing and inspection. Monitor the testing provided by the contractor in the field as defined in the Contract, Plans or Specifications. Document Consultant testing on standard TDOT forms and distribute as required. Monitor documentation of testing by the contractor. Field testing by the Consultant includes, but is not limited to, all ACI tests for concrete including concrete plant for acceptance by the City and TDOT, nuclear density testing of earthwork, base stone, asphalt, structural backfill, and pipe backfill as defined in the Standard Specifications and the TDOT sampling and testing schedule.

The Consultant will also provide aggregate analysis and moisture testing for roadway embankment and base stone materials as defined in the Standard Specifications and the TDOT sampling and testing schedule. *(Note: All tests normally to be performed by TDOT project personnel on a TDOT construction project will be performed by the consultant's personnel on this project.)* Also included as the responsibility of the consultant is miscellaneous checking of application rates and dimensions and bearings to assure conformance to Plans and Specifications. In case of notification of defective concrete as defined in the Specifications, the Consultant will submit the initial information on TDOT standard forms and receive the final disposition of the material after review. Certifications of material submitted by the contractor will be reviewed by the Consultant for conformity to the Specifications. The certification documents submitted to the City will also be reviewed for completeness and conformance to the TDOT standard form of submission. A Final Materials and Tests Certification will be submitted to the City and the TDOT Materials and Tests Manager with the Final Records.

- i. **Geotechnical Services:** Provide all Geotechnical services needed to complete project.
- j. **Progress Payments:** The Consultant will document and assemble accurate quantities for Monthly Progress Payments to the prime Contractor from actual project field records, as directed by Special Provisions in the contract, from Supplemental Agreements/Construction Changes or Force Accounts. The quantities for payment will be referenced to field records prior to submission for payment. Test reports will be on file prior to payment. The Director must approve any waiver of testing documents prior to payment. Pay quantities will be submitted to the Director for

review and payment on a printout from the “Final Record Book” program provided by the Department. Payments for stockpiled material may be made as defined in the Standard Specifications and approved by the Project Supervisor. Estimate “cutoff” will be as follows:

- The last day of each month, with the submission of the quantities to the Director for review and payment processing by the sixth of each month.
  - Copies of approved subcontracts as well as copies of actual DBE subcontractor’s contracts should be on file prior to the first Progress Payment.
- k. **Revisions to the Contract Plans:** Any revisions to the contract plans or cross sections will be submitted to the Director for processing.
- l. **Distribution of Correspondence:** Submit to the Director a copy of all correspondence between the Consultant, contractor, subcontractors, or others concerning matters related to the project. Maintain an office file copy for submission with the project Final Records.
- m. **Inspection of Work:** Provide inspection services for conformance to Plans and Specifications for all roadway, structures, and specialty items that are being incorporated into the project. Observe, measure, and record all quantities for payment. Record field measurements in project records for review by the City, TDOT or auditors. The records will be recorded on a standard form (field book) defined by TDOT and/or on field inspection forms to be submitted to the City and TDOT. Check traffic control daily, and additionally as required or requested. Notify the contractor of deficiencies or problems immediately. The consultant is not charged with the role of safety inspector, but expected to have unsafe issues corrected by the Prime Contractor. Document weekly (or as often as necessary) project traffic control on standard TDOT forms and distribute as required. Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify any and all pay quantities in the case of questions by the contractor or City. Prepare an accurate daily diary, signed by the inspector, consisting of:
- A record of the contractors on the project
  - Their personnel (number and classification)
  - Equipment (number and type or size)
  - Location and work performed by each contractor or subcontractor
  - Orders given the contractor
  - Events of note on the project
  - Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
  - Weather, amount of precipitation, temperature at morning, noon, and evening, cloudy, clear, etc.
  - Days charged, with explanation if not charged
  - Equipment arriving or leaving the project, idle equipment
  - Any other details that may be important later in the project life

- n. **Contractor's Payrolls, Employee Interviews and Contract Compliance:** Receive and check the contractor's payrolls for conformance to state wage rates as defined in the contract. Late payrolls (two weeks late) are justification to withhold progress payment. Notify the prime contractor of late payrolls and request immediate submission. Notify the Director prior to withholding payments. Conduct employee interviews on the forms submitted by the Department and compare to the submitted payrolls for accuracy. Notify the prime contractor of inaccuracies and resolve discrepancies. Adhere to Special Provisions concerning reports to be submitted to the Contract Compliance office.
- o. **DBE Subcontract Monitoring and Documentation:** Monitor and document all DBE subcontractor activities and prepare all required forms, including but not limited to DBE Company Profile and Commercially Useful Functions forms.
- p. **Reports and Files:** There are numerous reports, documents, etc., that must be generated in the process of contract administration. The Consultant is expected to be aware of all reporting and filing requirements for a federally funded project on a state route and prepare the reports and files in a timely and accurate manner. A copy (electronic or paper) of necessary report forms can be provided by TDOT as needed. Any questions regarding the requirements can be forwarded to the Director for clarification at any time.
- q. **Final Records:** Submit a compilation of project records in the TDOT standard format to the City and TDOT Final Records Department after project completion. Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Submit all final forms (FHWA-47, CC3, etc.) with the final records. Coordinate consultant hours after the project completion with the Director for approval.
- r. **Project Claims:** Prepare documentation and assist in the defense of the City and TDOT, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.
- s. **Utility Relocations:** Utility relocation occurring during the construction phase of this project is subject to be a part of this contract. Relocations that are reimbursable will be inspected for quantities that will be reviewed and verified comparing utility company records prior to payment by the City.

5. **THE CITY'S RESPONSIBILITIES ON THIS PROJECT INCLUDE:**

- a. **Director:** Provide a project supervisor to oversee and coordinate with CEI Supervisor.
- b. **Public Information/Relations:** Provide public information/relations for project development.

**NOTE:** The final delineation of duties between consultant and City is subject to change based on final negotiations with the selected consultant.

6. **GENERAL INFORMATION**

- a. **Inquiries:** Direct questions related to this RFP to Assistant City Manager Kirk Bednar **via e-mail only** to [bednark@brentwood-tn.org](mailto:bednark@brentwood-tn.org). Questions are required to be submitted by **4:30 P.M.** local time, on **October 19, 2012**.

Any addenda to the RFP issued as a result of questions submitted shall be posted to the “Current Bids and RFP’s” page of the City’s website (<http://www.brentwood-tn.org/index.aspx?page=312>). Offeror is responsible for checking this website for RFP addenda prior to submitting a response and must acknowledge review of any addenda as part of the proposal submittal.

- b. **Projected Timetable:** The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable, as required, during the course of the RFP process.

**EVENT DATE**

RFP Issued October 5, 2012

Deadline for submitting questions October 19, 2012

**Proposals Due (3:00 P.M., CST) November 2, 2012**

Committee Evaluation of Proposals Complete by November 16, 2012

Oral Interviews of selected firms week of November 26, 2012

Award of Contract January 14, 2013

- c. **Licensing and Business Requirements:** Offeror is responsible for complying with all licensing requirements and associated business regulations whether local, state or federal.
- d. **Ambiguity, Conflict or Other Errors in the RFP:** If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals, it shall immediately notify the City of such problem or concern in writing and request modification or clarification of the document. If appropriate, the City will make modifications by issuing written addenda to be posted to the “Current Bids and RFP’s” page of the City’s website (<http://www.brentwood-tn.org/index.aspx?page=312>).

The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the Request for Proposals prior to submitting the proposal, or it shall be waived.

- e. **Proposal and Presentation Costs:** The City will not be liable in any way for any costs incurred by any Offeror in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions, negotiations or protests.

**f. Evaluation Criteria:** The City's evaluation committee shall evaluate all proposals received based on the following criteria:

- 1) Ability and relevant expertise of the firm's personnel to be used in performing the service.
- 2) Past experience in the required disciplines with TDOT and/or other clients.
- 3) Qualification and availability of staff.
- 4) Demonstrated ability to meet schedules without compromising sound engineering practice.
- 5) Evaluations on prior TDOT projects, if available.
- 6) Size of project and limited or unlimited prequalification status.
- 7) Amount of work under contract with TDOT.
- 8) Whether the consultant can perform the work efficiently without compromising sound engineering practice.
- 9) Other factors, including interviews and demonstrations, as required by the City.

**g. Consideration of Proposals:** The City shall consider all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals. Any proposal that is determined to be non-responsive or incomplete may be rejected without further consideration. The unreasonable failure of an Offeror to promptly supply information in connection with, or with respect to, reasonable requests may be grounds for a determination of non-responsiveness. The City reserves the right to accept, in whole or in part, any proposal determined to be in the City's best interest.

**h. Validity of Proposals:** All proposals shall be valid for a period of **120 days** from the submission date.

**i. Public Records:** All proposals submitted are public record. Submission of a proposal shall constitute an official waiver of any confidentiality statements.

**j. Indemnification:** The firm whose proposal is accepted by the City must agree to indemnify and hold harmless the City, its officers, employees, and agents from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the firm's work on this project or the performance under any agreement between the firm and the City, except only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the City, its officers, employees, and agents.

## 7. INSTRUCTIONS FOR PROPOSAL

**a. Compliance with the RFP:** Proposals must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

**b. Delivery of Proposals:** All proposals are to be **delivered** before **3:00 p.m.**, Central time, on **November 2, 2012**, to:



Kirk Bednar, Assistant City Manager

Mailing Address:

P.O. Box 788  
Brentwood TN 37027-0788

Physical (Shipping) Address:

5211 Maryland Way  
Brentwood, TN 37210

*Note: The City will not consider any proposals received after 3:00 P.M. and, at its option, will dispose of such late proposals or make them available to the Offeror at its expense. The City will not accept any responsibility for late proposal responses being delivered by third party carriers, including the United States Postal Service.*

Proposers must submit **one (1) original** and three **(3) copies** of the proposal (**total of 4**). The envelope should clearly state on the front “Concord Road (S.R. 253) CEI Proposal”. Proposals will not be opened publicly.

The City reserves the right to withdraw this RFP at any time for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the Offeror nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the Offeror from full compliance with the RFP specifications and other requirements if the Offeror is issued a contract.

- c. **Response Format:** The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by an Offeror to include all listed items may result in the rejection of its proposal.

- 1) **Cover Letter:** Provide a cover letter indicating your firm’s understanding of the requirements of this Request for Proposals. The letter should be a brief formal letter from the Offeror that provides information regarding the firm’s interest in and ability to perform the requirements of this RFP and identifies any sub-consultant firms included as part of the firm’s proposal.

A person who is authorized to commit the Offeror’s organization to perform the work included in the proposal must sign the letter. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and e-mail address.

*Note: In order to expedite the completion of the evaluation process, Offerors must list the name, address, phone number, fax number, and*

*e-mail address of the lead person capable of answering any questions that may arise regarding their proposal in their cover letter.*

- 2) **Acceptance of Conditions:** Indicate any exceptions to the expectations and conditions of the RFP or the Scope of Work. Include a copy of all addenda to the RFP issued by City to acknowledge receipt.

*Note: Any Offeror's listing of exceptions in its proposal in no way obligates the City at any time to change the conditions of its RFP. Exceptions may be unacceptable to the City and may be cause for rejection of an Offeror's proposal.*

- 3) **Experience on Similar Projects:** Experience and qualifications of the firm to fulfill the responsibilities required herein (including its ability, skill and number of years experience in providing the required services); the firm's successful experience in working on previous projects similar in size and scope (including, but not limited to, the ability of the firm to deliver projects within established schedules and budgets must be submitted), and the firm's experience in working on federally funded projects administered or overseen by TDOT.

Provide information that documents the firm's **overall qualifications** to produce the required outcomes, including ability, capacity, skill and familiarity with applicable codes and regulations.

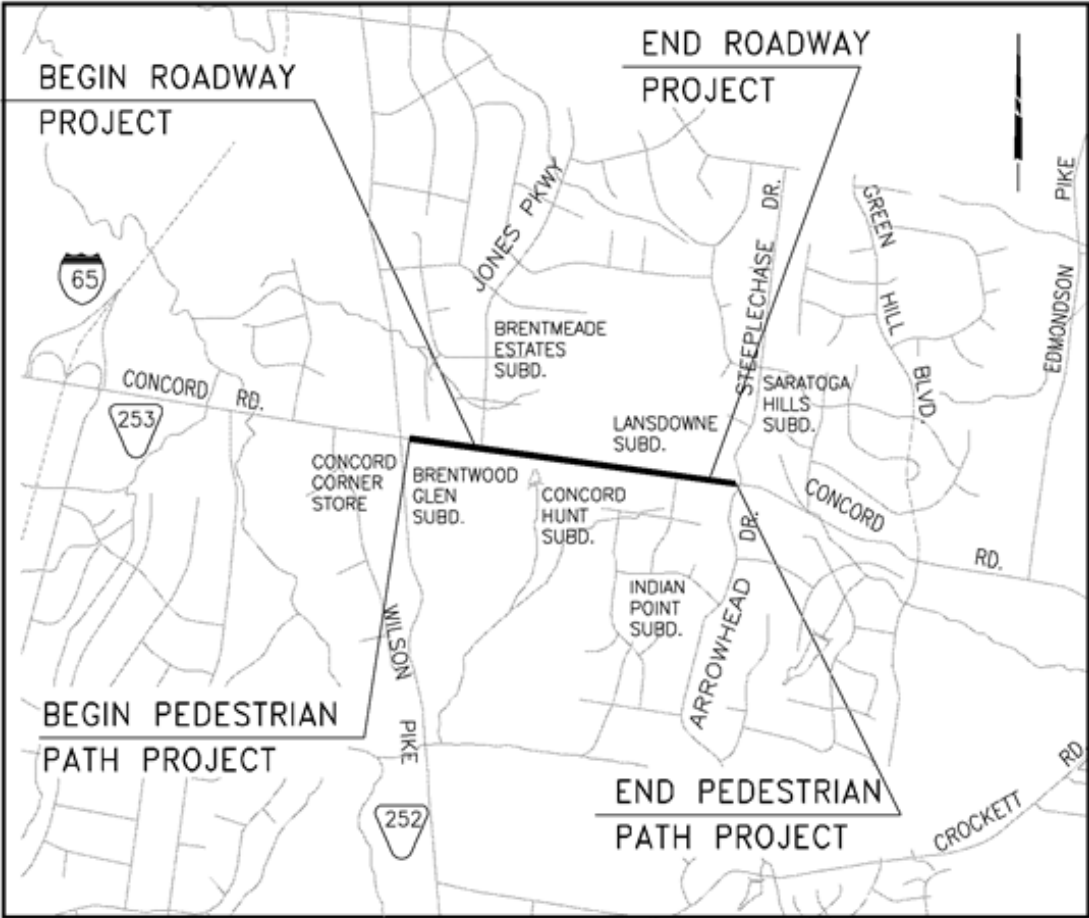
Each Offeror should include here the name, telephone number and e-mail address of the project manager (or other contact person if the project manager is no longer available) for all jobs of **similar size and scope** performed by the firm/team. Information provided for each job reference shall include:

- Project name
- Agency/department/office for which performed
- Dates of project
- Owner's project manager or other representative
- Contact person
- Dollar value of CEI contract

The City reserves the right to contact any and all references provided.

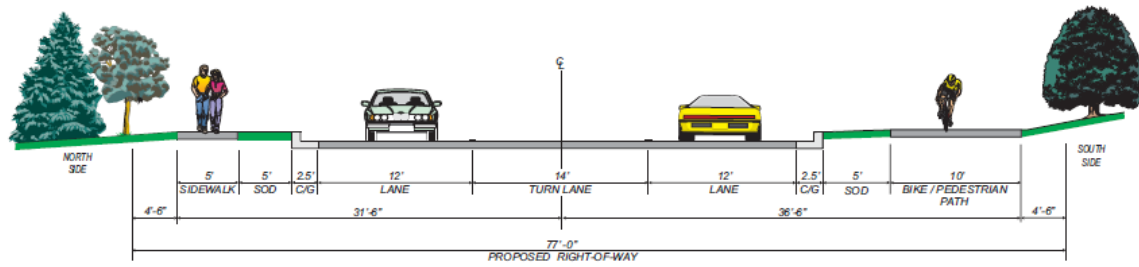
- 4) **Capacity to Perform Work:** Offeror shall provide a proposed staffing plan for this project including all "key" individuals who will be used on this project, including his/her name and position for the project. Resumes for such persons should be included.
- 5) **Other Information:** Other information addressing the relevant evaluation criteria listed above.

# ATTACHMENT A



## LOCATION MAP

NOT TO SCALE



TYPICAL CROSS SECTION  
 CONCORD ROAD (S.R. 253)  
 (AS PROPOSED)

Not To Scale



CONCORD ROAD (S.R. 253) IMPROVEMENTS

JANUARY, 2010  
 (REV. MAY 18, 2010)

