

Beaver City

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL ENGINEERING SERVICES

Notice to Engineers:

- *Deadline for all submittals is January 9, 2023 2:00 p.m.*
- *Maximum number of SOQ pages: 10 pages*
- *Electronic Submission: jbrown@beaverutah.net*

Introduction and Background

Beaver City is soliciting statements of qualifications from a qualified civil engineering firm(s) to serve Beaver City in design and contract administration services or various municipal infrastructure projects including, but not limited to transportation, parks, culinary water, storm drain, sanitary sewer, pressurized irrigation systems, buildings, electrical (power) system, materials testing, and construction management for a period of up to five years, with the option to renew annually beyond five years. Submitting firms must have ten years or more experience related to planning, design, construction management, and asset management for local government infrastructure improvements. The selected engineering firm shall employ licensed professional engineers within the State of Utah.

Beaver City anticipates selecting one of the responding firms, but there is no guarantee that any responding firm will be selected. Selection of an engineering firm will be based upon the review of the SOQ's. The term of this selection will be up to five years, effective as of the date of the selection of the firm.

Beaver City reserves the right to reject any and all Statements of Qualifications. Moreover, BEAVER CITY may terminate any contract entered into as a result of this RFQ at any time within the five-year term by giving thirty (30) days written notice to the selected firm. The selected firm shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily. Beaver City reserves the right to issue a project-specific RFQ at any time for any project.

Scope of Work

In connection with this RFQ, Beaver City requires qualifications and knowledge of applicable water resources and transportation design guidelines and related federal, state, and local government regulatory requirements; the capability to produce high-quality engineering construction plans, specifications, cost estimates, and reports; full awareness of applicable requirements for design reviews, observations, and approvals required before, during and after construction completion; and substantial experience with specific examples of on-time, on-budget and related planning, design, environmental, construction observation and project management.

At the direction of Beaver City, the successful engineering firm will provide specified professional services for the term of the agreement. Such services may include, but are not limited to:

- Preparing a master plan report for the City, evaluating and utilizing previous studies and reports, providing recommendations based on current and alternative planning, modeling of alternatives and future expansion, capital improvement plans and cost estimates.

- Preparing concept reports, feasibility studies, cost estimates, proposed funding plans, and other written materials regarding various ongoing or contemplated infrastructure projects.
- Assisting in the procurement of funding for various ongoing or contemplated infrastructure projects.
- Advising and/or representing the City on various matters concerning ongoing or contemplated projects including proceedings before funding agencies, regulatory agencies, judicial bodies, public audiences, etc., when necessary.
- Environmental permitting.
- Preparing specifications, detailed construction drawings, contract documents.
- Legal surveys for rights-of-ways and easements for ongoing or contemplated infrastructure projects.
- Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to various ongoing or contemplated infrastructure projects.
- Providing on-site and/or off-site supervision and evaluation of quality control for various infrastructure projects, coordination and scheduling of contractors and required observations, conducting periodic special inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the City.
- All services shall be performed exclusively in the best interest of the City, in strict accordance with all applicable professional, statutory, and regulatory standards and codes and in the most efficient and cost-effective manner practicable.

Proposal Requirements

Beaver City will review each of the submitted proposals and select an engineering firm(s) based on the following information. The proposals and the performance data requested should include the following items:

1. Letter of Interest. The firm's project manager must be identified. The project manager is the firm's representative who will have full responsibility for the design, construction management/inspection and surveying of the project.
2. Name of firm and the location of the firm's office where the majority of the work for Beaver City will be performed. The age of the firm and the average number of employees of the firm over the past five years.
3. The education, training and qualifications of key members of the firm and key employees to be assigned to Beaver City projects.
4. Current workload and availability of the key persons to be assigned to Beaver City.
5. Recent successful projects completed by the engineering firm which are similar in nature to anticipated project(s) being considered by Beaver City. The descriptions should indicate the technical experience and experience of the personnel with regard to this type of project.
6. Familiarity with Beaver City standards and preferences.

7. References for the firm and identified individuals involved in successful projects (see No. 5). References should include owner contact information.
8. A description of the firm's fee structure outlining hourly rates for all personnel. Also, include descriptions of fees for travel expenses, copies or any other expenses.

Submittal Instructions

Proposals will be received at Beaver City office, via electronic submission at the email address listed above or two (2) copies of printed proposals are required to the address below, **until 2:00 pm on January 9, 2023**. The number of pages of the proposal is to be limited to ten (10) pages. Correspondence, questions and/or clarifications of the proposal procedure should be directed to:

Beaver City
c/o City Manager
30 West 300 North / PO Box 271
Beaver, UT 84713-0271

Selection Criteria

Beaver City will utilize the following in selecting the professional engineering firm:

- Competence to perform the services as reflected by technical training and education, engineering experience, funding procurement experience and direct experience in providing the services outlined herein. (30% score rating)
- The firm's history of effective budget and schedule management for similar projects. (20% score rating)
- The ability to perform the services as reflected by workload and the availability of adequate local personnel, equipment, and facilities, as well as companywide resources and personnel to perform the services in a timely manner when requested. (20% score rating)
- Evidence of competent construction engineering services. (20% score rating)
- Familiarity and experience with Beaver City. (10% score rating)