

Request for Statement of Qualifications ENGINEERING SERVICES

The City of Grangeville is soliciting statements of qualifications (SOQ) from qualified engineering firms for general engineering assistance.

SOQ will be evaluated and ranked on the criteria described in the RFQ. The SOQ must be received at City of Grangeville, 225 W. North Street, Grangeville ID 83530 by 10:00 A.M., February 12, 2021. Please state "City of Grangeville General Engineering SOQ" on the outside of the response package. In lieu of hard copy submittal, electronic submittals will be accepted. It is the responsibility of the submitting firm to confirm electronic delivery and receipt by the City. Proposals received after the deadline will not be considered.

A copy of the full RFQ may be obtained by contacting Tonya Kennedy, City Clerk at 208-983-2851. City staff shall not be contacted directly during this period regarding the RFQ or project specifics. Questions are to be submitted to tkennedy@grangeville.us for consideration.

Publish Dates: January 27, 2021
February 3, 2021

January 25, 2021

City of Grangeville, Idaho

**INSTRUCTIONS
ENGINEERING PROCUREMENT PROCESS**

1. Request for Qualifications (RFQ) Engineering Services – The procurement regulations require that this two-page RFQ is publicly advertised.

NOTE: Under the evaluation criteria on the second page, the City is responsible to select the point value for each of the evaluating criteria. The criteria range for each item is 10 to 30 points. If the existing values on the RFQ are changed, please make sure the values on the evaluation rating sheets are also changed.

2. Request for Proposals Advertisement – This advertisement needs to be published in your newspaper of general circulation twice, not less than 7 days apart. Proposals can be received not less than 7 days from the last publication.
3. Evaluation Rating Sheets – The Individual Rating Sheets are completed by those persons who evaluate the statement of qualifications (SOQ). The City Council can review the SOQs or elect to establish a review committee to evaluate the proposals and make recommendation to City Council. A minimum of three people should sit on the selection committee. The Summary Evaluation Rating sheet should be a summary (average) of each of the Individual Evaluation Rating sheets, signed by the Mayor.

Request for Qualifications ENGINEERING SERVICES

The City of Grangeville is soliciting proposals from qualified firms for general engineering assistance for general engineering services including wastewater, stormwater, water, and transportation planning and improvements. The successful firm will be required to comply with insurance or bonding provisions, environmental regulations, public participation responsibilities, grantee's affirmative action policies, etc. The agreement will be on a lump sum, fixed price basis (or cost-reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected offer.

Professional services required are likely to include, but not limited to; preparation of planning documents to meet funding agency requirements, participation in public meetings, cost estimation for grant and other funding applications, design of improvements, and engineering construction services.

The services to be provided will include:

1. On-Call Services
 - a. Plan review services
 - b. Assisting with environmental permit compliance items
 - c. Developing standard specifications/drawings
 - d. Developing preliminary engineering reports and record drawings for City-completed improvements
 - e. Miscellaneous questions regarding development, construction, and/or City systems
 - f. Funding application support
2. Utility/Infrastructure Planning Documents (Water, Sewer, Wastewater, and Transportation)
3. Utility/Infrastructure Designs (Water, Sewer, Wastewater, and Transportation)
4. Construction services (observation, resident project representative, engineer of record)

Final Design and Construction Management Service may include:

5. Participation in public meetings.
6. Planning, designing, and engineering of construction project. Project design to include all structural, mechanical, electrical and related systems.
7. Prepare drawings, specifications and project cost estimates. Updating cost estimates as necessary.
8. Surveying, schematic design and cost estimation for grant applications.
9. Prepare bidding documents in conformance with applicable federal and state requirements and applicable building codes. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, preparation of bid tabulation, assisting in bid opening and advising on award of bid.
10. Advise on issuing of Award Notice and Notice to Proceed. Conducting the pre-construction conference and progress meetings.
11. Consulting the City regarding construction progress and quality.
12. On-Site supervising of construction work, field staking and preparing inspection reports.
13. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.

14. Providing reproducible plan drawings to the City upon project completion.
15. Conducting final inspection and testing.
16. Submitting certified "as-built" drawings to the City and the Idaho Department of Environmental Quality as applicable.
17. Preparing an operation and maintenance manual.

Respondents will be evaluated according to these factors:

1. **Capability to Perform Project.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm, firm's commitment to provide necessary resources to perform and complete the project. Provide the address of the main office (for legal purposes), and the address of the office that will manage the project. Provide the same detailed description of any and all firms your firm may partner with on this project. (10 points)
2. **Relevant Project Experience.** Briefly describe similar projects executed by your firm that demonstrate relevant experience with the City of Grangeville. For each project, include a reference name, phone number, email, and a brief description of the work performed. When submitting projects for which your firm worked as a sub-consultant or in a joint venture or partnership, include the name of the lead firm. (25 points)
3. **Qualifications of Project Team.** Provide a brief summary resume of the key people proposed to be assigned to the project (including any important sub-consultants), describe relevant related experience, and the location of each team member. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of tasks and would be the primary point of contact with your firm. Include an organization chart of the project team. (25 points)
4. **Project Approach and Schedule.** Describe how the firm will approach projects with the City. Provide a narrative description of how the firm proposes to execute tasks. Discuss how the firm will work with City staff and leadership to gather input and how that input will be used to develop projects. Provide a schedule for a typical large utility project, including funding application/award, design, and construction, and should reflect realistic durations. (30 points)
5. **Selection Committee Interview (if required).** Firms may be asked to make brief presentations covering their relevant experience and how they would manage and execute a typical large infrastructure project. (10 points)

The SOQ is limited to 10 pages on 8.5x11-inch paper, not counting resumes. SOQ will be ranked on qualifications and the City may choose to interview several of the top ranked firms. However, at its discretion, the City may dispense with interviews and select a firm to perform the work. Award will be made to the most qualified offer or whose SOQ is deemed most advantageous to the City after all evaluation criteria have been considered. The City expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within two weeks of short-list notification.

City staff shall not be contacted directly during this period regarding the RFQ or project specifics. Questions shall be submitted to tkennedy@grangeville.us for consideration.

The SOQ must be received in hard copy form at City of Grangeville, 225 W North Street, Grangeville ID 83530 by 10:00 AM, February 12, 2021. Please state "City of Grangeville General Engineering SOQ" on the

outside of the response package. In lieu of hard copy, an electronic submittal may be submitted to tkennedy@grangeville.us. It shall be the responsibility of the submitting firm to confirm electronic delivery and receipt by the City. Proposals received after the deadline will not be considered.

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho Statutes governing procurement of professional services. Accordingly, the City of Grangeville reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Proposal Solicitation Summary

Applicable to: Engineering services

Grantee: City of Grangeville

Address: 225 W. North Street, Grangeville ID 83530

Contact Person: Tonya Kennedy

Phone: (208) 983-2851

Date Submitted: _____

Brief project description or list of activities:

The City of Grangeville is soliciting SOQ from qualified engineering firms for general engineering assistance.

Type of service for which proposals will be solicited:

Proposal Due Date

February 12,
2021 10:00 AM

General Engineering Service

**Summary Evaluation Rating Sheet
ENGINEERING SERVICES**

NAME OF FIRM	CAPABILITY	EXPERIENCE	QUALIFICATIONS	APPROACH & SCHEDULE	INTERVIEW	TOTAL	COMMENTS
Chief Elected Official Signature:							Date: