

City of Livingston



Incorporated 1889

REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES

CITY OF LIVINGSTON, MONTANA
**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES**

I. GENERAL

I.A – Introduction and Background

The City of Livingston is soliciting statements of qualifications (SOQ's) from engineering firms to provide general City engineering services.

The City maintains approximately 72.00 miles of improved and unimproved streets and alleys. In addition, the City constructs, maintains, and operates municipal water distribution, sewer collection, waste water treatment, storm water collection and solid waste utilities.

The City also operates and maintains a local parks and trails system including one Community Park (Sacajawea Park) and 11 several smaller neighborhood parks.

I.B – Objective

To provide contract engineering services and to act as an extension of City of Livingston staff, to provide municipal services for residents, businesses, governmental agencies and other uses within and around the City of Livingston.

I.C – The Engineer of Record (EOR) Potential Scope of Services to the City of Livingston

The City will direct the consultant to provide engineering assistance in two ways:

1. Miscellaneous Services
2. Task-based Services

A brief description of each is provided below.

Miscellaneous Services. The City of Livingston may require general engineering services from their EOR for day to day issues. This may include, but not limited to the following:

1. Attend City Commission meetings-The EOR will be expected to attend at least one non-project related City Commission meeting on an annual basis to provide general updates on the miscellaneous and task based services they are currently working on.
2. Capital Improvement Plan (CIP) Development and Implementation
3. Subdivision and Land Development Review
4. Project Management and Administration
5. Contract Administration

6. Engineering Support for other Departments
7. Grant Writing Assistance
8. Utilities Master Planning
9. Review of City rate structures
10. Preparation of standards, codes and regulations.
11. Act as a liaison to the Department of Environmental Quality and other state and federal agencies as required
12. Meet with the public in small and large groups to discuss city public works projects, policies, practices and outstanding or upcoming issue

For general service tasks, the EOR will provide basic services to the City on an as-needed basis unless other arrangements or agreements are made as dictated by the contract.

Task-Based Services. The EOR may be directed to undertake specific projects for the City that have a finite scope of work, are relatively larger in scale, or for any other reason the City wishes to assign the work on a task-basis to the EOR. In these cases, the assignment of work will follow the general process described below:

1. The Public Works Director (PWD) or City Manager (CM), will describe a task or need to the EOR for a specific project.
2. The EOR will prepare a simple proposal describing the scope of work, the EOR will provide, a proposed fee, and an estimated project timeline.
3. The City of Livingston (COL) will review the EOR proposal. If appropriate, the proposal will be presented to the City Manager and City Commission (Commission) with a professional services contract.
4. The CM/Commission/PWD may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the EOR.
5. Once approved, the EOR will track the task order with an independent project number separate from general service activities.
6. The City may assign task orders to the EOR as needed. The City will reserve the right to issue a general RFP for specific projects if they desire to have expanded competition, specialized expertise, or if the EOR elects to not accept a request for a specific work order. The City will maintain the necessary autonomy to ensure that the public interest is served the best.
7. The award of a contract to the EOR does not guarantee that the selected firm will be assigned any or all City projects.

The City intends to undertake a number of projects over the next few years. These projects may include, but are not limited to the following:

1. Annual replacement/construction of 3 to 6 blocks of street, water, sewer, curb and gutter, storm water and/or street light replacement.
2. Projects addressed in the Strategic Plan, such as West Side Water Loop, Sewer I&I Study, Centennial Lift Station Rehabilitation, Storm Sewer

Improvements

3. Utility Rate Studies
4. Updating City of Livingston Design Standards and Subdivision Regulations
5. Construction of separated grade rail road crossing (advisory capacity only).

The City of Livingston requires the EOR to include the following information in all invoices for Miscellaneous and Task Based Services. This includes: Resolution Number (if applicable), Project Name and Number, Billed and Unbilled Service Totals, Project Phasing with Personnel and Equipment costs with hours, rates and totals, Project Invoicing Summaries with Total budgeted amount, Billed to date and Remaining Balance. An example of the invoice will be provided to the selected EOR.

I.D – EOR Selection Process

The City will utilize the following general selection process in determining the most qualified and best consultant to serve as the EOR.

1. Interested consultants will provide written statements of qualifications (SOQ's) to the City based on the guidelines and information in this RFQ.
2. Consultants shall be duly licensed and certified to perform the professional services by the State of Montana.
3. A selection committee, containing the Public Works Director, Building and Planning Director, and other Administrative Staff plus a third party member will review and rank all SOQ's based upon the criteria established in this RFQ.
4. All consultants are required to comply with the provisions of Montana Code Annotated and Livingston Municipal Code.
5. Additional evaluation steps may include, but not be limited to, an interview, a review of the firm's engineering fee structure, a check of references, etc.
6. Based on the findings of the committee, a recommendation will be made to the City Commission to award a professional services contract to the successful firm.
7. The City will then proceed to negotiate a contract with the selected consultant; with a term of two (2) years, with an option upon mutual consent to renew for additional terms.
8. If an agreement cannot be reached with the selected consultant, the next ranked consultant will be contacted to negotiate an agreement, and so forth.
9. The City reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.

II. SELECTION CRITERIA

The City will screen and rank the SOQ's based on the criteria outlined in this section.

The City may then complete additional evaluations on the remaining consultants

such as a review of the firm's engineering fee schedule, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from the finalists, the selection panel will make a final choice and recommendation to the City Commission to award the professional services contract to the most qualified consultant.

A brief description of the primary selection criteria is provided below:

II.A – Proximity of firm to Livingston

The City wishes to work closely with the selected firm and desires fast and effective service. The consultant should address how they will provide effective service and how they will address travel costs and travel time issues. The City is anticipating to engage with a consultant and a project team located within a two hour drive from the City limits.

II.B – References

The selection committee may perform reference checks for each candidate. A minimum of three (3) municipal clients in Montana where similar or related work was performed must be provided. References where the consultant has served as the EOR are preferred. References should also be able to describe the firm's responsiveness, availability, and ability to complete municipal projects in a timely and orderly manner.

II.C – Experience serving as EOR for the City of Livingston.

- Experience in the role of EOR for the City of Livingston will be considered positively. Proof of an understanding of the role of EOR and a track record of effectively providing this service is preferred. Demonstrated qualifications of the individual who will serve as the City's contract City Engineer and assurance of his/her continual involvement throughout the term of the contract.

II.D – Experience serving as EOR for other municipalities.

- Experience in the role of EOR for other municipalities will be considered positively. Knowledge and previous experience related to the function and delivery of municipal utilities, project management, and utilities master planning. Proof of an understanding of the role of EOR and a track record of effectively providing this service is preferred.

II.E – Consultant's understanding and approach and quality of the SOQ.

This selection criteria will allow the selection committee to award points based on the quality of the SOQ, the consultant's understanding of the City's needs, understanding of the City's infrastructure, and the consultant's approach to the work, consultant's previous experience, or any other quality about the consultant's proposal that sets it apart from any others.

II.F – Consultants description of how/where they will establish a web-based interface for the purpose of tracking all COL projects including miscellaneous and task related activities. Describe and provide an example of a web-based interface for informing and tracking progress of all COL miscellaneous and task based projects. Please include information on the frequency of updates and example on how the information will be presented.

II.G – Qualifications of Professional Personnel to be assigned to the project (Project Team)

Describe the proposed project team for the EOR contract. Describe who will be the key contacts and leaders of the team. Discuss who will interact with City Staff and the organizational structure that will be proposed for the EOR. Discuss subcontractors that will be available to the City and why their services are important. Individuals’ experience and their experience on this team will be taken into consideration.

II.H – Capability to meet time and budget requirements including present and projected workload

It is important that the selected EOR be capable of responding to the City’s needs in a timely manner, complete projects on time, and be an efficient resource for the City. The SOQ should provide a detailed explanation on the consultants approach to ensuring that the City’s needs will be prioritized and met by their firm. This should address situations that occur outside of normal business hours.

A summary of the selection criteria points is provided in the following table:

SELECTION CRITERIA SUMMARY

Selection Criteria	Relative Weight
III.A Location of firm	5
III.B References	10
III.C Livingston Experience	15
III.D EOR Experience	15
III.E Understanding and Approach; Quality of SOQ	20
III.F Web-based Project Updates	10
III.G Qualifications of Personnel	10
III.H Time, Budget, Workload	15
Total	100

III. SUBMISSION REQUIREMENTS

Each consultant must submit proposals to the City by no later than May 16, 2019 at 2:00 p.m.

Proposals must be clearly marked "Professional Engineering Services Statement of Qualifications" and be directed to:

City of Livingston
Office of the Finance Director
110 South B Street
Livingston, MT 59047

FAXED, ELECTRONIC OR E-MAIL COPIES WILL NOT BE ACCEPTED.

Each consultant must submit five (5) copies of their SOQ in sealed envelopes.

REQUIRED CONTENT OF THE PROPOSAL

The proposal should be concise, well organized and demonstrate the firm's qualifications and experience applicable to the scope of services. The proposal shall be limited to 20 one-sided pages (8.5"x11"), inclusive of cover letter, resumes, and graphics.

The following describes the information that should be submitted by each firm or individual:

1. Cover Letter
2. Scope of Understanding and Firm or individual Qualifications
3. Resume of relevant knowledge, skills and experience
4. Client List
5. Rate Schedule

Cover Letter:

The submittal should include a letter describing the firm or individual's interest in providing the requested services. The person authorized by the firm to negotiate a contract with the City, or the individual, shall sign the cover letter. Include the name, phone number, and e-mail address of the contact person for the proposal process.

Scope of Understanding and Firm Qualifications

The submittal should include a description of the firm or individual's understanding of the requested City functions and a narrative, including complete information about the firm or individual and their ability to perform the work described in the Scope of Services. This section shall address the following topics:

1. Brief history of the firm or individual, including key personnel.
2. Names and resumes of all personnel that will be assigned to this contract.
3. Organization chart of project personnel.
4. Description of experience (firm or individual) doing similar work.
5. Description of project management system used to track project tasks, deliverables, and expenditures.
6. Statement of contract understanding.
7. Indicate the primary contact between the firm and City.

Client List:

The submittal should include a current client list, including the agency name and the name, title and telephone number of the primary contact.

Rate Schedule:

The submittal should include an hourly rate schedule for each individual or personnel category and each sub-consultant assigned to perform the duties per the scope of services.

ALL cost to be incurred and billed to the City of Livingston, including labor, equipment, materials, overhead, and profit shall be included within the firm or individual team's rate schedule.

IV. LIMITATIONS

This RFQ does not commit the City of Livingston to paying any costs incurred by consultant in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof. Further, the City of Livingston reserves the right to:

- Accept or reject any and all submittals received as a result of this RFQ at any time;
- Negotiate with qualified consultants;
- Cancel the RFQ, in part or in whole, if it is determined to be in the best interest of the City to do so;
- Waive minor irregularities and formalities in the RFQ submittals;
- Seek further SOQ's for engineering design and construction services contracts, in whole or in part;
- The City reserves the right to seek clarification on any point in any SOQ at any phase of the selection process;

No guarantee of work, financial obligation, or other assurance is made to any respondent of this RFQ whether selected or not for the role of EOR.

V. INSURANCE REQUIREMENTS

Each firm, by the submission of an SOQ, understands and agrees that the award of a contract shall be contingent upon the successful applicant providing the City with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,500,000.00 or greater, as follows:
 - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property

damage liability coverage. The following minimum limits are required: Aggregate - \$1,500,000.00; Products - \$1,500,000.00; Personal & Advertising Injury - \$1,500,000.00; each occurrence - \$750,000.00.

- b. Commercial automobile liability insurance as a result of death or bodily injury to any persons, or destruction of or damage to any property arising out of the ownership, maintenance or use of any owned, non- owned or hired motor vehicle with limits of not less than \$1,500,000.00 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis.
 - c. Workers compensation and unemployment insurance coverage as required by law with a waiver of subrogation in favor of City including Employer's liability coverage with limits of not less than \$1,500,000.00 per occurrence; **OR**, alternatively, the Engineer shall provide documentation establishing to City's satisfaction that the Engineer is exempt from Worker's Compensation and unemployment insurance coverage pursuant to 39-71-401(3) and 39-51-204(2), MCA.
2. Professional liability insurance, including errors and omissions, with limits of not less than \$750,000.00 per occurrence and \$1,500,000 policy aggregate.
 3. The following inclusions to the engineer's certificate of insurance shall be made:
 - a. Waiver of transfer of rights of recovery against others to City.
 - b. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by City.
 - c. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "CITY OF LIVINGSTON" its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
 - d. The additional insured shall contain a severability of interest provision in favor of the City and a Waiver of Subrogation in favor of City.
 - e. All required coverage shall be written with companies that have at least an AmBest rating of B+VII.
 - f. All insurance shall provide a 30 day notice of cancellation or material change.

VI. FALSE OR MISLEADING STATEMENTS

If the review committee feels, at any time, that a consultant's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

VII. PRE-PROPOSAL CONFERENCE

There will not be a pre-submittal conference for this SOQ.

The City requests that firms respect the busy schedules of City staff and not seek to hold personal meetings or make other efforts to spend time with staff and administration at the City prior to submitting an SOQ.

VIII. ADDITIONAL QUESTIONS/REQUESTS FOR INFORMATION

Questions regarding this RFQ or the planned projects should be addressed to:

City of Livingston
Public Works Director
330 East Bennett Street
Livingston, MT 59047
(406) 222-5667
(406) 223-6565
-sholmes@livingstonmontana.org

IX. AWARD OF CONTRACT

Promptly upon making the final determination of ranking, the City will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after 14 calendar days the City may choose to negotiate with the second ranked firm submitting a proposal, and so forth, until a contract is negotiated.

The City reserves the right, as its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm.

All firms not selected will be notified by the City of its decision.