



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

Meeting Date: 9/16/2022

From: Sara Going, Project Manager

RECOMMENDED ACTION

Authorize a request for proposals (RFP) for the selection of a consultant to perform a feasibility study and provide preliminary design, environmental analysis, final design, and design support during construction for the Keystone Bridge Project.

BACKGROUND AND DISCUSSION

The project looks to replace the structurally deficient Keystone Avenue Bridge crossing the Truckee River, provide multi-modal connectivity, and improve motor vehicle circulation in the corridor. The request for proposals will seek a consultant to perform a feasibility study to determine the bridge structure type and project limits as well as to perform environmental analysis, preliminary and final design, and design support during construction for the project. The project is anticipated to utilize Federal funding.

FISCAL IMPACT

Funding for this item is included in the approved FY 2023 budget, and there is no additional cost in connection with this agenda item.

PREVIOUS BOARD ACTION

There has been no previous Board action or direction on this matter.

**REGIONAL TRANSPORTATION COMMISSION
OF WASHOE COUNTY, NEVADA**

Request for Proposal (RFP)

RTC 23-02

Instructions for Submitting a Proposal to Perform

**Professional Services for
Keystone Bridge Project Feasibility/NEPA/Design**

Due: November 18, 2022
No later than 2:00:00 p.m.



Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502
Tel: 775-348-0400
Fax: 775-324-3503

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- Attachment E – Certification Required by Section 1352 of Title 31, United States Code

INCORPORATED BY REFERENCE

The following documents referenced and incorporated herein are available on www.rtcwashoe.procureware.com:

1. Form Contract, including indemnification and insurance requirements.

SECTION 1 – INTRODUCTION

The Regional Transportation Commission of Washoe County, Nevada (RTC) is issuing this Request for Proposals (RFP) and will select the most qualified firm with whom to negotiate a fair and reasonable price and finalize a contract. Issuance of this RFP shall in no way constitute a commitment by the RTC to execute a contract.

The RTC reserves the right to issue addenda to this RFP prior to the proposal due date and may extend the proposal due date by addendum if necessary. Proposers are responsible for checking for any addenda at www.rtcwashoe.procurement.com.

Proposers are solely responsible for any costs incurred during this procurement process. The RTC reserves the right to reject all proposals received, or to cancel this RFP at any time if in the best interests of the RTC.

SECTION 2 – SCOPE OF SERVICES

The project, background, and services and deliverables to be provided, are described in Attachment A – Scope of Services.

SECTION 3 – EVALUATION FACTORS

This will be a qualifications based selection process as required by [40 U.S.C. 1101-1104 (Brooks Act) and] NRS 625.530. No pricing or cost information is to be provided with the proposal. Compensation will be negotiated with the most qualified firm after conclusion of the evaluation process. The RTC will determine the most qualified firm based on the factors identified in Attachment B – Evaluation/Scoring Sheet.

SECTION 4 – MINIMUM QUALIFICATIONS

A. Registered Professional Engineers and Land Surveyors

The proposer and its Project Manager shall comply with the registration requirements of Chapter 625 of the Nevada Revised Statutes (NRS), Professional Engineers and Land Surveyors, at the time of submission of the proposal. Such individual(s) must be employed by the firm that is submitting the proposal for consideration by the RTC. A firm cannot meet the registration requirements of NRS Chapter 625, for qualification purposes, by “borrowing” such a person from another firm under the guise of a “Joint Venture” submission. Each firm of a Joint Venture must be qualified by the RTC by having a Nevada licensed Professional Engineer on staff; each Joint Venture firm must stand alone in this requirement. If the proposal is being submitted by a Joint Venture, a copy of the documents by which such Joint Venture is formed must be submitted with the proposal. The individuals so named must be Nevada licensed Professional Engineers at the time of submission; pending licenses do not qualify.

B. Nevada Business License

The selected firm must be appropriately licensed by the Office of the Secretary of State, pursuant to NRS 76.100, prior to doing business in the State of Nevada. Information regarding the Nevada State Business License can be located at www.nvsos.gov.

Before a contract can be executed, the successful proposer will be required to provide the following:

1. Nevada State Business License Number; and
2. Business Entity's Legal Name (affirm that it is the same name under which the firm is doing business).

Additionally, if the firm is a corporation, LLC, LP, LLP, or LLLP, or non-profit corporation based out of state, it must be registered as a foreign business entity equivalent in Nevada, in active status, and in good standing with the Nevada Secretary of State.

SECTION 5 – SMALL BUSINESS ENTERPRISE (SBE) AND EMERGING SMALL BUSINESS (ESB) PARTICIPATION

The RTC encourages Small Business Enterprise (SBE) and Emerging Small Business (ESB) participation on its projects. RTC expects prime contractors to extend contracting opportunities to SBE and ESB entities on this project, whenever such opportunities exist.

SECTION 6 – DBE REQUIREMENTS

There are no Disadvantaged Business Enterprise (DBE) program goals for this procurement. However, the RTC, in accordance with Title VI of the Civil Rights Act of 1964 and Title 49 Code of Federal Regulations Part 26, hereby notifies all proposers that it will affirmatively ensure that in regard to any contract entered into, certified DBE firms will be afforded full opportunity to submit bids and proposals in response to our invitation and will not be discriminated against on the grounds of race, color, sex, age, disability, or national origin in consideration for an award. Although there is no contract-specific goal associated, the RTC encourages proposers to make the same effort to ensure nondiscrimination in the award and administration of subcontracts, to help remove barriers to the participation of DBEs, and to assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

SECTION 7 – PROCUREMENT SCHEDULE

Task	Date
RFP Issued	Monday, October 3, 2022 at 8:00 AM
Pre-Proposal Conference	Thursday, October 13, 2022 at 2:00 PM
Questions Due	Thursday, October 27, 2022 by 4:00:00 PM
RTC Responds to Questions by Addendum	Friday, November 4 by 4:00:00 PM
Proposals Due	Friday, November 18, 2022 at 2:00:00 PM
Interviews (if needed)	Tuesday, December 13, 2022
Contract Executed	February 2022

The RTC reserves the right to alter any of the dates or times shown above by addendum.

SECTION 8 – PRE-PROPOSAL CONFERENCE

The non-mandatory Pre-Proposal Conference will be held at the Regional Transportation Commission, 1105 Terminal Way, Suite 108, Reno, Nevada. The purpose of the pre-proposal conference is to review the procurement process and the RTC's needs and specifications and to address any pertinent questions from interested parties. Participation is strongly encouraged. Although RTC staff may provide verbal answers to some questions raised at the pre-proposal conference, only those answers issued in a written addendum to this RFP will be considered valid and binding on the RTC.

SECTION 9 – PROPOSALS

Proposals must not include any pricing or cost information. Proposers must adhere to the following requirements and limitations in preparing their proposals:

1. The proposal must include a cover letter. The cover letter must be single-spaced, and must not exceed two (2) 8½" x 11" pages. The cover letter must include the proposer's contact information including name of the proposer, name of a contact person, mailing address, telephone number, and email address.
2. The proposal must respond to each Evaluation Factor in the exact order presented in Attachment B – Evaluation/Scoring Sheet. Each response must be contained in its own unique, numbered section bearing the same number and title as the Evaluation Factor being addressed.

The responses to the Evaluation Factors, including any tables, must be 1.5-line spacing, must use no smaller than 11 point font, and must not exceed **FIFTEEN (15)** 8½" x 11"

pages. Any use of 11" x 17" pages will be counted as two (2) pages each. Only the responses to the Evaluation Factors count towards this page limit.

3. Proposers must attach resumes for all personnel on the proposed Project Team. There is no page limit for resumes.
4. Proposers must attach a statement disclosing any existing or potential conflicts of interest relative to the performance of the services described in this RFP. Any such relationship that might be perceived or represented as a conflict must be disclosed.
5. Proposers must attach a signed acknowledgement form for each addendum, if any.
6. Proposers must specify any objections to the terms and conditions described in this RFP. Any objections should be stated on a separate attachment titled "Objections to RFP". If an objection is stated, the proposer must propose substitute terms or conditions. If no objections are stated, it will be assumed and understood that the proposer agrees to fully comply with all terms of the RFP. The nature and extent of any objections taken will be considered by the RTC in the selection process. **OBJECTIONS MAY BE CONSIDERED MATERIAL AND MAY BE CAUSE FOR REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.**
7. Proposers must specify any objections to the terms and conditions in the Form Contract available at www.rtcwashoe.procurement.com. Any objections should be stated on a separate attachment titled "Objections to Form Contract". If an objection is stated, the proposer must propose substitute terms or conditions. If no objections are stated, it will be assumed and understood that the proposer agrees to fully comply with all terms of the Form Contract. The nature and extent of any objections taken will be considered by the RTC in the selection process. **OBJECTIONS MAY BE CONSIDERED MATERIAL AND MAY BE CAUSE FOR REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.**
8. The proposal must have a page divider between each of the sections described above.
9. Proposers must provide signed copies of each of the following: Attachment C – Affidavit Required by 23 U.S.C. Section 112(c) and 2 C.F.R. Parts 180 and 1200; Attachment D – Affidavit of Non-Collusion; and Attachment E – Certification Required by Section 1352 of Title 31, United States Code.
10. Proposers must provide one copy of their financial statements (including balance sheet and income statements) for the last two (2) years. If proposer is a wholly-owned subsidiary of a parent company, it must also submit the financial statements of its parent company for the same two (2) years. The financial statements must set forth the financial status of the entity or business unit that will actually perform the work.

Failure to meet the above stated requirements and limitations may result in a proposal being deemed non-responsive in the RTC's discretion. Later alterations, modifications or variations to a proposal will not be considered unless authorized by the RFP or an addendum.

SECTION 10 – SUBMITTAL INSTRUCTIONS

Proposers have two options for submitting their proposal and proposal materials.

Option 1: Proposers may submit the following via www.rtcwashoe.procureware.com:

- The proposal and required attachments
- The proposer's financial statements
- Signed copies of Attachment C, Attachment D and Attachment E of this RFP

Option 2: Alternatively, proposers may submit the following in a sealed envelope or box plainly marked with the name and title of this RFP, and the name and return address of the proposer:

- Five (5) memory sticks/flash drives each containing a copy of the proposal and required attachments (with the exception of proposer's financial statements)
- Five (5) hardcopies of the proposal and required attachments (with the exception of proposer's financial statement)
- One (1) memory stick/flash drive with a copy of proposer's financial statements and signed copies of Attachment C, Attachment D and Attachment E of this RFP

The sealed envelope or box must be submitted to the attention of:

Christopher Benham
Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502

Proposals received after the specified deadline **will not** be considered and will be disposed of in an appropriate manner suitable to the RTC, in its sole discretion.

Proposers will be solely responsible for the timely delivery of proposals. No responsibility will attach to the RTC, or any official or employee thereof, for failure to open a proposal not properly submitted. Faxed and/or e-mailed proposals are not allowed and will not be considered.

SECTION 11 – RULES OF CONTACT

Proposers shall **only** correspond with the RTC regarding this RFP through the RTC's designated representative. The designated representative's contact information is:

Christopher Benham
Procurement Analyst
Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502
cbenham@rtcwashoe.com
(775) 335-1868

Proposers shall not contact the RTC's employees, including RTC heads, members of the review committee and/or any official who will participate in the selection and award process, except through the process specified herein. Any communications determined to be improper may result in disqualification at the discretion of the RTC. Information regarding the RFP will be disseminated by the RTC on www.rtcwashoe.procureware.com. The RTC will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein. Failure to comply with these rules of contact may result in a proposal being deemed non-responsive in the RTC's discretion.

SECTION 12 – PROPOSER QUESTIONS

Any and all questions raised by proposers must be posted to www.rtcwashoe.procureware.com by the deadline specified in the schedule above. All requests must be accompanied by a corresponding reference to the name of this RFP.

RTC will respond to questions regarding the RFP, including requests for clarification and requests to correct errors, on www.rtcwashoe.procureware.com. Only requests submitted through www.rtcwashoe.procureware.com will be considered.

SECTION 13 – CONFIDENTIAL INFORMATION, TRADE SECRETS, AND/OR PROPRIETARY INFORMATION

All materials submitted become the property of the RTC and will not be returned. The RTC's selection or rejection of a proposal does not affect this right. The master copy of each proposal shall be retained for official files and will become public record after execution of a contract. The RTC shall not be liable for disclosure or release of information when authorized or required by law to do so pursuant to NRS 239.012.

Confidential information, trade secrets, and/or proprietary information must be marked as such in the proposal. The failure to mark this information as per NRS 332.061 shall constitute a complete waiver of any and all claims for damages caused by release of the information by the

RTC. If the RTC reviews the confidential information and determines that the information is not considered confidential pursuant to NRS Chapter 332, the RTC will contact the proposer. The proposer must advise the RTC as to whether it either accepts the RTC's determination that the information is not confidential, or withdraws the information. The proposer will not be allowed to alter the proposal after the date and time set for receipt of proposals. Notwithstanding the provisions in NRS Chapter 332, the RTC retains its immunity pursuant to the provisions of NRS 239.012 for any "good faith" release of information, and the immunities from liability provided to it pursuant to NRS Chapter 41.

Any information submitted pursuant to the above procedure will be used by the RTC only for the purposes of evaluating proposals and conducting negotiations.

If a lawsuit or other court action is initiated to obtain proprietary information, a proposer who submits the proprietary information according to the above procedure must have legal counsel intervene in the court action and defend the secrecy of the information, at its own cost. Failure to do so shall be deemed proposer's consent to the disclosure of the information by the RTC, proposer's waiver of claims for wrongful disclosure by RTC, and proposer's covenant not to sue RTC for such a disclosure.

Proposer also agrees to fully indemnify the RTC if the RTC is assessed any fine, judgment, court cost or attorney's fees as a result of a challenge to the designation of information as proprietary.

SECTION 14 – EVALUATION PROCESS

A review committee will evaluate the proposals. The review committee will be comprised of RTC staff and may include other members representing local entities.

Oral interviews may be conducted at RTC's sole discretion with proposers within a competitive range. In the event that the RTC elects to conduct interviews, each proposer in the competitive range will be advised of the format and schedule for interviews.

If interviews are not conducted, the final ranking will be determined based on scoring of the proposals. If interviews are conducted, the final ranking will be determined by the review committee after the interviews. Failure of a proposer to appear at an oral interview, if the committee elects to conduct such interviews, will be considered non-responsive, and that proposer will be eliminated from any further consideration.

SECTION 15 – NEGOTIATION OF AGREEMENT

After the final ranking, the RTC and the highest ranked proposer will finalize the scope of services, schedule of services and attempt to negotiate a fair and reasonable price and finalize the contract. The RTC shall have the right to conduct a cost/price analysis and any other analysis necessary to determine whether or not the price is fair and reasonable. All costs incurred by the proposer in connection with the negotiations shall be borne by the proposer and there shall be

no right to reimbursement from the RTC. Negotiations shall be confidential and not subject to disclosure to competing proposers. The terms agreed to by the parties shall be confidential until a contract is executed.

If an acceptable agreement cannot be reached with the highest ranked proposer, the RTC may terminate negotiations with that proposer and proceed to negotiate with the next highest ranked proposer, and so on, until an acceptable agreement is negotiated, or the RTC, in its sole discretion, elects to terminate the procurement.

If an acceptable agreement is reached, the contract will be submitted to the RTC's governing body with a recommendation of award. After award and execution of the contract, proposals can be requested from the RTC via a public records request.

SECTION 16 – PROTEST PROCEDURES

RTC's policy and procedures for the administrative resolution of protests are set forth in RTC's Management Policy P-13 at <https://www.rtcwashoe.com/about/procurement/>. RTC will furnish a copy of Management Policy P-13 upon request.

Attachment A – SCOPE OF SERVICES

INTRODUCTION

With the Keystone Bridge Project, the Regional Transportation Commission of Washoe County (RTC) seeks to replace the structurally deficient Keystone Avenue Bridge over the Truckee River and address multi-modal circulation in the corridor surrounding the bridge, approximately from 1st Street to California Avenue.

This Request for Proposal (RFP) seeks to select one (1) firm to perform a feasibility study, environmental services, permitting assistance, preliminary engineering, final design, federal grant application support, and bidding services. RTC is anticipating to use a typical design-bid-build project delivery method. Federal funds will be applied to the project, requiring the completion of the National Environmental Policy Act (NEPA) process, with the Federal Highway Administration (FHWA) as the Lead Agency.

The 2050 Regional Transportation Plan (RTP) currently shows preliminary design and environmental study to be completed in the 2021-2025 time period and construction of these improvements to be completed in the 2026-2030 time period. The estimated total cost of the improvements in the RTP is \$61.2 million.

BACKGROUND

The Keystone Avenue Bridge is a major structure over the Truckee River in Reno, Nevada and was built in 1966 as part of an urban interchange extending from Jones Street to California Avenue. The mature urban area around the bridge is mixed-use consisting of residential, commercial, parks, schools and historic properties. Keystone Avenue is classified as a minor arterial connecting the large residential neighborhoods in west Reno to Downtown Reno and Interstate 80. The bridge currently supports an average daily traffic volume of approximately 13,000 trips, utilizing four vehicle lanes. There are currently no pedestrian or bicycle facilities on the bridge. The Keystone Avenue Bridge and Booth Street Bridge are the only Truckee River crossings between McCarran Avenue and Arlington Avenue.

In 2012, an inspection gave the bridge a sufficiency rating of 28 out of 100, classifying it as structurally deficient. In 2012, NDOT also conducted a Road Safety Audit from California to Fourth Street. In 2014, the RTC did a corridor study of Keystone Avenue with extensive public outreach evaluating conditions and alternatives from California Avenue to McCarran Blvd. Both the safety audit and corridor study discuss the modal deficiencies and geometric constraints of the urban interchange and look at the bridge replacement as an opportunity to address these issues.

The corridor study also identified six alternatives to address deficiencies in the Keystone Ave./California St./Booth St. urban interchange on the south end of the bridge, some of which had significant right-of-

way impacts. The least impactful of these alternatives (Alternative F) was identified and built in 2019 as a short-term improvement to the California Street / Keystone Avenue intersection.

In 2015, TRFMA (Truckee River Flood Management Authority) identified bridges that have adverse flood impacts in the downtown area. The Keystone Bridge was not identified as a factor in flood events but any replacement will need to be evaluated for flood impacts.

The scope of work identified for this project intends to build upon the previous studies with the primary goals of successfully replacing the structurally deficient bridge and improving multi-modal connectivity in the bridge vicinity.

GENERAL REQUIREMENTS

The following sections provide general guidance to the Consultant in preparing a detailed proposal for this RFP. These sections do not necessarily represent the full scope of services expected from the Consultant. The Consultant selected for this Project will be experienced in performing similar work and it is anticipated that the Consultant may identify additional tasks or propose alternative methods and techniques within its proposal to successfully complete this Project. The Consultant shall identify and provide a Project Team necessary to deliver the Project within established schedules and budgets. The work consists of providing environmental and professional engineering services to advance the Project through the National Environmental Policy Act (NEPA) process and develop a package to advertise for construction bidding. All work shall be in accordance with and meet the requirements of NDOT's LPA manual, which can be accessed using the following link:

<https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/engineering/design/local-public-agency>

Anticipated timelines for completion of work are below:

- Feasibility Study: January 2023 – June 2024 (18 Months)
- Preliminary Design & NEPA: July 2024 – December 2025 (18 Months)
- Final Design: January 2026 – December 2026 (12 Months)
- Construction: January 2027 – December 2028 (24 Months)

1. PROJECT MANAGEMENT

The Project work shall include project management by the Consultant. The Consultant shall provide a project manager responsible for the timely completion of the project and to work as a liaison with the RTC Project Manager. The Consultant Project Manager shall be the main point of contact on the Project and shall attend all Project meetings and coordinate all aspects of the Project. The Consultant shall also

name task leads for each major task or discipline. The Consultant Project Manager and task leads may not be changed without specific written authorization from the RTC Project Manager.

The Consultant shall provide effective project management that will deliver the Project within established schedules and budgets; develop a project management plan that will effectively communicate, plan and execute the work required to successfully complete the project; conduct a cost and risk assessment and value engineering workshop and provide continuous risk assessment and value engineering strategies. In addition, the Consultant shall integrate the RTC's project manager into the project management plan, and coordinate all Project development activities with the RTC's Project Manager, and with City of Reno representatives, property owners, local and state permitting agencies, utility providers, and other stakeholders within the Project area as directed.

The CONSULTANT shall be responsible for scheduling, attending, preparing exhibits, and providing meeting minutes for meetings as required by the RTC. The initial Project Management tasks, activities, and deliverables are expected to include, but may not be limited to, the following:

- Kickoff, progress, technical and stakeholder meeting materials and summaries
- Project Management Plan
- Manage critical path schedule for this scope of service
- Oversight and coordination of project committees
- Project coordination and documentation
- Risk Assessment
- Monthly progress reporting
- Quality Assurance/Quality Control
- Outreach support services

2. PUBLIC & AGENCY INVOLVEMENT

The Consultant will develop a Public Outreach and Involvement Plan that outlines specific objectives, organization and roles of stakeholders, and a schedule of target activities to accomplish the objectives of the Project. The Plan shall include a proactive public involvement process for all stages of project development including all NEPA associated public hearings. The objectives of the proactive public involvement processes should include early and continuous involvement; reasonable public availability of technical and other information; collaborative input on design, mitigation needs; open public meetings; and open access to the decision-making process prior to closure.

Public Informational Meetings will be held with residents, property owners adjacent to the project, stakeholders, and other members of the public to discuss project limits, scope, tentative schedule,

access, public notification requirements, and concerns of adjacent properties. Assemble and manage a Project design review committee and stakeholder working group (including but not limited to above groups) to develop and implement a landscape and aesthetics plan that is sustainable and meets the community goals defined in the Feasibility study.

Outreach efforts should consider inclusion of the various Neighborhood Advisory Boards (City of Reno)), as well as businesses and business groups. These efforts shall be coordinated with the RTC Communications Team. Public involvement and outreach activities to communicate proposed Project improvements include, but are not limited to, the following:

- Public Outreach and Involvement Plan
- Public Information Meetings
- Project Scoping Meeting
- NEPA Public Hearing
- Individual property owner meetings
- Councils and Boards
- Local and State Agencies
- Commissions

3. FEASIBILITY STUDY

The Consultant shall perform a Feasibility Study and Conceptual Alternatives Analysis for the purpose of refining the project scope and determining a preferred alternative for progression to preliminary design and NEPA evaluation.

The results of the Feasibility Study will identify the ultimate project limits, area of potential effect, the bridge structure type and general aesthetic solutions for multi-modal circulation in the project vicinity (on or off the bridge), and intersection improvements at the urban interchange of Keystone Ave./California St./Booth St.

General tasks required to complete the Feasibility Study will include project coordination and visioning, conceptual alternatives development and analysis, public outreach, stakeholder involvement, data collection, evaluation of existing conditions, cost analysis, determination of right-of-way impacts, constructability review, and identification of environmental factors and required permits for project completion. The alternatives analysis may be broken into multiple stages for screening and evaluation.

Expected deliverables include:

- Summary of existing data and project opportunities and constraints
- Alternatives Analysis Memorandum
- Selected bridge and roadway concept and the associated impacts

- Constructability and cost reviews of selected concept
- Final Feasibility Report

4. INVESTIGATION OF EXISTING CONDITIONS

The Project will require investigation of existing conditions including, but not limited to:

4.1 Geotechnical Investigation

The Consultant will research existing geotechnical studies and reports, perform field exploration, and complete field and laboratory testing and engineering analyses to allow formulation of geotechnical recommendations for design and construction.

4.2 Topographic Survey

The Consultant shall perform all necessary field surveys, photogrammetric mapping, and office support to develop and analyze the alternatives and to perform design tasks. Mapping shall be detailed and extensive enough to identify drainage concerns, possible utility conflicts, design challenges, river hydraulics, and right-of-way impacts. Surveys shall be performed under direct supervision of a Nevada Registered Professional Land Surveyor.

4.3 Right-Of-Way Mapping and Engineering

The Consultant will obtain recorded right-of-way based upon Washoe County GIS information. The right-of-way will be shown on the project plans and used as the basis for right-of-way engineering services.

The Consultant will perform boundary surveying including preparation of full Metes and Bounds descriptions of potentially impacted parcels. Right-of-way engineering services include, but are not limited to, exhibit maps, legal descriptions, and title reports for permanent and/or temporary construction easements on each parcel.

4.4 Subsurface Utilities

The Consultant will investigate and locate subsurface utilities within the bridge alignment, roadway R/W, and areas reasonably affected, in accordance with the American Society of Civil Engineers Standard guideline for the Collection and Depiction of Existing Subsurface Utility Data, Quality Level C.

Based on field and records investigation, Consultant will provide the RTC a list of utility companies whose utilities are likely to be within the Project limits or reasonably affected by the project. RTC will issue the initial notification to the utility agencies. Consultant will obtain all record information and coordinate with the utility agencies to allow for a complete understanding of existing facilities and potential conflicts, planned improvements, potential relocations and new installations, and to insure utilities likely affected by the Project are accurately depicted on the Project plans. Additionally, consultant shall

evaluate potential conflicts through additional field investigation, determine conflict resolution strategies, and incorporate utility design and schedules, as necessary, into the Project plans and specifications.

4.5 Existing Hydrology

The Consultant will review hydrology of the Truckee River within the impact area of the Keystone Bridge project. Consultant will incorporate hydraulic analysis performed as part of previous studies and identify engineering solutions that meet flood capacity requirements, reduce flood hazard and facilitates Project construction. Consultant will provide hydraulic analysis necessary to secure permits and regulatory approval for Project implementation.

4.6 Traffic Analysis

The Consultant will collect new peak hour volumes and turning movements within the project area, to update/verify the volumes identified in the 2014 Keystone Avenue Corridor Study. Volume counts will include data for bicyclists and pedestrians.

The Consultant will evaluate the existing conditions and one future scenario year using outputs of the RTC's travel demand model, historical growth indicators, and known planned/approved development. Collected traffic data will be utilized to develop and evaluate alternatives in the Feasibility Study.

4.7 Environmental Background

The Consultant will collect background information to inform environmental assessment including land uses, historic resources, identification of Section 4(f) and Section 6(f) recreational resources, biological resources, mapping of jurisdictional wetlands and water boundaries, and hazardous material sites. The Consultant will identify needed environmental permits and approvals for construction.

5. PRELIMINARY DESIGN

The Consultant shall be responsible for evaluating and further developing the recommended alternative identified in the Feasibility Study. Preliminary engineering tasks, activities, and deliverables are expected to include, but may not be limited to, the following:

- Development of Preliminary (30%) Plans
- Hydraulic Analysis
- Structural Design and Analysis including a Type Selection Report
- Identify right-of-way needs
- Utility conflict identification
- Prepare conceptual construction cost estimate
- Recommend construction packaging

6. ENVIRONMENTAL STUDIES, DOCUMENTATION, AND PERMITTING SUPPORT SERVICES

The Consultant shall provide environmental services up to and including completion of the National Environmental Policy Act (NEPA) process. Consultant will identify foreseeable potential actions that would require federal agency review and provide recommendations as to the potential project development considerations that may be encountered.

The Truckee River is designated “Waters of the United States” and is therefore under the jurisdiction of the US Army Corps of Engineers (and the Carson-Truckee Water Conservancy District as the local sponsor). Work elements within the designated limits of the drainage way will require coordination with the Army Corp to assure compliance with all regulations and permit requirements.

The environmental tasks, activities, and deliverables provided by the Consultant include, but may not be limited to, the following:

- Notice of Intent to Study, Scoping, Purpose and Need Statement, and Alternative Development
- Plan, schedule, and support all Public Information Meetings
- Develop a Draft NEPA Document to include data collection, investigation, analysis, and documentation of significant impacts and proposed mitigation measures
- Dissemination of draft document for agency and public review and comment and response preparation
- Plan, schedule, and support the Location/Public Hearing
- Develop Final NEPA Document
- Preparation of draft Final Design Report for NDOT’s submittal to FHWA.
- Data collection and field investigation
- NEPA coordination with NDOT and resource agencies
- Regulatory coordination and permitting with US Army Corps of Engineers, Nevada Division of Environmental Protection, Nevada Division of State Lands
 - Initiate Construction permit submittals to ensure overall Project schedule is maintained
 - Apply for and obtain regulatory permits required for Construction of the Project

7. FINAL DESIGN

CONSULTANT shall prepare Final Construction Plans and Technical Specifications and provide technical support and coordination with the RTC to successfully finalize the design and prepare a cost effective construction bid package. Design shall meet local and federal standards and requirements.

Final Construction Plans and Technical Specifications shall be in accordance with RTC's standards and requirements. Structural design will be in accordance with the AASHTO LRFD Bridge Design Specifications and the NDOT Structures Manual.

Provide design and cost estimates and type selection analysis for project drainage structures, grade separations or retaining wall as required. Preparation of final structural plans, specifications and estimates of structures, retaining walls, and drainage structures.

The Final Design tasks, activities, and deliverables provided by the CONSULTANT include, but may not be limited to, the following:

- Prepare plans, construction estimates and specifications to deliver a complete project. Develop all plans and estimates according to RTC procedures. Coordinate with RTC to produce plans, construction estimates and breakouts.
- Submit progress plans at 60% and 90% completion. Provide specification notes for any special items of work or phasing of construction to be included in the Special Provisions.
- Quality Assurance (QA) Review. The Consultant will perform an independent design check of the bridge plans in conformance with NDOT bridge design procedures. The Consultant shall be responsible for incorporating any changes or corrections generated from the independent QA review into the design documents. The quality and accuracy of the plans shall remain the responsibility of the Consultant. The Consultant shall make all necessary revisions and corrections resulting from errors and omissions on the part of the Consultant without additional compensation. Acceptance of the work product by RTC shall not relieve the Consultant of the responsibility for subsequent correction of any such errors and the clarification of ambiguities. The Consultant shall be held responsible for additional costs in subsequent related construction resulting from errors and omissions, which are the result of carelessness or negligence.
- Provide technical support and coordination to successfully complete all permitting requirements
- Regular review meetings
- Plan Production and Distribution
- Provide 100% Design Plans, Specifications, and Engineer's Estimate
- Prepare, compile, and support RTC to generate final bid documents for Design-Bid-Build construction contractor procurement
- Support RTC with bid related services during pre-bid meeting and responses to questions during bidding

8. DESIGN SUPPORT DURING CONSTRUCTION

As the Engineer of Record, the Consultant shall provide design support services as necessary for construction of the Project. Design support services during construction include, but are not limited to the following:

- Construction Engineering Support
- Construction Geotechnical Support
- Prepare Record Drawings

9. GRANT SUPPORT

The Regional Transportation Commission intends to pursue federal grants to fund the project improvements. The Consultant will provide support in identifying grant opportunities and the development of grant application documents for the Project.



**Attachment B
EVALUATION/SCORING SHEET**

Project Name Keystone Bridge Project

Proposer Name _____

Numerical Values for Scoring: Excellent = 90-100, Very Good = 80-89, Good = 70-79, Unacceptable = 0-69.

Evaluation Factor/Criteria	Weighting (%)	Max Points	Pre-Consensus Meeting Score	Consensus Meeting Revised Score (if applicable)	Final Post-Interview Revised Score (if applicable)	Consensus Meeting FINAL Points Awarded	Descriptions of Strengths/Weaknesses and Explanations of Revised Scores (if any)
Factor 1: Project Understanding and Approach A) Describe your firm's understanding of the project goals and challenges. B) Describe your team's approaches to identify preferred project alternatives, complete the NEPA process, obtain permits timely, and advance design. C) Provide a plan regarding interaction with various agencies during NEPA design. D) Describe your public outreach and engagement approach.	35%	100					<i>Strength(s):</i> <i>Weakness(es):</i> <i>Explanation of Revised Score(s) (if any):</i>
Factor 1 Weighted Points Calculation(s)	%		0.0	0.0	0.0	0.0	
Factor 2: Project Management A) Provide a schedule with a narrative describing how you will meet the major milestones within RFP. B) Identify and describe specific methods used to complete the Project requirements identified in the Scope of Services. Consider staffing strategies and opportunities that could result in cost effective management and implementation of proposed services. C) Describe PM's special skills that will benefit the Project.	30%	100					<i>Strength(s):</i> <i>Weakness(es):</i> <i>Explanation of Revised Score(s) (if any):</i>
Factor 2 Weighted Points Calculation(s)			0.0	0.0	0.0	0.0	
Factor 3: Project Team A) Provide an organizational chart of the Project Team, including task leads and subconsultant(s), and the responsibilities of the team members; B) Provide a summary of the project team members' experience working together on projects of similar scope. Describe proposed team's experience with similar projects; C) List up to 6 key staff with their years of experience, length of employment with their current firm, training, education, licenses, capabilities, and strengths related to their role on this project. For each key person identified, list 2-3 comparable projects in which he/she has played a key role. For projects other than those listed under Past Performance, provide the project owner and an owner reference. D) Identify availability of key staff who will successfully complete the project within the timeframes outlined in the Scope of Services.	20%	100					<i>Strength(s):</i> <i>Weakness(es):</i> <i>Explanation of Revised Score(s) (if any):</i>
Factor 3 Weighted Points Calculation(s)			0.0	0.0	0.0	0.0	
Factor 4: Past Performance Briefly describe up to 5 relevant projects completed by the Project Team by providing the following information for each relevant project: A) Project owner and reference (include name, current phone number, and title/role during the project); B) Description of the services provided by the Project Team on each project (identify if service was performed as prime consultant or subconsultant); C) List the Project Team members that worked on each Past Performance project and their role on the project (provide name of firm that key staff worked at during Past Performance as applicable); D) Dates the services were provided, if the services were provided within the original schedule budget. Provide a brief description of any schedule and budget issues including how they may have been mitigated; E) Original agreement cost for services and a brief description of any amendments; F) Describe the notable successes with the service.	15%	100					<i>Strength(s):</i> <i>Weakness(es):</i> <i>Explanation of Revised Score(s) (if any):</i>
Factor 4 Weighted Points Calculation(s)			0.0	0.0	0.0	0.0	
TOTAL:	100%		0.0	0.0	0.0	0.0	

Name of Evaluator (print): _____ Employer: _____

Signature of Evaluator: _____ Date: _____