

Request for Qualifications for General Engineering Services Town of Garden City

REQUEST FOR PROPOSAL:

The Town of Garden City is accepting proposals from qualified engineering firms (firm) which have five (5) years or more experience in providing municipal engineering services as outlined in the Scope of Services section of this request.

OBJECTIVE:

The sponsor intends to enter into a contract for engineering services, as outlined in the Scope of Services section of this request.

SCOPE OF SERVICES:

The sponsor is requesting comprehensive municipal engineering services, including the items identified below.

1. Conduct engineering review and approval of commercial and residential project plans and construction drawings (compliance and codes and standards)
2. Provide consultation to the City Council and Planning Commission as required
3. Design and prepare plans and contract documents for streets, water, sewer, storm drainage, parks, and other capital improvement projects for the city
4. Serves as Project Engineer for Public Works projects
5. Serve as liaison with Federal, State, County and local jurisdictions
6. Prepare grant and other types of funding applications
7. Manage federally funded projects
8. Represent the City as staff for various commissions and task forces
9. Prepare and update Master Plans, reports, projections, and evaluations as needed
10. Provide GIS assistance
11. Provides miscellaneous GIS, design, and drafting services to other departments as needed
12. Attend development review meetings on behalf of the City
13. Performs other related duties as requested

PROPOSAL CONTENT:

Each Proposal must include, as a minimum, the following information:

- a. Name, address, email and telephone number of firm submitting the proposal along with the name of the contact person responsible throughout the contract duration.
- b. The size of the firm's staff and services provided.

- c. A list of City, County or State references for whom the firm has worked including names, addresses, and phone numbers of at least 3 individuals or organizations familiar with the firm's performance.
- d. Identification and role of key individuals on the consultant/engineering team and identify the licensed engineer to be designated as "City Engineer." A short resume for each member of the consultant/engineering team should be provided.
- e. Show experience in federally funded projects. Include experience in funding, engineering, and construction engineering of federally funded projects and if they are currently listed on the UDOT pool.
- f. Evidence of Insurability;
- g. List of personnel specialties.

EVALUATION OF PROPOSALS:

A team consisting of three or more representatives from the Town of Garden City will perform the evaluation of the Submittals. Some of the criteria used in evaluating the presentations will include the following:

- A. Personnel qualifications
- B. Consultant range of experience on various projects
- C. Client references
- D. Number of fields of expertise adequately represented
- E. Ability of the firm to complete projects in a timely manner
- F. Additional highlights that company offers as part of their services
- G. Licensed to perform engineering services in the State of Utah
- H. Ability to provide indicated insurance

GENERAL CONDITIONS FOR PROPOSALS:

- 1. Failure to read the Request for Qualifications and comply with its instructions will be at the firm's own risk and may result in the disqualifications of a proposal as non-responsive.
- 2. The proposal must be signed by a designated firm representative or officer who is authorized to bind the firm contractually. Submission of a signed proposal to the sponsor will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth herein.
- 3. The City reserves the right to disregard proposals or modifications received after the closing time.
- 4. The proposal shall be limited to no more than 10 pages not including resumes and insurance.

PROPOSAL SUBMISSION:

A. Proposals must be delivered to Garden City at:

Garden City
69 N. Paradise Parkway
PO Box 207
Garden City, Utah 84028

on or before 3:00 P.M. September 30, 2015.

- B. Proposals must be submitted in a sealed envelope clearly bearing the name of the firm and address.
- C. The applicant must submit five (5) copies of the complete proposal and an electronic copy in PDF format.

AWARD:

The City reserves the right to reject all proposals. The City also reserves the right to waive and irregularity, informality, or technicality in the proposals in the City's best interest.

WRITTEN AGREEMENT:

The successful firm will be required to enter into a written agreement with the City in a form acceptable to the City. The terms and conditions of the engineering services contract will include the requirement for professional errors and omissions insurance in the amount of \$1,000,000.00.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION PROGRAM:

The successful firm must covenant and agree to abide by the federal and state regulations including the Equal Employment as set forth in **EXECUTIVE ORDERS 11246, 1375, 11625.**

CONTACT PERSON:

For discussion of this RFP, you may contact:
Mayor John Spuhler via e-mail
johns@gardencityut.us

COST OF DEVELOPING PROPOSALS:

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the firm. The City assumes no liability for any costs incurred by firms throughout the selection process.

PROPOSAL OWNERSHIP:

Proposals, including attachments, supplementary materials, rendering, sketches, addenda, etc. shall become the property of the City upon submission, and will not be returned to the submitting firm.

NON-COLLUSION:

The firm guarantees that the proposal submitted is not a product of collusion with any other firm and no effort has been made to fix the proposal price of any firm or to fix any overhead, profit, or cost estimate of any proposal or its price.

DEBARMENT AND SUSPENSION

The City will not select a firm or applicant who is suspended or debarred on the Excluded Parties List System (EPLS) found at <http://epls.arnet.gov>. The selected firm must also be willing to fill out form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions".