

## **REQUEST FOR PROPOSAL / SCOPE OF WORK**

Job 040760, Fletcher Creek Str. & Apprs. (Logan Co.) (S)

### **I. PROJECT DESCRIPTION**

Logan County (Owner) is proposing to engage a design firm or a team of design firms to provide professional engineering services for the replacement of a bridge over Fletcher creek along Jack Creek Road/ County Road 19 near its intersection with Golden City Road south of Booneville, Arkansas.

This project includes Federal Lands Access Program funds, and all work will be reviewed and approved by the Arkansas Department of Transportation (Department) and Federal Highway Administration (FHWA) - Eastern Federal Lands Highway Division (EFLHD). All work and contract requirements shall conform to requirements of the FHWA, Department and Logan County.

The plans will not be required to be prepared in standard Department format.

The scope of work for engineering services will generally consist of providing the following tasks:

- Design, and Land Surveys as necessary to complete project
- Documentation for environmental clearance
- Environmental compliance surveys
- Environmental permitting
- Public involvement process
- Roadway design and plans
- Bridge design and plans, including necessary hydrologic and hydraulic information
- Geotechnical studies
- Right of way plans
- Bidding phase
- Construction Inspection
- Construction Management

The Consultant or Consultant team shall be capable of providing all of the above tasks.

## **II. SERVICES TO BE FURNISHED BY THE DEPARTMENT**

### **A. Environmental**

1. Provide sample environmental clearance documents
2. Review documents for public meetings
3. Review draft documents
4. Coordinate with FHWA for tribal correspondence and document approvals
5. Coordinate with and submit letters prepared by the Consultant to State Historic Preservation Officer (SHPO), US Army Corps of Engineers, and other federal, state, and local agencies as necessary.
6. Submit the Consultant-provided Section 404 permit application
7. Electronic distribution of the final environmental document

### **B. Design**

1. Review and approve the pavement design report
2. Review and approve all design plans
3. The Department will submit this Consultant provided information – erosion control plans, Stormwater Pollution Prevention Plan (SWPPP), and Notice of Intent to Arkansas Department of Environmental Quality (ADEQ) for National Pollutant Discharge Elimination System (NPDES) permit application.

### **C. Right of way**

4. Provide stewardship and oversight and documentation of ROW exceptions

## **III. SERVICES TO BE FURNISHED BY THE OWNER**

- a. Review of Public Notices**
- b. Schedule and hold public meetings**
- c. Final acceptance of project and project closeout**
- d. Assume responsibility of the NPDES permit after project completion**
- e. Provide long term maintenance and operation of the facility**

## **IV. SERVICES TO BE FURNISHED BY THE CONSULTANT**

### **SURVEYS**

The Consultant shall be responsible for obtaining all required aerial photography (other than that provided by the Owner) and topographic mapping. The Consultant shall also be responsible for all field surveys including topographic surveys, hydraulic surveys, and property surveys. All survey tasks shall be performed under the supervision of an Arkansas Registered Professional Surveyor and shall be consistent with Arkansas minimum standards and in compliance with Arkansas laws and regulations governing the practice of Land Surveyors.

### **ENVIRONMENTAL CLEARANCES AND DOCUMENTATION**

Prepare environmental clearance documentation. A Categorical Exclusion is assumed, however modifications to contact will be made if the environmental document is elevated to an Environmental Assessment (EA) or Environmental Impact Statement (EIS).

#### **A. ENVIRONMENTAL DATA COLLECTION**

Preliminary environmental data associated with the proposed project area will be collected and assessed for the social, economic, and natural environments. Data related to the following impact areas should be included:

1. Air Quality
2. Noise Quality
3. Hazardous Materials
4. Wetlands and Stream Impacts
5. Water Quality, including Public Drinking Supplies
6. Farmland
7. Land Use and Land Cover
8. Migratory Birds
9. Terrestrial and Aquatic Communities
10. Endangered and Threatened Species
11. Economic
12. Community
13. Relocations including Homes, Businesses, Non-profit Organizations, and Tenants of all types

14. Environmental Justice and Title VI
15. Recreational Areas
16. Archeological and Historic Sites
17. Visual
18. Section 4(f) and 6(f) properties
19. Secondary and Cumulative Impacts

Preliminary environmental data collection is part of the initial scope of work's justification of costs and fees. If any additional analyses or data collection are needed beyond a Phase I Cultural Resources survey, or beyond noise impact analysis, these services will be added through a supplemental agreement.

## B. ENVIRONMENTAL CONSTRAINTS MAP

1. All environmental data collected will be transferred to appropriately scaled aerial photographs to produce a map that indicates all known environmentally sensitive areas. The approved map will be the basis for avoidance and minimization of environmental impacts during the design process and notations on the plans for restraining conditions on the Contractor, in accordance with Section 107.10 of the Standard Specifications for Highway Construction. Contract Special Provisions will be developed as necessary to provide protection for environmentally sensitive areas or features and to provide guidance to the Contractor. Owner will supply current aerial photography for use on the project; any additional photography deemed necessary beyond that provided shall be the responsibility of the Consultant.
2. Constraints Mapping shall include an on-site survey level of site reconnaissance to verify desktop-collected data. A Constraints Memo shall be developed that summarizes the results of mapping and data collection and shall include avoidance recommendations.

## C. LOCATION AND/OR DESIGN ALTERNATIVES

1. Develop conceptual layout for all location and/or design alternatives, which will include but not be limited to major drainage structures, accelerated construction techniques, and any intersection locations. Development of alternatives shall include early and continuous coordination with the Owner, Department, FHWA and appropriate resource agencies. Electronic copies of the design shall be furnished to Department in Bentley MicroStation "DGN" format and furnished to the Owner in PDF format.
2. The Consultant shall work to avoid and/or minimize environmental impacts, as appropriate. If impacts cannot be avoided, then the impacts shall be minimized. Mitigation for impacts should occur as a last resort.
3. Prepare cost estimates for each alternative.

4. After all reasonable and feasible alternatives have been reviewed by the Department and FHWA; a determination will be made on which type of environmental document (Environmental Impact Statement, Environmental Assessment, or Categorical Exclusion) is warranted.

#### D. PUBLIC INVOLVEMENT – IF REQUIRED

1. Coordinate with the Owner and Department on time and location of the public involvement meeting.
2. Prepare and submit notice of public involvement meeting to the Owner and Department for review and approval. Place the approved notice in a local newspaper in accordance with Department policies and requirements.
3. Prepare public involvement displays and handouts for review and approval of the Owner and Department. Provide adequate numbers of handouts and displays for the public involvement meeting.
4. Conduct public involvement meeting and assist the Owner by being prepared to answer questions and explain all concepts of the proposed alternatives.
5. Prepare synopsis of the public involvement meeting, review and respond to comments received at the meeting (Public involvement transcript), and submit Title VI report.

#### E. CULTURAL RESOURCES AND HISTORIC PROPERTIES

1. Perform a cultural resources impact evaluation and comparison for the NEPA document based on state records research and an on-site inspection of high probability sites, and a historic structures survey for all alternatives.
2. After a Preferred Alternative is identified, conduct surveys, complete and submit a cultural resources report to SHPO. Cultural resources clearance will be required for the final environmental documentation.
3. Coordinate with FHWA through Department for tribal consultation and correspondence.

#### F. BIOLOGICAL INVESTIGATIONS

1. Conduct wetland surveys and delineations to determine the limits of all jurisdictional waters of the United States and potential jurisdictional wetlands within the project limits. The area of the project impact to jurisdictional waters, including wetlands and streams, will be determined to permit the project under Section 404 of the Clean Water Act. Wetlands will be delineated using the U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual of 1987 and applicable supplemental guidance published by the USACE for the project location.

2. Contact the U.S. Fish and Wildlife (USFWS) to ensure that all state and federally listed threatened and endangered species of concern are identified, as well as their habitat areas, to avoid/minimize impacts. If suitable habitat for any listed threatened or endangered species is encountered within potential location alternatives, it may be necessary to survey for the species. Presence and absence surveys for any listed threatened or endangered species are not included as part of this scope.

#### G. HAZARDOUS / REGULATED MATERIALS

Conduct a literature and database review and a visual survey to identify potential hazardous/regulated material sites in the vicinity of the proposed project. The results of this effort shall be documented in the Environmental Documentation. This work shall include:

1. Overview and Summary of Hazardous Material Sites within the Study Area - This initial screening will include a review and evaluation of applicable state and federal regulatory agency databases.
2. Identification of Sites of Concern – A review and evaluation of the following list will be performed for the reasonable and feasible alternatives: Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), National Priority List (NPL), Resource Conservation and Recovery Act (RCRA), Regulated Storage Tanks (RST), Leaking Regulated Storage Tanks (LRST), State Superfund, and City/County Solid Waste Landfills.
3. Visual survey of the study area.

#### H. ENVIRONMENTAL DOCUMENT

1. Prepare environmental document. It is anticipated that a Categorical Exclusion will be warranted for this project. Include location studies, Biological assessments (per Section 7 Endangered Species Act) noise analysis results, and Section 4(f) evaluations if necessary.
2. Submit draft environmental document in MS Word format for text and pdf format for figures and attachments for review by the Owner and Department.
3. Perform revisions necessary to respond to comments from Owner and Department review.
4. Submit final draft to the Owner and Department for FHWA approval.
5. Prepare designated number of copies of environmental document after FHWA approval and distribute as directed. An electronic copy of the approved environmental document in pdf format shall be provided to the Owner and the Department.
6. Coordinate and obtain appropriate Federal and State permits and clearances (Section 106, Section 404, STAA, etc.) necessary for the environmental clearance and to construct the proposed project in compliance with Department procedures. Provide environmental

information needed for completion of the NPDES SWPPP to design team, including wetland locations and acres of impacts, endangered and threatened species, 303(d) waters, Total Maximum Daily Load (TMDL) waters, operator of local municipal separate storm sewer system (MS\$), and special waters for 50-ft buffer zone.

## **I. CONSTRUCTION PLAN AND SPECIFICATIONS DEVELOPMENT**

Prepare special provisions related to environmental commitments and protection. The Environmental Staff shall work with the Roadway and Bridge Designers to ensure all environmental commitments and regulatory requirements are incorporated into project plans and contracts by use of plan sheet notes, general notes and special provisions.

(NOTE: Close coordination should be maintained with Department to insure that all aspects of the environmental process meet Department approval. This includes approval of deliverables and dates of delivery for each task).

## **J. ROADWAY DESIGN AND PLANS**

### **PRELIMINARY DESIGN**

1. Submit design criteria to be used in the design of the projects for approval by the Department prior to beginning preliminary design work. This submittal shall include documentation stating that the Consultant's Representative has reviewed and approved the design criteria.
2. Provide a hydraulic study to determine the effects of the 50-year and 100-year floods, also known as the 2%-annual chance and 1%-annual chance floods, and recommend waterway openings for stream crossings. The Consultant shall follow the Department's approved methodology in the hydraulic study. Hydraulic study design frequency shall be in accordance with the Department Drainage Manual.
3. Provide pavement design alternate according to the requirements of the Roadway Design Plan Development Guidelines using AASHTO design procedures, and submit recommendation to the Department for approval.
4. Geotechnical – Obtain soil borings and provide soil testing for pavement and bridge design.
5. Provide the roadway plan sheets. A field inspection for each project will be performed at the 60% and 90% review level. Preliminary plans shall be submitted at the 30% level for the Department approval of the geometric design, title sheet, and typical sections as defined in Appendix I of the Roadway Design Plan Development Guidelines. If a project's work zone impact has been determined to be "significant" by the Department, Transportation Management Plan meetings will be held at approximately 30% plan

development, and a final TMP meeting will be held in conjunction with the 60% field inspection.

6. Design Public Hearing – if needed

The Consultant shall prepare all Public Hearing displays to be used at the Design Public Hearing when needed. This would include, but not be limited to, plans of the proposed route illustrating the proposed horizontal and vertical alignments complete with all bridge structures, frontage roads, and crossing road realignments. All proposed and existing right of way requirements, including easements, shall be included on this display. The Consultant shall conduct the Public Hearing for the Department by being prepared to answer and explain all concepts of the proposed design. The Consultant shall also be responsible for developing a written transcript of the Public Hearing questions and provide written answers to each question. This written transcript shall be furnished to the Department for the completion of the project certification.

7. The preliminary roadway plans shall show, as a minimum:

- a) Title sheet
- b) Typical sections of improvement
- c) Special details as needed
- d) Survey control detail sheets of the survey baseline and design centerline with control point data in accordance with the standard used by the Surveys Division of the Department
- e) Roadway plan sheets showing:
  - Survey information
  - Roadway grades for main lanes, crossing roads and other roads as needed.
  - Alignment data for main lanes, crossing roads and other roads as needed.
  - Tentative construction limits
  - Existing and proposed right of way, permanent and temporary construction easements, and control of access (existing and proposed)
  - All roadway/roadside features within the right of way
  - Proposed roadside safety items such as guardrail, impact attenuation barriers, etc.
  - Sketch of bridge layouts
  - Preliminary size of drainage structures
  - Locations of proposed noise barriers (if applicable)
- f) Maintenance of traffic signing and striping conceptual plans
- g) Permanent Pavement Marking Details

- h) Culvert Diagrams (if applicable)
  - i) Temporary erosion control plans
  - j) Noise barrier design (if applicable)
8. Provide two (2) half-size (11 x 17) paper copies of plans and one roll plot for 30% review. The paper copies shall include all applicable check prints.
  9. Provide two (2) half-size (11 x 17) paper copies, one electronic pdf, and MicroStation files of plans for right of way review, and 60% plan review along with a preliminary construction cost estimate. Provide sufficient number of copies for preliminary field inspection. The two paper copies shall include all applicable check prints.
  10. Attend preliminary inspection
  11. Make revisions necessary to respond to comments made at the 30% review, 60% review, preliminary field inspection, TMP meetings, public meeting, and value engineering study.

## FINAL DESIGN

The objective of this phase is to complete roadway, bridge, and right of way plans for the project. In the final design phase, comments from the 60% submittal will be addressed, all quantities will be calculated, right of way plans developed, and a construction cost estimate calculated. The final plan review will be performed and comments will be incorporated into the final plans. Comments from the 90% review submittal will be incorporated and final design of the roadway and bridge will proceed with written approval by Owner and the Department.

1. Provide final roadway plans showing all information requested in Roadway Design and Plans Section A, item 7.
2. Provide quantities in plans.
3. Provide summary of quantities in Microsoft Excel file with "BAMS" number.
4. Provide special provisions.
5. Provide construction cost estimate.
6. Provide transportation management plan.
7. Provide two (2) half-size (11 x 17) paper copies and one electronic pdf of plans for final field inspection and 90% review. The two paper copies shall include all applicable check prints.
8. Attend final field inspection.
9. Make plan changes resulting from the 90% review, subsequent reviews, and final field inspection.
10. Perform all other work required to advertise and receive bids.

11. Provide hydraulic certification as required.
12. Provide two (2) half-size (11 x 17) paper, unbound signed and sealed plans.
13. Electronic files of the project design and plans on a compact disc in Bentley System Version 8 MicroStation format including the InRoads final surface files that are fully indexed (all reference files attached and set to load automatically) submitted with the 90% plans and final plans.

## **K. BRIDGE DESIGN AND PLANS**

### PRELIMINARY DESIGN

1. Submit design criteria to be used in the design of the projects for approval by the Department prior to beginning preliminary design work. This submittal shall include documentation stating that the Consultant's Representative has reviewed and approved the design criteria.
2. For bridges at stream crossings, provide a hydraulic study/analysis to determine the effects of the design flood, the 100-year flood and the 500-year flood, also known as the 1%-annual chance and 0.2%-annual chance floods, for the recommended bridge. Determination of overtopping floods and the effects of future roadway embankments may also be required. A scour assessment should be performed. The Consultant shall follow the Department's approved methodology in the hydraulic study and scour assessment.
3. Geotechnical
  - a) Obtain soil borings and determine soil properties with field and laboratory testing for bridge foundation, embankment design, and retaining walls.
  - b) Interpret and evaluate geotechnical data for foundation analysis and design, bridge end and side slope embankment stability analysis including seismic analysis, and retaining walls.
  - c) Provide recommendations for embankment height and material requirements for bridge approaches.
  - d) Field surveying to determine location of soil borings.
4. Provide two (2) half-size (11 x 17) paper copies of the preliminary bridge layout for review for approval. The paper copies shall include all applicable check prints.

The bridge layouts shall show, as a minimum:

- a) Topography
- b) Hydraulic data. At stream crossings, hydraulic data should be shown in table form. The effects of the design flood, the 100-year flood and 500-year floods, also known as the 1%-annual chance flood and the 0.2%-annual chance flood, and overtopping

floods shall be included. When the overtopping flood is less than the design flood, the effects of future roadway embankments should also be determined and included in the table. Scour countermeasures shall be shown when applicable.

- c) Geometric control dimensions
- d) Bridge length, width, and span lengths and types
- e) Design, construction, and material specifications
- f) Bridge foundation type, including, as applicable, estimated number and size of columns, pile sizes and lengths, etc.
- g) Schematic cross-section sketches of superstructure, showing deck thickness, girder type and spacing, stage construction sequencing, etc.

**Preliminary bridge layouts shall not be submitted for review until after the 30% roadway plans have been reviewed and approved. Written approval of the bridge layout by the Department and other agencies, as necessary, will be required before detail bridge design and plans are begun.**

- 5. Prepare conceptual construction work roads drawings for Conditional Letter of Map Revision and timely submittal of Section 404 permits, as applicable.

#### FINAL DESIGN

- 1. Perform bridge design calculations based on the approved layout with any staged construction sequence. Provide the design calculations to the Department in a pdf format no later than 30 calendar days after the scheduled letting. This consists of:
  - a) Seismic analysis, if necessary
  - b) Foundations and pile lengths
  - c) Substructure
  - d) Superstructure
  - e) Elastomeric bearings
  - f) Bridge expansion joints
- 2. Provide two (2) half-size (11 x 17) copies of detail drawings for Bridge Division review. The paper copies shall include all applicable check prints. Complete bridge detail drawings shall include:
  - a) end bents
  - b) intermediate bents
  - c) piles
  - d) bearings

- e) superstructure
- f) expansion joints
- g) parapets
- h) approach slabs
- i) approach gutters
- j) bridge quantity sheets

Each detail drawing should be fully checked and signed by a checking engineer. When different detail checking engineers are used for the same bridge or for different bridges, compatibility of details between bridge components and consistency between different bridges shall be carefully checked and confirmed by the Consultant prior to submittal. The copies submitted for the final field inspection shall include the alterations necessary to respond to comments from the Bridge Division review.

1. Provide quantities.
2. Provide special provisions.
3. Revise detail drawings as required to address comments from all reviews and field inspections.
4. Provide construction cost estimate.
5. Provide 2 (two) half-size (11 x 17) paper signed and sealed plans.
6. Provide hydraulic certification as required.

#### **L. POST AWARD OF CONTRACT (TITLE II SERVICES)**

1. Provide review and approval of shop drawings and any other supplementary plans or similar data submitted by the Contractor and requiring approval.
2. When requested, provide design related solutions to construction problems and issues that may arise.

#### **M. RIGHT OF WAY PLANS – PRELIMINARY AND FINAL DESIGN**

Provide Right of Way Plans.

## **N. UTILITY RELOCATION**

- Verify existing utility locations.
- Determine utilities to be relocated as necessary.
- Prepare designs and plans for utility relocations.

## **O. BIDDING PHASE SERVICES**

During the bidding phase of the project, the Consultant will:

- Prepare Advertisement for Bids and submit to the Owner for issuance to newspaper(s). The Owner will pay advertising costs outside of this agreement.
- Dispense construction contract documents to prospective bidders at the approximate cost of reproduction and handling. The Owner will receive bids.
- Answer questions from contractors during bid phase
- Issue addenda
- Attend pre-bid meeting, if necessary
- Attend Bid Opening
- Review and certify bids for construction
- Prepare Bid Tabulations
- Prepare Construction Contract
- Issue letter of recommendation to Owner for acceptance of bid

## **P. CONSTRUCTION INSPECTION**

Project Inspection

1. The Consultant shall be responsible for monitoring the Contractor's on-site construction operations and inspecting materials entering into the work as required. The Consultant shall keep detailed, accurate records of the Contractor's daily operations in accordance with Owner's procedures, rules, standards and policies.
2. The frequency and scope of inspections will vary with the work activity being performed; however, the Consultant shall perform inspection services in accordance with industry-accepted standards. The inspector's hours shall parallel the Contractor's work hours.
3. The Consultant is responsible for performing any required off-site batch plant or factory inspections of fabricated or manufactured items to be incorporated into the project.

## Testing

1. The Consultant shall perform Project-site sampling and testing of component materials and completed work items to ensure the materials and workmanship incorporated in the project are in substantial conformity with the plans, specifications and contract provisions.
2. The Consultant shall perform all on-site sampling of materials and such testing of materials and completed work items that are not normally required to verify conformance with the contract documents. The inspection and sampling of materials and components, and testing required at locations remote from the vicinity of the project will be performed by the Consultant including off-site batch plants.
3. The Consultant shall perform all on-site sampling of materials and such testing of materials and completed work items that are not normally required to verify conformance with the contract documents. The inspection and sampling of materials and components, and testing required at locations remote from the vicinity of the project will be performed by the Consultant including off-site batch plants.
4. The Consultant shall be responsible for on-site job control samples to determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, etc.
5. The Consultant shall maintain a log of each individual test record.

## **Q. ENGINEERING MANAGEMENT SERVICES**

The Consultant shall be responsible for engineering management services necessary to verify that the Project is completed and ready for acceptance by the Owner. This will require interpretation of the plans and contract documents, coordination of changes to the project, assistance in processing of change and contract documents, coordination of changes to the project, assistance in processing of Change Orders and supplemental agreements, resolving disputes, claims analysis, and all other engineering management tasks normally handled by a Resident Engineer. These tasks include, but are not limited to the following:

1. Schedule and conduct a pre-construction conference for the Project. Document the conference in accordance with the Owner's procedures.
2. Identify known existing utility facilities on the Project prior to the start of construction and coordinate any relocation or conflicts with the utility companies and the Construction Contractor. Document any Project delay or potential delay caused by conflicts with utilities.

3. Review and monitor the Construction Contractor's work schedule and make recommendations to the Owner regarding any changes, or needed changes, to the schedule. Review credentials and qualifications of the Construction Contractor's personnel to ascertain compliance with construction contract requirements regarding said personnel.
4. Maintain a complete set of records on including daily diaries, quantities for pay items, progress estimates, material deliveries, submittals, as-builts, and correspondence.
5. The Consultant shall conduct periodic construction meetings on the Project with the Construction Contractor and their subcontractors, the Owner's project Representative, and other interested parties to review the work schedule, plan changes, construction problems, or other matters.
6. Track and maintain a log on all Construction Contractor submittals including requests for information, shop drawings, catalog cuts, and/or samples. An up to date status of each submittal must be maintained at all times through the approval stage. The Consultant shall review and approve or reject the shop drawings. Reviewed submittals are to be returned to the Construction Contractor for follow-up action. The Consultant shall complete their review in a timely manner so they do not slow the progress of the Construction Contractor. Deficiencies will be immediately reported to the Owner's Project Representatives.
7. Identify and monitor Project permit requirements and notify the Construction Contractor and the Owner immediately when violations or potential violations occur.
8. Upon notice by the Construction Contractor of pending claims for extra work or work beyond the original scope, maintain records indication the approximate cost of such work performed by the Construction Contractor.
9. Analyze and make recommendations to the Owner's Project Representative on all requests received from the Construction Contractor for time extensions, contract changes, requests for information, extra work, and proposals.
10. Coordinate all contract changes with the Construction Contractor, the Owner, and others as required.
11. Process Supplemental Agreements pursuant to the construction contracts for necessary changes and recommended solutions to the Owner.
12. Monitor the Construction Contractor's compliance with wage rates, and ensure they are in accordance with Owner procedures. This will include subcontractor compliance.
13. Monitor the Construction Contractor's compliance with contract provisions regarding Equal Employment Opportunity and Affirmative Action. Coordinate corrective actions with the Owner's Project Representative.
14. The Construction Contractor is fully responsible for the means and methods of jobsite safety for his construction personnel. The Consultant will monitor the Construction Contractor's compliance to jobsite safety; however, it is the Construction Contractor's

obligation to enforce adherence to the Federal, State and local laws, rules and regulations concerning construction and jobsite safety.

15. Assist the Owner in preparing for any litigation or other action that may arise as a result of the Project.
16. Prepare the necessary Project close-out documents to include the final estimate and all supporting records, plus one set of red lined, as-built contract documents.
17. Perform all inspections and reporting required for the National Pollutant Discharge Elimination System (NPDES) permits issued by the Arkansas Department of Environmental Quality in accordance with the Owner's procedures.
18. Perform all required inspections, testing, and any other required services necessary to insure the Owner is eligible to receive 80% federal reimbursement for the cost of construction.
19. Consultant does not make any representation as to the legal sufficiency of contracts it helps to coordinate, and the Owner is solely responsible for determining that all contracts meet its legal requirements.

## **R. PROJECT MANAGEMENT**

The Consultant shall:

1. Notify the Owner of its schedule, in advance, for all activities.
2. When specified, seek Right of Entry (ROE) from public or private landowners to perform services. ROE permission shall be in writing and signed by the landowner. Develop letters or other materials for seeking right of entry. Letters or other materials seeking ROE shall not be distributed without prior approval of the Owner. Letters or other materials seeking ROE shall contain explicit reference to the kinds of activities for which ROE is requested and an indication of the impacts that shall result from performance of surveying or environmental services.
3. Notify the Owner as soon as practical, by phone and in writing, if performance of environmental services discloses the presence or likely presence of significant impacts (in accordance with 40 CFR 1500-1508). Inform the Owner of the basis for concluding there are significant impacts, and the basis for concluding that the impacts may require mitigation.
4. Notify the Owner as soon as practical, by phone and in writing, if performance of environmental services results in identification of impacts or a level of controversy that may elevate the project's status from an environmental assessment, and require the Owner to reassess the appropriate level of documentation
5. Provide monthly updates to the detailed project schedule
6. Project Controls: prepare for and coordinate invoices and billing with the Owner.

7. Conduct an initial review and update of the preliminary project scope, detailed project schedule, and preliminary estimate using forms provided by the Owner and submit at major project milestones.
8. Recommend scope, schedule, and budget changes and submit supporting documentation including efforts to minimize or mitigate the changes in accordance with procedures outlined by the Owner.
9. The Consultant is responsible for coordination and communication with the Owner and all Subconsultants for items such as work activities, billing, and miscellaneous coordination.

## **V. PROJECT CONDITIONS OF THE WORK**

The facility shall be designed in accordance with the latest edition of AASHTO, “A Policy on Geometric Design of Highways and Streets”; the latest edition of “AASHTO LRFD Bridge Design Specifications” with current interims, the Department Bridge Division Policy Manual, and Department policies. Other appropriate AASHTO publications and guide specifications shall also be utilized. The projects are to be designed in the Department format utilizing the “Roadway Design Plan Development Guidelines”. Upon completion of the contract, the Consultant shall furnish to the Department all electronic files of the project design and plans on a compact disc in Bentley System Version 8i InRoads and MicroStation formats.

All plans and surveys shall be in U.S. Foot Units and based on Arkansas State Plane Grid that have been converted to ground units based on the Combination Adjustment Factor (CAF) approved by, or provided by, the Department. All design and plans shall be Bentley System Version 8i InRoads and MicroStation using the Department feature tables and cell libraries.

In addition, all design surveys and/or land surveys required and agreed upon by the Department, shall be performed to Arkansas minimum standards and the Department requirements. All survey work shall be supervised and certified (stamped) by a Professional Land Surveyor registered in Arkansas.

Environmental documentation and studies shall be prepared in compliance with National Environmental Policy Act (NEPA), FHWA Memorandums, and other federal laws, regulations, and orders.

Construction specifications shall be the current edition of the Department’s Standard Specifications for Highway Construction.

Coordination meetings will be conducted on an as needed basis. These meetings shall include the Consultant, the Department and others, as appropriate. The Consultant shall schedule these meetings with the Department concurrence, and compile and distribute meeting minutes, as required.

## **VI. SPECIAL CONDITIONS OF THE WORK**

All work performed by the Consultant shall comply with all applicable Federal, State, and local laws, regulations, and ordinances.

The Consultant must have a Certificate of Authorization to practice engineering in Arkansas. Plans shall be stamped by a Professional Engineer registered in Arkansas. All Subconsultants providing engineering or surveying services must have a Certificate of Authorization to practice in Arkansas.

The Consultant will be required to assume responsibility for all services whether or not these services are produced directly by the Consultant or through Subconsultant(s). Furthermore, the Owner will consider the Consultant to be the sole point of contact with regard to contractual matters, and the Owner retains the right to approve or disapprove all proposed Subconsultant(s).

The Consultant and Subconsultant shall maintain a current copy of the equal employment opportunity policy and Department of Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (within the last year) on file with the Department.

It shall be a breach of ethical standards for a person to be retained, or to retain an person, to solicit or secure a contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of a bona fide employees or a bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.

The selected Consultant will be required to assume responsibility for all services whether or not these services are produced directly by the Consultant or through subconsultant(s). Furthermore, the Owner and Department will consider the Consultant selected to be the sole point of contact with regard to contractual matters, and the Owner and Department retain the right to approve or disapprove all proposed subconsultant(s).

The selected Consultant will not be allowed to sublet or subcontract more than 70% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected Consultant performs at least 30% of the overall contract with its own forces.

The selected Consultant must be registered with the Arkansas Secretary of State's office to do business in the State of Arkansas prior to Contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a Contract with the Consultant. The Owner or Department may then reject the selected Consultant for the duration of this process and negotiate a contract with the next most qualified Consultant on the list until a contract has been executed.

*Conflict of Interest.* The selected Consultant and subconsultants agree that they will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of its obligations under the negotiated agreement. Furthermore, the selected Consultant and subconsultants shall not enter into any other contract during the term of this agreement that would create or involve a conflict of interest with the services provided herein or other contracts

that may be adverse to the Department, State, City, or County. The selected Consultant shall further covenant that, in the performance of the contract, the Consultant or subconsultant shall not employ any person, or subcontract with any entity, having known interest.

The selected Consultant and Subconsultant(s) must submit an audit report including a report on internal control and compliance accompanied by the Contractor's **Certification of Final Indirect Costs** as required by **FHWA Order 4470.1A**. The report shall meet the reporting guidelines provided in the applicable financial audit standards sections of the *Generally Accepted Government Auditing Standards (GAGAS)*, and shall include **positive assurance** that all costs included in the recommended rate are allowed by **48 CFR Part 31**. Firms whose audits have been conducted by an independent CPA are also required to submit a letter of approval from the cognizant State or Federal Agency in their home State if available. An indirect cost rate, set by the audit, must be approved by the Department prior to executing the contract.

Although no DBE percentage goal is established for this project, the proposal shall include DBE participation to the extent practical. (This does not preclude the DBE from being selected as the Consultant.)

Neither the Owner nor Department will be liable for any costs incurred in preparing, submitting, or presenting a consultant's submittals or any associated travel costs. Furthermore, the Owner and Department shall not be liable for any costs incurred prior to the execution of the contract by all parties nor any costs incurred prior to the effective date of the work order.

The Owner reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The Owner also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.

If only one qualified consultant responds by the due date, the Owner may enter into contract negotiations with that firm.

The method of payment for these services will be cost plus fixed fee using the Department Standard Form of Agreement for Engineering Services (local version).

## **VII. PREPARING AND SUBMITTING A PROPOSAL**

The evaluation and selection of a Consultant will be based on the proposal submitted. In order to properly evaluate the firms, each Consultant must include in the submission the following documents:

1. A Cover Letter is required and should display a clear understanding of the project, include a positive commitment to complete the work within the specified time-periods, and brief summary stating why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Project Proposal: A project proposal in response to the scope of work should be submitted including the following elements:
  - a. A detailed work plan that identifies all tasks included in the scope of work;

- b. A list of major concerns associated with completing the work;
  - c. A detailed work schedule;
  - d. An organization chart showing key personnel by name and title;
  - e. A copy of the Standard Form 330 form (updated as necessary). Projects listed in this proposal that are intended to show the firm's experience in the type of work contemplated and that do not have the involvement of any team member will not be considered as relevant;
  - f. A current copy of the equal employment opportunity policy for each firm (Consultant and all Subconsultants); and
  - g. A current copy (within the last year) of the Department of Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (Consultant and all Subconsultants).  
<https://www.ark.org/dfa/immigrant/index.php/user/welcome/>
3. DBE Considerations: Discussion of DBE status or participation should be provided in order to receive special consideration.

**A. Time and Place for Submission of Proposal**

One (1) set of paper responses and one (1) compact disc (containing PDF files) of the required submittal documents must be received by WAPDD/ Tracee McKenna no later than 10:00 a.m. (CDT) on July 9, 2018. Proposals should be sent to:

Tracee McKenna  
Western Arkansas Planning & Development District  
P.O. Box 2067  
Ft. Smith, AR 72902  
Phone Number: 479-785-2651  
Email: [tmckenna@wapdd.org](mailto:tmckenna@wapdd.org)

**B. Clarification of Specifications**

Requests for clarification or revision to any items, requirements or specifications contained in this Scope of Work must be addressed to the official listed below and received in writing no later than **1:00 p.m. (CDT) on July 3, 2018.**

Oral communications shall not be binding on the Owner and can in no way modify the terms, conditions, or specifications of this Scope of Work or relieve the successful firm(s) of any obligations under any contract resulting from this Scope of Work. Following receipt of a written request for the Scope of Work clarification, the Owner shall provide a response to all short-listed

firms no later than **July 16, 2018**. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

**C. Evaluation**

The objective is to select the firm that best meets the needs of the Owner. To accomplish this objective, Consultants will be evaluated on the following.

No.	Evaluation Criteria	Maximum Points
1	Understanding Scope of Work	15
2	Comprehensive, coherent, and detailed work plan	15
3	Realistic work schedule with clear indication of milestones	15
4	Identification of sub-consultants and responsiveness to DBE opportunities	5
<b>Maximum Total Points</b>		<b>50</b>

**NOTICE OF NONDISCRIMINATION**

**Logan County is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.**