

**City of Sullivan
210 West Washington
Sullivan, Missouri 63080
(573) 468-8965**

**Request for Proposal
for
Engineering Services
for
Design, Staking and Contract Preparation
and Administration for Distribution Feeder**

Date: November 14, 2014

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SECTION 1. PURPOSE AND INTRODUCTION

The City of Sullivan is soliciting a Request for Proposal to design, stake, prepare and administer a construction contract for a distribution feeder to serve the industrial park.

SECTION 2. PROPOSAL REQUIREMENTS

Discuss the qualifications of your firm and its ability to provide design, staking and contract administration services for the proposed type and scope as delineated above. Particularly discuss the following elements.

A. General Consultant Information

List the general information of your firm including name, mailing address, location, phone number, fax number and email address of firm/person submitting the proposal.

B. Related Experience and Past Performance of Firm

Indicate recent related and special experience of your firm in conducting services of similar scope and magnitude. Include the name of the client and project, location, scope of work and services provided, date completed, and contact, including telephone number.

C. Personal Availability and Work Load

Provide a list of key persons and/or specialists to be assigned to this project and indicate your firm's current work load and availability of personnel to complete the project in a timely and professional manner.

SECTION 3. SCOPE OF SERVICES

The City of Sullivan plans to construct a three-phase, 12.47/7.2 kV distribution feeder from an existing substation to an industrial park. The feeder will be constructed using 336.4 MCM ACSR conductor and will be approximately 2.75 miles in length. The City has obtained the necessary easements for the feeder. The engineering services required for this project are as follows.

- A. Review the site and become familiar with features, design requirements and condition of the site.
- B. Design and field stake the project.
- C. Prepare plans and specifications, contract documents and material list.
- D. Notify perspective contractors and conduct formal bid opening.
- E. Assemble necessary contract documents for action by the City.
- F. Conduct pre-construction conference with City and successful contractor.
- G. Monitor construction as requested and make final inspection.
- H. Prepare contract closeout documents.

SECTION 4. SUBMISSION OF PROPOSALS

Two (2) copies of the proposal shall be submitted to Ms. Jan Koch, City Clerk, City of Sullivan, 210 West Washington, Sullivan, MO 63080 by 4:00 P.M., December 3, 2014

SECTION 5. EVALUATION CRITERIA

Criteria used to select a qualified Firm include the following factors.

- A. Specialized experience and technical competence of the Firm with respect to the type of services required.
- B. Capacity and capability of the Firm to perform the work in a timely manner.
- C. Past record of performance of the Firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
- D. The Firm's proximity to and familiarity with the area in which the projects are located.

SECTION 6. ENGINEERING SERVICES AGREEMENT

The City will execute an Engineering Services Agreement with the selected Firm for the services described above. If an agreement is not reached, the City may elect to execute an agreement with another qualified Firm.