



City of
Casa Grande

REQUEST FOR STATEMENT OF QUALIFICATIONS

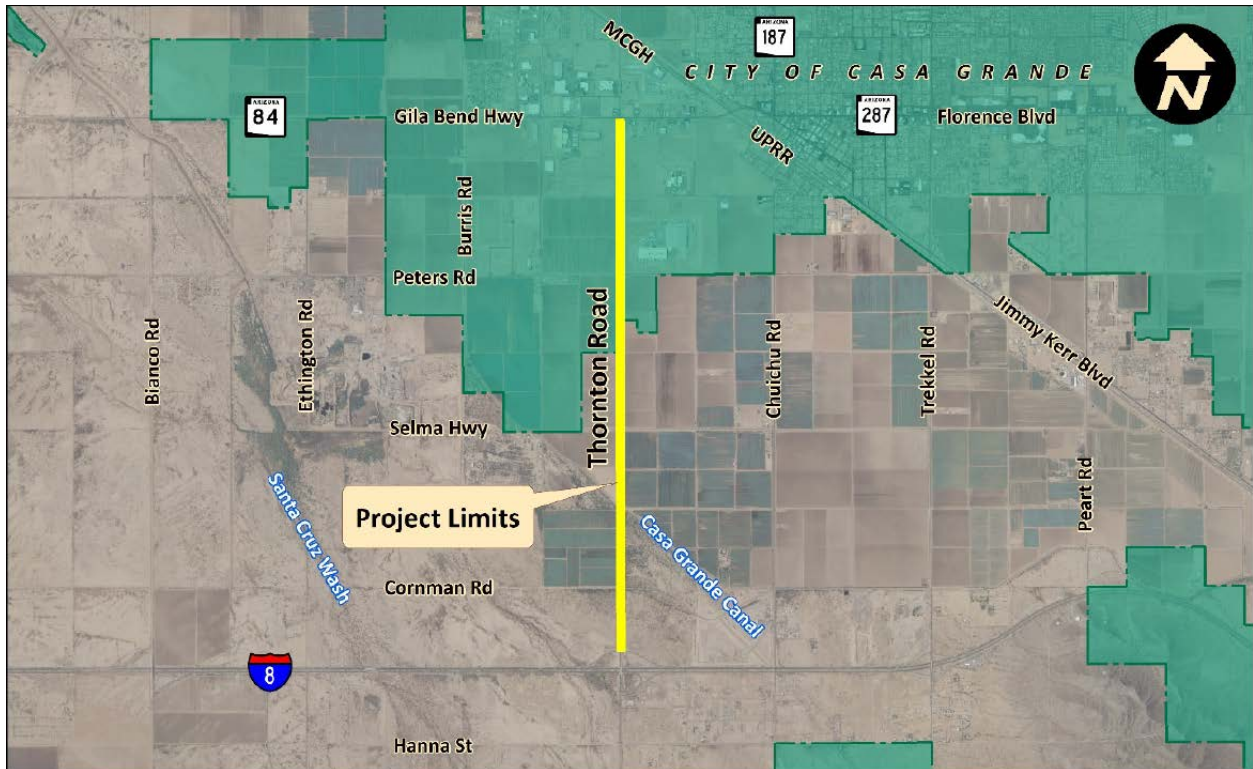
FOR

**DESIGN SERVICES FOR
THORNTON ROAD IMPROVEMENTS
FROM HWY 84 TO I-8**

SECTION 1: PROJECT DESCRIPTION

The project will include the Design of Thornton Road to the ultimate four-lane section between the I-8 and Gila Bend Highway (shown in the project limits below). This project will improve traffic circulation and address capacity issues and safety concerns. The scope includes full design for reconstruction of the roadway including related drainage improvements.

A draft design concept report (DCR) is available via e-mail upon request to Duane Eitel at deitel@casagrandeaz.gov for a copy.



The consultant selected to perform through this solicitation shall be required to obtain and maintain insurance coverages as specified in the sample Contract. Consultant chosen to perform under this solicitation shall also be required to obtain a City of Casa Grande business license.

Section 2. SCOPE OF WORK

The scope of work consists of the tasks necessary to prepare a set of plans and specifications that will provide the City Of Casa Grande with the ability to select a contractor based on the City's public bidding process. The work involved in preparing the plans and specifications should include but not be limited to:

1. Develop a work plan.
2. Preparation of base drawing set of existing conditions of topography, utilities, and general environmental conditions.
3. Provide a master set of plans and specifications for public bidding purposes.
4. Prepare project phasing options.
5. Provide special provision documentation for inclusion in the contract documents.
6. Provide an engineer's estimate of probable cost.
7. Prepare visual aid and public information documents for public meeting presentations.
8. Present project concept and status to public information sessions.
9. Deliver project documentation in Microsoft Word, AutoCAD, and pdf formats.
10. Bid Docs
11. Provide bid tabulation, analysis of bids, and recommendation of award based on contractor bidding documents.

The consultant shall provide all reports, maps, plans, presentations, and other project-related documentation in Microsoft Word/Excel/PowerPoint format, AutoCad (compatible with the City's version), and/or in ArcGIS format (consistent with the City's GIS system). All documents shall also be provided to the City in Adobe PDF format.

The scope of work involved shall include, but not be limited to, the following tasks:

Project Management

1. Project Management Plan – Prepare a project management plan that includes:
 - a. Refined scope of services
 - b. Identify and list the project deliverables
 - c. Project schedule with needed project meetings identified with intermediate milestone and document delivery dates established
 - d. Contact information for key consultant and agency staff
2. Meeting Minutes – Prepare and provide notes from all meetings with public agency staff, documenting the discussions and identifying action items with assigned responsibility within five working days of each session.
3. Project Status Reports – Prepare and provide an email each week showing project status that summarizes the following:
 - a. Work accomplished the previous week
 - b. Work to be accomplished in the subsequent week

- c. Issues resolved
- d. Current issues to be addressed
- e. Action items with assigned responsibility and due dates

Topographic Survey & Right-of-Way Determination

1. Topographic Survey – Perform topographic survey, utility locating, and mapping of surface features for roadway and intersection improvements.
2. Right-of-way Determination – Show existing property ownership, right-of-way, and any additional required right-of-way/easements as may be necessary for the proposed improvements.
3. Base Mapping – Prepare base mapping showing results of topographic survey, right-of-way determination, and proposed intersection improvements.

Plans and Specifications

1. Detailed Design, Plans & Specifications – Prepare final design plans & specifications which shall include, but not limited to the following:
 - a. Roadway improvements
 - b. Signing & striping
 - c. Drainage improvements
 - d. Roadway lighting
2. Cost Estimate – Prepare detailed cost estimate based on the 30%, and 90% plans.
3. Plans, specifications, and cost estimates shall be submitted at 30%, and 90% design stages for review and approval.

Additional Services

1. Services that may be required – The City reserves the right to amend this scope of services to include additional services, the need for which may arise at any time. Services that might be needed at some point in time include, but are not limited to:
 - a. Preparation of bidding documents.
 - b. Assistance in the construction administration and observation services through the construction of the improvements.

The City of Casa Grande, in support of this project, will provide existing record documentation on file to the selected firm/team.

Project coordination and the City's main point of contact will be through:

Duane S. Eitel, P.E.
Traffic Engineer
Casa Grande Public Works Department
DEitel@casagrandeaz.gov