

**REQUEST FOR QUALIFICATIONS
For**

**Engineering Services
To Support**

Water System Improvement Project

City of New Meadows, Idaho



Response Due:

August 18, 2017

3:00 PM

Submit Responses and Direct Questions to:

**Jacob "Mac" Qualls
City of New Meadows, Idaho
PO Box 324 (Mailing)
401 Virginia Street (Physical)
New Meadows, ID 83654**

Email: cityclerk@newmeadowsidaho.us

1. INTRODUCTION

The City of New Meadows, Idaho is soliciting proposals from licensed civil engineering firms interested in providing services for a Water System Improvement Project. The City will follow a Qualifications Based Selection (QBS) process that is delineated in Idaho Code 67-2320.

2. SCOPE OF SERVICES PROVIDED

General Description of Anticipated Services:

1. Planning, designing, and engineering of construction project. Project design to include all structural, mechanical, electrical, and related systems.
2. Surveying.
3. Preparing drawings, specifications and project cost estimates. Updating cost estimates as necessary.
4. Preparing 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 bids.
5. Advising on issuance of Notice to Proceed. Conducting the pre-construction conference and progress meetings.
6. Consulting with City regarding construction progress and quality.
7. On-site observation of construction work, submittal review, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
9. Preparing and managing punch list.
10. Providing reproducible plan drawings to the City upon project completion.
11. Conducting final inspection and testing.
12. Submitting certified "as built" drawings to the City and required regulatory agencies.
13. Preparing an operation and maintenance manual.
14. Assisting on conducting a warranty walk-thru.
15. Participation in public meetings.

3. QUALIFICATION CONTENT

Respondents will be evaluated according to these criteria:

Capability to Perform Project: Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Provide the address of the main office and the address of the office that will be assigned to the City. (20 Points)

Qualification of Project Team: List the team that will be working directly with the City, including anticipated consultants. Identify the project manager that will interact with the City on a routine basis. Describe who will perform the various tasks, their responsibilities, and give their qualifications. (30 Points)

Relevant Project Experience: Provide a list of at least five (5) similar clients, with brief descriptions, which show engineers ability to complete public works projects, include contact information. Please provide recent performance working in and for rural communities. Provide at least three (3) current client references. Include contact name, title, phone, and

email for all listed references. Show ability to work closely with funding agencies. (30 Points)

Project Approach: Include your firms approach to providing professional engineering services for a rural Idaho community. Explain your ability to provide the City with timely guidance on project specific issues, communication procedures, and success with funding packages. (20 Points)

Selection Committee Interview:

The City reserves the right to interview the top candidates. Firms may be asked to make presentations covering their relevant experience, their understanding of the project's requirements and their own approach to completing the work. (10 Points) INTERVIEWS ARE OPTIONAL

4. FORMAT

The headings listed above must be used in formatting. The submittals should be clear and to the point. The proposal shall be bound and include three (3) copies to the City of New Meadows, at the address listed on page 4. Late submissions and electronic copies will not be considered. State "ENGINEERING SERVICES PROPOSAL" on the outside of the Package. This Statement of Proposal will become public record upon submission.

5. EVALUATION PROCESS

The proposal evaluation process implemented by the City will be QBS. The City reserves the right to make a selection directly from the proposals, or to require an interview of the top firms. A selection committee appointed by the City will assist with firm evaluations and make recommendations to the City Council who will make the final selection. The City will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm.

The selection committee will rank all received submittals by the headings listed in Section 3 for a possible total of 100. If the City chooses to conduct interviews an additional 10 points may be awarded.

Capability to Perform Project	20 pts.
Qualifications of Project Team	30 pts.
Relevant Project Experience	30 pts.
<u>Project Approach</u>	<u>20 pts.</u>
Total Proposal Points Possible	100 pts.
<i>Interview (Optional)</i>	<i>10 pts.</i>
Total Points Possible	=110 pts

6. SELECTION

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement with the City, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

The City of New Meadows reserves the right to reject any or all submittals received as a result of this request.

The City of New Meadows may also negotiate separately with any source in any manner necessary to serve the best interests of the City. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

Questions and responses should be directed to: Jacob "Mac" Qualls, City Clerk
City of New Meadows
P. O. Box 324 (mailing)
401 Virginia Street (physical)
New Meadows, ID 83654
208-347-2171
cityclerk@newmeadowsidaho.us

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. The City 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.