



**RALSTON**  
NEBRASKA  
INDEPENDENCE CITY

**MAYOR**

Donald A. Groesser

**CITY COUNCIL**

Timothy Brousek  
Lee Fidelity  
Brian Kavanaugh  
Tom Kjar  
Jerry Krause  
Ben Preis

## **Request for Proposals City of Ralston, Nebraska 3/4/2024 Engineering Services for Sewer and Creek Projects**

### **General**

The City of Ralston, Nebraska seeks to hire an engineering firm to provide design and possible construction administration services on two projects in the Hinge District (downtown). The projects include Ralston Creek restoration/improvements and sanitary sewer improvements.

### **Ralston Creek Restoration**

The project limits include the creek area between the Burlington Northern Santa Fe (BNSF) railroad culvert and 72<sup>nd</sup> Street (approximately 1,000 LF of creek). A preliminary stream condition assessment completed in December 2022 revealed that Ralston Creek has experienced channel incising due to increased flows causing the stream banks to become steep and unstable. Large sediment deposits can be observed at the inlet of the culvert under 72<sup>nd</sup> Street which impedes the culvert capacity and increases water surface elevation in the project area.

The City of Ralston desires to improve the stream functionality, improve soil management, improve the stream water quality and protect private property and land through a restoration project. The previously completed stream assessment provides a concept drawing which is attached to this request. The concept is based on the creek being a key element of the Hinge economic development project. The restored creek will meander as it originally did, and its sides will be splayed back and planted with native grasses and wildflowers. It is envisioned to be an interactive space with access to the water. Key elements of the concept plan include:

- Raise the flowline of the stream to stabilize the creek banks
- Improve access to the creek with accessible side slopes
- Obtain applicable permits which would likely include a 50-foot buffer strip from the ordinary high-water level and may include wetland mitigation
- Include applicable park features such as trails or green space
- Coordinate with redeveloping adjacent properties.

### **Sanitary Sewer Improvements**

The Hinge District was part of the original Ralston town development, and the aging system has shown its condition recently with increasing system repairs and failures. Additionally, the mapping of the city sanitary sewer system has shown sewer mains are located under structures. With the failure of a manhole near Ralston Creek this past year, the city has had a review of the sanitary system completed and prepared a concept to improve and realign sewers in the area. The realignment would take advantage of a proposed city

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street project to extend Burlington Street east to 72<sup>nd</sup> Street possibly allowing the existing syphon to be eliminated.

The limits of this work include the sanitary sewer main parallel to the BNSF Railroad ROW from 77<sup>th</sup> Street to Ralston Creek, along Ralston Creek from BNSF ROW to Main Street and extensions from Main Street sewer main to developing properties in the area. A map showing the concept for realignment along with possible sewer main extensions to coordinate with proposed redevelopment is attached to this RFP.

### **Scope of Services**

The successful firm will have the ability and experience to provide the following:

#### **1. Engineering Services**

The firm will provide all engineering services needed to complete the projects. Services for each project should include and are not limited to the following:

##### Ralston Creek Project

- Design plan submittals with city review meeting at 30% (includes on site plan review), 60% and Final.
- Environmental Documents as required for either grant identified below.
- Permits required for construction.
- Utility coordination including at least 3 utility coordination meetings.
- Coordination and/or collaboration with adjacent redevelopment properties.
- Project anticipated to be under construction during FY 2024-25 and FY 2025-26

##### Sanitary Sewer Project

- Design plan submittals with city review meeting at 30% (includes on site plan review), 60% and Final.
- Consideration of phasing for improvements to meeting budget needs and coordinate with other projects and potential developments.
- Permits required for construction.
- Utility coordination including at least 3 utility coordination meetings.
- Coordination and/or collaboration with adjacent redevelopment properties.
- Project (or phase 1 if split) anticipated to be under construction during FY 2025-26 and FY 2026-27 .

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**2. Project Management**

Provide project management activities for the duration of both the creek and sewer projects including but not limited to:

- Provide a point of contact for city staff
- Coordinate the work, manage the budget and schedule
- Invoicing
- Monthly progress reports
- Progress meetings, and quality assurance/quality control
- Meet with City staff and present to the appropriate boards/committees and City Council for approval

**3. Grants**

Work with the City to secure grant funding and/or loans from appropriate national, state, and local entities to support project funding.

- The City has applied for a Nonsource Point Water Quality grant (section 319 for the Ralston Creek Restoration project. The City needs to complete the Project Implementation Plan (PIP) and submit to NDEE and EPA for review to get final authorization of funding.
- The City has applied for a Nebraska Environmental Trust grant for the Ralston Creek Restoration project. The award has been granted and a contract for the funding has been signed with NET.

The city will provide the selected consultant with the following information for use on the project:

- Topographic Survey of Creek within the project limits and the along the proposed sanitary sewer alignment. The files will be provided in AutoCAD by the City Engineer.
- A wetland delineation report and associated mapping will be completed by the City Engineer in June of 2024 for use in permitting the project(s).
- Preliminary design alignments, profiles and estimated ROW and easements to be acquired as a part of the Burlington Street Extension project. Construction is anticipated during FY 26/27 or FY 27/28.
- The City Engineer will prepare the tract maps and legal descriptions for easements required on the projects.

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**Consultant Submittals**

Interested consultants shall provide a response to this request for qualifications including the following information:

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1. A cover letter that shall include the name of company; location or locations of business operations; years in operation as an engineering consultant; number of engineering professionals on staff; organization information identifying firm capabilities and disciplines. Cover letter not to exceed two (2) pages.
2. Statement of how the consultant intends to provide services to the city (approach to project) and a preliminary project schedule. Limited to two (2) pages.
3. Organizational chart for project team identifying the primary point of contact for the city and the assigned role for staff on each project (two charts can be provided if creek and sanitary are different teams). Resumes including experience and qualifications, for key staff assigned to fulfill needs anticipated in the scope of work. Limited to six (6) pages.
4. The consultant shall provide three (3) comparable projects for each project (creek and sanitary) with client project contact, one of which must be a municipal or closely related government organization. Comparable projects shall include a description of the project, tasks the firm was responsible for, any grants or funding obtained, permitting needs and project costs. The project contact shall include the name, phone number and email address of the client contact who worked most closely with the firm on a day-to-day basis. Limited to six (6) pages.
5. Proof of professional liability insurance. Limited to one (1) page.

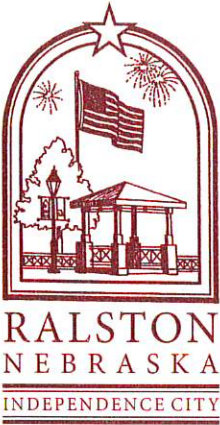
While the consultant selection will focus primarily on quality-based criteria, the City selection process requires an evaluation of each consultant's general fee structure. The proposal shall include a chart or table showing estimated hours and rates for the required tasks. A separate chart or table should be provided for each project (one for creek and one for sanitary). Limited to two (2) pages. These pages are allowed to be 11" x 17" (if needed) and shall be folded to meet the size of the other pages.

**Submission of Qualifications**

Submittals shall include 10 hard-copies and one digital copy of their response (PDF on thumb drive) to this RFP. A page is considered a single side of an 8 ½" x 11" page unless noted otherwise. Responses shall be received by the City of Ralston until April 4<sup>th</sup>, 2024 at 4:00 pm at City Hall, 5500 S. 77th Street, Ralston, NE 68127. Submissions received after this time shall be disqualified.

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**Evaluation of Submissions**

Submissions will be evaluated based on the following criteria:

1. Quality and experience of staff assigned to the projects- 30 points
2. Understanding and approach to serving the needs of the City of Ralston- 30 points
3. Prior experience with creek and sanitary projects. This includes past experience with the City of Ralston, if applicable- 30 points
4. Reasonableness of fee structure- 10 points

The city intends to select the consultant based upon the proposal responses. If needed, a short list of consultants will be identified and invited to an in-person interview at City Hall. The City intends to negotiate an agreement with the successful consultant to achieve a scope of work and fee acceptable to both parties.

Questions regarding this Request for Qualifications may be submitted to Rick Hoppe, Ralston City Administrator at [rhoppe@cityofralston.com](mailto:rhoppe@cityofralston.com).

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