



City of Russellville Russellville Connected Trail System RAISE Grant Project Scope of Work

For a proposal to be submitted to the City of Russellville

February 22, 2024

The City of Russellville (City) was awarded a \$23.7 million dollar RAISE grant from the U.S. Department of Transportation to fund the development of a portion of a bicycle/pedestrian trail called the Russellville Connected Trail System (RCTS). This funding will support greenway development in the City for approximately 13 miles of the total Greenway as specified in Attachment A (Map with Overview), Attachment B (Statement of Work), and Attachment C (Project Schedule) from the Federal Grant.

The RAISE award provides the City with a fixed timeframe in which all federal funds must be obligated in support of project development and spent on construction of the project, See Attachment C. The City must satisfy all federal transportation funding guidelines, and USDOT/FHWA design development requirements, in order to receive reimbursement for project development.

Items of Service to be performed

This scope of work presents the tasks to be performed to complete a full array of services necessary to fulfill the requirements of FHWA RAISE Grant received by the City. This is a Design-Bid-Build Project funded by the RAISE Grant. Funding will be authorized for the Base Phase and upon completion and acceptance of the Base Phase, approval to proceed to the Option Phase 1 and 2 respectively will be authorized. This scope of services outlines all the phases with the assumption that option phase 1 and 2 will be authorized, and the agreement with the Project Team selected by this announcement will be expanded to include those additional phases as outlined in this scope of services, as the authorizations to proceed are granted. Specifically these services will provide all tasks needed to complete Base Phase, Option Phase 1, and Option Phase 2 of said agreement. These tasks will include services associated with the NEPA Process to include either FONSI, EIA, or EIS, ROW acquisition including but not limited to survey, appraisal and acquisition work; all project design and engineering tasks must be finalized in accordance with the permitting requirements of the relevant authorities, including those needed for the development of FHWA, ARDOT/US Corp of Engineers, and Union Pacific where applicable, for the approved Plans, Specifications, and Estimate (PS&E) bid package; multi-jurisdictional and agency coordination services; management of sub consultant contracts and tasks needed to complete the project; comprehensive project management including project inspection; public participation; and project promotion and marketing within the community.

The following Scope outlines tasks that need to be undertaken in order to satisfy federal transportation funding guidelines and design development requirements, however, the project manager selected will participate in refining this scope of services for any additional tasks or sub-tasks that need to be included due to previous federal project experience.

Task 1: All Phases Oversight and Coordination

The Project Management Team will be responsible for the oversight of survey work, trail design, permitting approvals, easement acquisition, and construction administration and inspection. They will also be responsible for the following:

- A. Coordinate with the City; and



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- B. Establish a local office and manage the day-to-day activities of the project; and
- C. Ensure that all Federal and State requirements and laws are met regarding consultant led work; and
- D. Ensure all agreements between City and FWHA are adhered to regarding consultant led work; and
- E. Consultant will submit monthly status reports to the City Grant Administrator; and
- F. Consistent set of design and construction standards and practices for the entire project, consistent with AASHTO, ADA standards, and regulatory authorities; and
- G. Project administration duties necessary to fulfill the contract including invoice (single invoice) submission for payment by the 10th of each month to the City Grant Administrator; and
 - a. Late invoices will be processed the following month.
- H. Develop an Executive Team that consists of key project partners and stakeholders; and
 - a. This "E-Team" will meet at a minimum of once a month throughout the duration of the project. An important role of the E-Team will be to review all completed work tasks and to ensure that this work has been completed in accordance with federal funding guidelines and design development requirements; and
 - b. Consultants will serve as advisors to the E-Team, attend all meetings, and assist with all decisions made with respect to the project.
- I. Assist the City in identifying and securing additional local funds for the project as necessary; and
- J. Assist the City in determining project cash flow projections and applying for reimbursement grant funds from USDOT/FHWA.
- K. If a sub consultant is not performing as needed to meet the deadlines / quality they are expected to be terminated and replaced in a timely manner.
 - a. The sub consultant contracts and practices must meet all applicable federal guidelines; and
 - b. The City will participate in verifying stated qualified experience of sub consultants.

Deliverables:

- 1. Uniform set of design and construction standards and practices; and
- 2. Minutes of all E-Team meetings.

Timeframe: May 2024 through March 2027 (with continuation through April 2032 determined after construction contract award)

Task 2: Base Phase Preliminary Engineering

Development of design criteria based on review of Project Narrative and City expectations and specifications according to Federal and State laws, all FHWA and ARDOT, Union Pacific RR, DNR Railroad, US Corp of Engineers regulations and requirements.

Sub task 2.1

- A. Preparation of construction documents will occur across multiple segments of the RCTS corridor simultaneously. Multiple firms and / or design teams will work from the uniform design and construction standards produced in Task 1.
- B. Vetting of preliminary alignments of the City Drawn 10% Engineering Drawings.
- C. Field Surveying and Mapping - In addition to property surveys, topographic and utility surveys will need to be completed for the RCTS. This task consists of completing a detailed field survey of the project corridor. All above ground features will be located, including trees 10" and greater.
- D. AR State Plane North Coordinates will be used.



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- E. The design teams will coordinate with Arkansas One-Call (811) and local utilities to locate the horizontal location of underground utility lines and features. In addition, depth of underground utilities will be field verified with as-built drawings utilized, as available, for all utilities affected by the project.
- F. NEPA Review and Findings
- G. Wetlands and environmentally sensitive landscapes will be identified by a wetlands specialist and the surveyor.
- H. The design teams will utilize GIS mapping information to supplement the field run survey data. All field run survey drawings will be prepared in AutoCad as a .DWG drawing file.
- I. The design teams will also create a digital photography record of the project corridor, coordinated with the survey, identifying any existing damage to property within the project limits.

Deliverables:

- 1. NEPA – CE, FONSI, EIA, or EIS
- 2. Survey data in map and electronic format.
- 3. GIS data for wetlands and environmentally sensitive landscapes.
- 4. Digital photography record of the project corridor.

Sub task 2.2 30% Submittal

- A. Using the products of subtask 3.1, the design teams will prepare a 30% Construction Document submittal (schematic design) for the City to review.
- B. For the portions of the trail that are with UPRR / DNR, ARDOT, US Corp of Engineers, design documents shall follow the jurisdictional criteria.
 - a. Initial contact, discussion or meeting, with permitting authority
- C. SHPO concerns noted in the Environmental Categorical Exclusion must be addressed.
- D. Preliminary plans shall be reviewed and revised for environmental clearance as necessary.
- E. Utility meetings

Deliverables:

- 1. Draft Construction Documents (horizontal alignment of trail)
- 2. Utility Meeting Notes
- 3. Opinion of Cost for trail development.
- 4. Number of copies will be submitted as required.

Sub task 2.3 60% Submittal

- A. Once subtask 3.2 comments are received, the design teams will prepare 60% level of completion materials for review and comment to the City.
- B. Produce draft of permit applications for review.
- C. Address comments from Utilities

Deliverables:

- 1. Construction Documents (horizontal and vertical alignment of the trail)
- 2. Revised Technical Specifications.
- 3. Guidance to City regarding value engineering to meet budget.
- 4. Revised Opinion of Cost.
- 5. Required permit applications.
- 6. Tentative ROW plans.



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7. Temporary construction easements.
8. Construction limits.
9. Digital copies will be submitted as required.

Timeframe: May 2024 through June 2026

Task 3: Option Phase 1 Right-of-Way

The RCTS will need to be built on land that is either owned in fee or within a multi-use trail greenway easement that provides for the right of public access and use. All property acquisition work must comply with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. (Uniform Act)

- A. Work with the City to identify properties that should be included in the project.
- B. Utilize a registered land surveyor(s) to generate legal plats and easement documents for each greenway parcel and the land will be duly recorded with the register of deeds. It may be necessary to employ the services of more than one registered land surveyor, due to the volume of work that needs to be completed within the defined timeframe.
- C. Consultants will be responsible for providing quality control and quality assurance checks on the work completed by the land surveyors. The plans and description for all properties acquired in fee, as easements or donated need to be submitted to the City Engineering for review.
- D. Provide Preliminary Title Research by licensed title agent on parcels to be acquired.
- E. In accordance with the Uniform Act conduct and provide appraisal for each property to be acquired conducted by a MAI Certified Appraiser.
- F. Consultant will handle all property acquisition/negotiation services.
- G. Some acquisition may require detailed discussions and negotiations with affected landowners. Consultants will work with the City and properly licensed/certified property appraisers to craft an approach and necessary materials in accordance with the Uniform Act for use in discussions and negotiations with landowners. Consultants may also need to participate in discussions with affected landowners on an as needed basis.
- H. In the event purchase cannot be completed the Consultant shall provide the City the information and documentation necessary for acquisition by eminent domain.
- I. The cost of the purchase of easements, lands, and associated requested property improvements and utility adjustments will be the responsibility of the City utilizing federal RAISE grant funds.

Deliverables:

1. Legal Plats and Easement documents.
2. Appraisals.
3. Final Acquisition.
4. Information if needed for acquisition by eminent domain.

Timeframe: June 2026 through March 2027

Task 4: Base Phase Construction Document Preparation

Task 4.1 90% Submittal

- A. The design teams will receive comments and feedback from the 60% Deliverables Submittal and incorporate those comments into the 90% level of completion package for a submittal to the City.
- B. Permit Applications (applicable land development permits) will be assembled and processed for approval including all needed environmental permits.



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Deliverables:

1. Submit documentation to the City showing submittals transmitted to Permitting Authorities for review and approval
2. Construction Documents including all documents with revisions specified in Sub task 2.3
3. Guidance to City regarding value engineering to meet budget.
4. Cost Estimates
5. Technical Specifications.
6. Number of copies will be submitted as required.

Sub Task 4.2 100% Submittal

- A. Incorporating approved permitting plans
- B. The design teams will submit Final Construction Documents (horizontal alignment, vertical alignment, cross sections and details), Cost Estimates, and ARDOT/FHWA compliant Technical Specifications and Bid Documents to the City for approval.
- C. 100% submittal shall be deemed ready and suitable for immediate bidding and construction contract award, after approval from appropriate entities.
- D. PS&E packages must meet all State and Federal requirements.

Deliverables:

1. Final Construction Documents (horizontal alignment, vertical alignment, cross sections and details) and all documents with revisions submitted in Sub task 3.4 and 3.5.
2. Cost Estimates
3. ARDOT/FHWA compliant Technical Specifications and Bid Documents.

Timeframe: June 2026 through March 2027

Task 5: Option Phase 2 Award and Administration of the Construction Contracts

In compliance with FHWA regulations the project will publicly bid and award a construction contract or contracts for the construction of the RCTS project. Tasks to be completed include:

1. Conducting a pre-bid meeting to educate qualified contractors on the nature of work, answer questions and define project construction schedule;
2. Advertising the project for bid a minimum of three weeks; with prior approval to advertise from FHWA.
3. Selecting the most qualified contractor through an evaluation and recommendation of the lowest qualified bidder.
4. Construction Administration
 - A. Consultants and or Sub consultants will assist the City in administering the construction contract.
 - B. Post award of contract, provide review and approval of shop drawings and any other supplementary plans or similar data submitted by the Contractor and requiring approval.
 - C. Post award of contract when requested, provide design related solutions to construction problems and issues that may arise.
 - D. Provide independent firm to complete the construction engineering and inspection services including inspections, testing, reporting and other construction engineering support as required.
 - E. Construction phase services must be provided in accordance with City standard policies and procedures in accordance with ARDOT policies and guidelines.
 - F. Consultants or Sub consultants will participate in daily site visits to inspect work completed by the contractor.



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- G. Upon completion of the daily site visits, the consultants or Sub consultants will meet with the City and ARDOT to report on construction progress once a week or once every two weeks as specified by the City.
- H. The Consultants or Sub consultants will complete reports summarizing the status of the work and sign off on completed work to allow payments to be made to the construction contractor.

Deliverables:

- 1. Shop Drawings, and additional documents as deemed necessary during this phase.
- 2. Approved pay applications.
- 3. Assist with reimbursables in accordance with FHWA policies and procedures.

Timeframe: Begins June 2027 through completion of construction of trail, no later than April 2032.

Task 6: All Phases Communication and Stakeholder Participation

- A. A standalone web site for the RCTS will be created by Consultant that can serve as a digital library for up to date information about the project. Website to be turned over to the City at the completion of the project to remain as a digital scrapbook of the project for future reference.
- B. The consultants will conduct face-to-face stakeholder meetings (Community Advisory Committee) and public information forums throughout the period of this work. These meetings should be held at key times throughout the process and coincide with completions of significant work elements. Meetings should be held at least annually.

Deliverables:

- 1. Standalone web site (may be a simple Facebook page if deemed appropriate) with weekly updates throughout the project.
- 2. Surveys may be conducted via this website.
- 3. Material, charts, and maps needed for meetings.

Timeframe: Begins January 2026 and continues through completion of trail construction, no later than April 2032.

Services Provided by the City

- 1. Provide aerial imagery and 2 foot contours for the project area
- 2. Provide standard, available, base map GIS data layers such as city limits, street centerlines, parcels, etc
- 3. Preliminary Engineering and all application materials for the RAISE Grant
- 4. Review of Submittals
- 5. Designated staff person assigned to the project
- 6. Participate on the Executive Team
- 7. Provide the City Conference room for Executive Team and Stakeholder meetings
- 8. Assist consultant with selection of public meeting locations.

Work Schedule

- 1. The Consultant shall submit a work schedule which will permit all to be completed within the timeframe indicated in each task.

MBE and DBE

- 1. Although no MBE or DBE percentage goal is established for this project, the proposal shall include MBE and/or DBE participation to the extent practical



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Other conditions:

1. The consultant must designate a project manager which will be the Consultant Liaison who will be the primary contact person with the City during this project.
2. All work performed by the Consultant shall be in compliance with all applicable Federal, State, and local laws, regulations, and ordinances.
3. Prior to submittal to the City all design work must be reviewed and approved by a registered professional engineer in the State of Arkansas. Plans shall be stamped by a Professional Engineer registered in Arkansas.
4. The consulting firm team must have a certificate of authorization to practice Professional Engineering in Arkansas.
5. The City will not be liable for any costs incurred in preparing, submitting, or presenting a consultant's submittals or any associated travel costs.
6. The City reserves the right to postpone the opening and/or review of respondent submittals for cause or convenience. The City also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.
7. If only one qualified consultant responds by the due date, the City may enter into contract negotiations with that firm.
8. The selected Consultant must submit an audit report including a report on internal control and compliance accompanied by the Contractor's Certification of Final
9. 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 General 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 cognizant approval from a cognizant State or Federal Agency in their home State if available. An indirect cost rate, set by the audit, must be approved by the City prior to executing the contract.
10. The selected Consultant will be required to comply with all applicable equal employment opportunity (EEO) laws and regulations.



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Proposal Specifications:

The evaluation and selection of preferred consultants will be based on the proposal submitted. Selected firms will be notified, provided a list of additional questions as determined by the committee, and interviews will be scheduled for further consideration. In order to properly evaluate the firms, each consultant must include in the submission the following documents:

1. An introductory letter that covers the following: understanding of the project, a positive commitment to complete the work by Month, Year, briefly summarize about why the firm should be selected and the address and contact information for each party in a proposed joint venture.
2. Project Proposal: A project proposal in response to the scope of work should be submitted to include the following elements:
 - i. A detailed work plan that identifies all tasks required in accomplishing the work;
 - ii. An organization chart showing key personnel by name, title, company, and task;
 - iii. A detailed work schedule identifying major milestones;
 - iv. Man hour estimates for all tasks by discipline; and
 - v. An SF 330 form is required. If project team changes, an updated SF 330 form will be required.
3. DBE Considerations: DBE consideration or participation should be provided.

Seven copies of the proposal as well as one electronic copy (PDF File) shall be received by the City no later than 3:30 p.m. (CDT) March 15, 2024

Proposals should be sent to:

Kellie Dinkel, Grant Administrator
C/O City of Russellville,
203 S Commerce.
Russellville, AR 72801

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 City official listed below and received in writing at the City office no later than 3:00 p.m. (CDT) on March 1, 2024.

Kellie Dinkel, Grant Administrator
C/O City of Russellville,
203 S Commerce.
Russellville, AR 72801

Verbal communications won't change the terms or obligations in this Scope of Work or any resulting contract. Following receipt of a written request for the Scope of Work clarification, the City shall provide a response to all short-listed firms no later than 3:00 p.m. (CDT) on March 29, 2024. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.



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Evaluation and Selection:

The objective is to select the firm that best meets the needs of the City, documenting successful project accomplishments in each of the categories listed below. The selection of the Consultant will follow the Arkansas State Procurement Laws and the listed criteria.

FIRM:	A	B	C	D
Specialized Experience and Technical Competence: 75 points possible				
NEPA Experience	10 pts			
US Corp of Engineers Design / Technical Experience	10 pts			
Union Pacific Design / Technical Experience	10 pts			
ADEQ Experience	5 pts			
ARDOT Experience	10 pts			
ARDOT Prequalification	5 pts			
FHWA Grant Experience	10 pts			
Trail Design Experience	10 pts			
Uniform Act Land Acquisition Experience	5 pts			
Capacity and Capability: 35 points possible				
Qualified Team	15 pts			
Ability to Execute	10 pts			
Project Schedule Identifying Tasks and Duration	10 pts			
Past Record of Performance: 30 points possible				
Project Delivery	20 pts			
Permitting	5 pts			
Construction Administration and Inspection	5 pts			
Firm's Proximity to and Familiarity with the Area: 10 points possible				
Proposed or Established Local Office	5 pts			
Familiarity with the Area	5 pts			
150 TOTAL POINTS POSSIBLE PER FIRM				

NOTICE OF NONDISCRIMINATION:

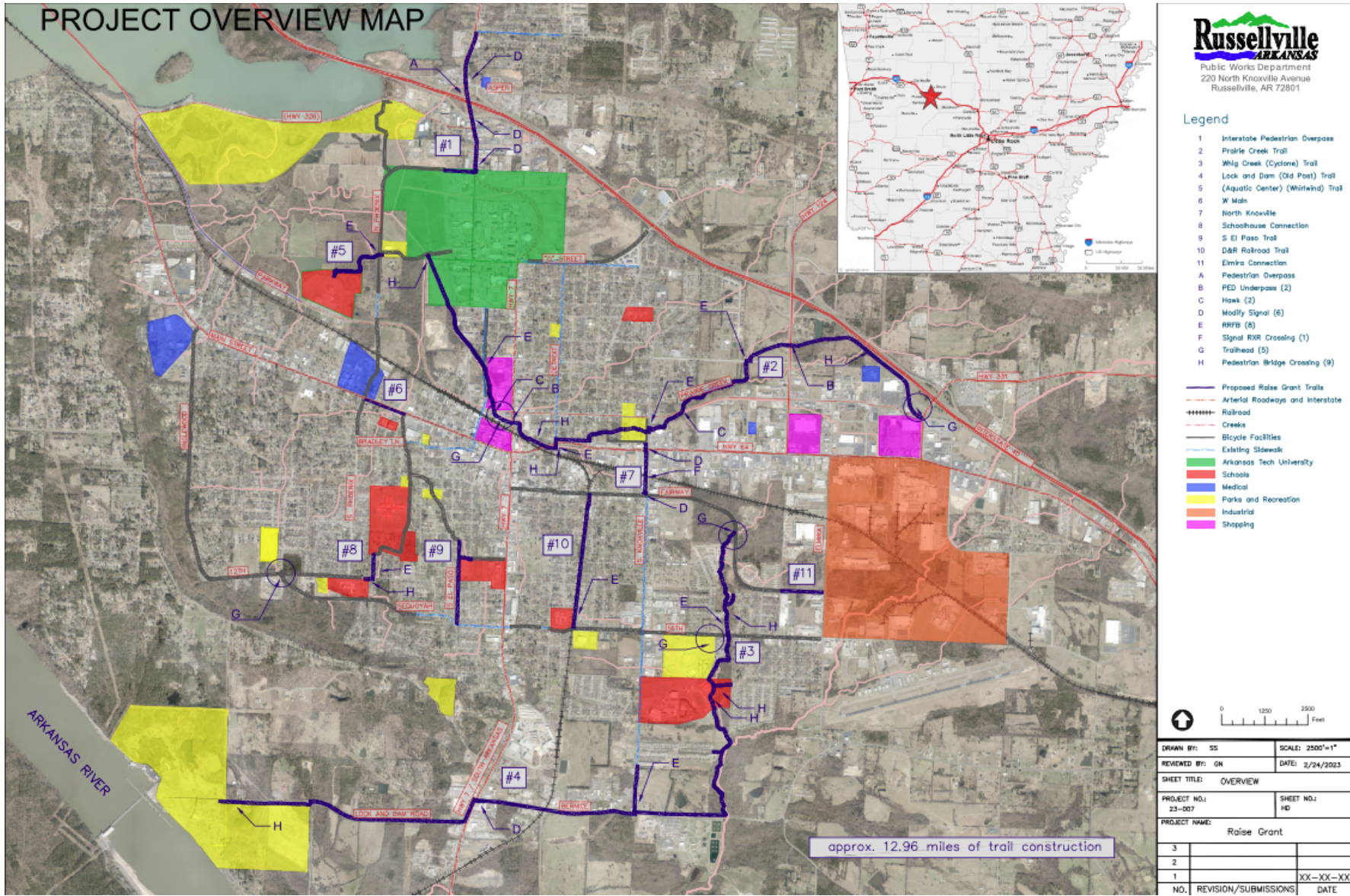
The City of Russellville complies with all civil rights provisions of federal statues and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the City does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the City's programs and activities, as well as the City's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to Tanessa Vaughn, Human Resources Director – EEO/DBE (ADA/504/Title VI Coordinator), 203 S Commerce, Russellville, AR 72801, (479-968-2098) or the following email address: tvaughn@rsvlar.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.



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ATTACHMENT A: Map with State Overview





ATTACHMENT B: STATEMENT OF WORK

This is a project to construct approximately 13-miles of 10' ADA accessible multi-use trails or 10' sidepaths, which include pedestrian lighting and 5 trailheads at locations to be determined. The proposed trail will safely cross current barriers including a pedestrian interstate overpass; two pedestrian 5 lane highway underpasses, and Union Pacific Railroad with a new signalized crossing. The route goes from Gum Street north of I-40 to Lock and Dam Park in south Russellville. In addition from the Junior High in the west to Valley Park Center in the east. This project is broken down into 5 segments that are separated based on primary permitting agency ARDOT, US Corp of Engineers, Railroad, with minor connection alignments within their own segment.

1. Preliminary Engineering (Base Phase)
 - b. Engineering Design
 - c. Environmental studies & NEPA document
 - d. Final design & Construction documents
2. Right-of-Way Acquisition (Option Phase 1)
3. Construction (Option Phase 2)

Construction segments are:

a. Segment 1: Interstate Pedestrian Overpass (1 mile)

Route Segment A: I-40 Pedestrian Overpass (From Gum Street to Phoenix Avenue)

b. Segment 2: Prairie Creek Trail (4.5 miles)

Route Segment A: Aquatic Center to Russellville Jr. High

Route Segment B: Aquatic Center to Historic Downtown

Route Segment C: Historic Downtown to City Park (include 5 lane underpass)

Route Segment D: City Park to Valley Park Shopping Center (include 5 lane underpass)

b. Segment 3: North Knoxville Trail (1.25 miles)

Route Segment A: City Park to Fairway Boulevard (crossing UPRR)

Route Segment B: East 4th Street to Williamson Way (adjacent to D&R)

c. Segment 4: Whig Creek Trail (5.3 miles)

Route Segment A: Fairway to 12th Street

Route Segment B: 12th Street to E 20th Street

Route Segment C: Russellville High School to Ashbrook Lane

Route Segment D: Whig Creek to Jimmy Lile Road

Route Segment E: Jimmy Lile Road to Old Post Park

d. Segment 5: Completing Connections (1 mile)

Route Segment A: Schoolhouse Trail to Phoenix Drive Bike Facility

Route Segment B: Schoolhouse Trail to Inglewood Trail

Route Segment C: Schoolhouse trail to Gardner Adult Education Center

Route Segment D: Gardner Adult Education Center to Sequoyah Way

Route Segment E: Mahle Engine Components to South Elmira Ave



ATTACHMENT C: PROJECT SCHEDULE

Dates listed as FIRM below are not negotiable. These dates reflect RAISE Grant dates that cannot be adjusted and missing these deadlines means funding is not authorized and penalties will be assessed. Deadlines listed here are absolute deadlines, however, segments of the project may be completed and move to construction as segments in a timeline appropriate for that segment. Include in your RFO a proposed project schedule to showcase how you plan to complete this project.

Task and Work	Estimated Completion Date
FHWA Execution of Grant Agreement	March 1, 2024
Executed Contract with Consultant for the RCTS RAISE Grant	May 30, 2024
Component 1	
Preliminary Engineering Obligation Date (for entire project)	June 1, 2024
NEPA Clearance (Approval of NEPA Report) Date	September 30, 2025
Final Design Completion Date	March 1, 2027 (FIRM)
Component 1 Option Phase 1	
ROW Acquisition Clearance to begin Date	January 1, 2026
ROW Acquisition Completion Date	March 1, 2027 (FIRM)
Component 2 Construction	
Segment 1 through Segment 5	
PS & E Package & Obligation of Construction Funds	June 30, 2027 (FIRM)
Construction Bid Advertisement date	July 26, 2027
Construction Bid opening date	September 1, 2027
Notice to Proceed	October 1, 2027
Groundbreaking Date	October 11, 2027
Ribbon Cutting	NTE April 30, 2032
Project Completion Date	April 30, 2032 (FIRM)