

REQUEST FOR QUALIFICATIONS

“Professional Engineering Services

for the

City of Livingston”

The City of Livingston will receive requests for qualifications to provide professional engineering services for the View Vista Sewer and Water Extension Preliminary Engineering Report (PER). A professional service contract will be awarded based upon demonstrated competence and qualifications as determined by the City of Livingston in its sole discretion to be in the City’s best interests. Submittals shall include the qualifications of the professional engineer, capability to meet time and budget requirements, location, present and projected workloads and related experience on similar projects.

Proposal forms and specifications are on file and may be obtained from the City of Livingston City Hall, 220 East Park Street, Livingston, Montana, 59047 or calling 406-222-1142, or on our web-site at

www.livingstonmontana.org/living/bids_and_request_for_proposals.html

Proposals shall be submitted to the Finance Director on or before the time stated below.

Proposals will be received until **2:00 P.M. Thursday, March 17, 2022**, in the Office at City of Livingston, 220 E. Park Street, Livingston, MT 59047.

PROPOSALS MUST BE PLACED IN A SEALED ENVELOPE WITH THE FOLLOWING CLEARLY MARKED ON THE OUTSIDE ENVELOPE:

“RFQ for Professional Engineering Services for View Vista Community Sewer and Water Extension PER”

For additional information contact Shannon Holmes, Public Works Director at (406) 222-5667 or 330 Bennett Street, Livingston Montana, 59047

City of Livingston
220 East Park Street
Livingston, MT 59047

Paige Fetterhoff
City of Livingston
Finance Director

Please Publish: Livingston Enterprise February 24, 2022, March 2, 2022 and March 11, 2022.

Date: February 23, 2022

**REQUEST FOR QUALIFICATIONS
FOR A PRELIMINARY ENGINEERING REPORT (PER)
FOR THE CITY OF LIVINGSTON, MONTANA IN PARTNERSHIP WITH VIEW VISTA COMMUNITY
FOR A
SEWER AND WATER EXTENSION PRELIMINARY ENGINEERING REPORT**

NOTICE TO ENGINEERING CONSULTING FIRMS: Notice is hereby given by the City of Livingston, Montana in partnership with View Vista Community and its representative, Neighborhood Works Montana, that it will receive written statements of qualifications to prepare analysis and a written Preliminary Engineering Report for the purpose of determining conditions recommended enhancements and estimated costs of a Sewer and Water System Extension design alternatives serving the View Vista Community.

Project Description: In 2021, the City of Livingston in partnership with and on behalf of View Vista Community and Neighborhood Works, was awarded a grant from RRGL for the purposes of assisting in the preliminary engineering report (PER) for the sewer and water system extensions for serving this community. The View Vista Community's private water system is connected to the City's system with a two-inch meter pit. The existing private sewer system has one lift station that has a force main to the City Sewer. The View Vista Community desires to extend City water and sewer mains into the development and have standard utility service connections to each livable unit with the community. This RFQ requests a proposal for preliminary engineering services to be completed and evaluated along with cost estimates for recommended water and sewer main extensions and service connections for the View Vista Community Sewer and Water System. The City of Livingston has water and sewer mains to the south of View Vista Community in View Vista Drive and to the east in Sleeping Giant Street. The existing sewer lift station discharges into the City sewer main at the north end of the View Vista Community. The Sewer and Water Extension PER needs to be completed prior to September 30th, 2022.

Information to be submitted by prospective firms in their statements of qualifications should include:

1. Firm Qualifications: This section should provide information establishing the firm as an organization which is experienced and competent in implementing, reviewing and/or updating preliminary engineering reports for sewer and water systems. The firm must be familiar with all applicable Montana law as it relates to aforementioned utilities. This section should include a list of similar studies done by the firm.
2. Key Personnel: This section shall include a list of the key personnel in the firm that would be assigned to the proposed project. Please include their backgrounds and their location. Also include a statement regarding any intention to sub-contract any portion of this study to other firms.
3. Proposed Plan of Study: Please submit a general outline of the proposed plan of study, including information concerning the firm's ability to meet the City's proposed deadline of September 30, 2022, given the firm's workload and time constraints. This section shall also include information on the firm's proposed methods to accomplish the required work.

4. Additional Information: Any additional information that is relevant for City officials to consider in reviewing and comparing the firm's statements of qualifications.

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 15 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

Closing Date and Address: Five copies and one digital copy of written statements of qualifications clearly identified as "RFQ FOR ENGINEERING SERVICES FOR VIEW VISTA COMMUNITY SEWER AND WATER EXTENSION PER" shall be submitted to City of Livingston, 220 E Park Street, Livingston, Montana 59047 on or before 4:00 PM local time on the 17th day of March, 2022.

Professional firms and qualified firms on the Disadvantaged Business Enterprise list are encouraged to apply.

PROPOSAL INQUIRIES

Questions regarding this proposal may be referred to:

Shannon Holmes
Public Works Director
City of Livingston
330 Bennett Street
Livingston, MT 59704
406-222-5667
E-mail: sholmes@livingstonmontana.org

Selection Process and Contract Negotiations: All qualification statements submitted will be evaluated by a selection committee assigned by the City Manager and chosen representatives of View Vista Community and Neighborhood Works. The City's and community's goal is to have a firm selected and a contract negotiated by March 31, 2022 so that the contract can be awarded timely for completion of PER.

The City of Livingston reserves the right to select the firm and accept the proposal which is deemed in the best interest of the City and View Vista Community. Issuance of this request for qualification does not commit the City of Livingston to award a contract and the City reserves the right to reject any and all proposals.

CONSULTANT SELECTION

PRELIMINARY ENGINEERING REPORT – VIEW VISTA COMMUNITY

Note: Score each question 1-10 points; highest score = best ranking

1. Contractor's demonstrated knowledge/understanding of the goals of this project. (25%)

Score _____ x .25 = _____

2. Responsiveness and quality of contractor's work plan. Does the work plan show that the contractor has the ability and will commit sufficient resources, to accomplish the required analyses, coordinate work with City staff, and produce a quality study document? (35%)

Score _____ x .35 = _____

3. Qualifications and availability of the key personnel and subcontractors identified in the work plan. Availability of adequate support staff and material resources. (20%)

Score _____ x .20 = _____

4. Contractor's record for fulfilling the requirements of similar projects to the satisfaction of the contracting entity, and for accomplishing such projects on schedule and within budget. (20%)

Score _____ x .20 = _____

TOTAL: (10 possible) _____