



PURCHASING DEPARTMENT
33 East Broadway Avenue,
Meridian, ID 83642
Phone: (208) 489-0416
Fax: (208) 887-4813

REQUEST FOR QUALIFICATIONS

PROJECT NO. CW-1923-10966.b

FOR:

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
ROSTER FOR PROJECTS OVER \$25,000
Categories 1C, 2C, 2E, & 9A

QUALIFICATIONS MUST BE RECEIVED PRIOR TO
4:00 P.M.
AUGUST 16, 2019

DELIVER TO: CITY OF MERIDIAN, PURCHASING DEPARTMENT
33 EAST BROADWAY AVENUE, SUITE 106
MERIDIAN, ID 83642

TABLE OF CONTENTS

A.	Invitation to Propose.....	2
B.	General Scope of Work.....	2
C.	Information to be Provided in the Statement of Qualifications.....	3
D.	Consultant Evaluation Criteria.....	4
E.	Submission Requirements.....	5
F.	Administrative Information.....	5

Attachments:

- Statement of Qualifications (SOQ) Cover Page
- Signature Page

A. INTRODUCTION

The City of Meridian is soliciting Statements of Qualifications (SOQ's) to fill a roster of individual firms capable of providing Professional Architectural and Engineering Services over \$25,000. The specific discipline categories are 1C, 2C, 2E, & 9A.

The purpose of this Request for Qualifications is to establish the roster from which the City may choose to contract through individual Task Orders throughout the contract period. Each firm selected for the roster will be required to sign a Master Agreement for the specific A & E discipline category as described in Section B – Scope of Work. Per Idaho Statue 67-2320, the City of Meridian may contract with up to three (3) consultants per each category. Any resultant agreement will not be a guarantee to purchase services.

The resulting Master Agreements shall automatically renew annually on October 1st for two additional one year periods unless sooner terminated in writing.

As needs arise, the City may select a firm from the Master Roster based upon the City's determination of which firm most closely meets the requirements of the particular need, consistent with the City of Meridian's Purchasing Policies, taking into account such factors as firm specialization, personnel, and availability. The City will then notify the firm and negotiate the scope of work and compensation, to be formalized in a Task Order to the Master Agreement. The Master Agreements do NOT preclude the City from issuing a separate RFQ for any particular project.

Request for Qualification documents are available at the Purchasing Office, Meridian City Hall, 33 E. Broadway Ave, Ste 106, Meridian, ID. The documents may also be downloaded from the City of Meridian website at this address: <https://meridiacity.org/finance/purchasing/>.

Questions shall be addressed to: Sandra Ramirez, Purchasing Specialist 33 E Broadway Ave, Ste. 106, Meridian, ID 83642. Phone: 208-489-0416 sramirez@meridiacity.org.

B. GENERAL SCOPE OF WORK

The following is a list of the consulting services being sought for each discipline. **(A separate SOQ must be submitted (per Section C below) for each discipline you are applying for.)**

CATEGORY 1: WATER SUPPLY AND DISTRIBUTION

1c Master planning; water system modeling

CATEGORY 2: WW COLLECTION AND TREATMENT ENGINEERING

- 2c Sewer main extensions, pressure sewers, and misc. collections
- 2e Sewer master planning, sewer system flow monitoring; sewer system modeling

CATEGORY 9: SURVEYING

- 9a Topographic surveying, construction staking, as-built surveying misc.

Selected Proposers shall have all personnel, materials and equipment and offer the services necessary to perform and accurately record the work described above. Proposer personnel, including sub-consultants if applicable, shall have the technical knowledge and skills to professional perform the work as well as current professional registration or certification in the State of Idaho.

Request for Qualification documents are available at the Purchasing Office, Meridian City Hall, 33 E. Broadway Ave, Ste 106, Meridian, ID. The documents may also be downloaded from the City of Meridian website at this address: http://apps.meridiancity.org/Purchasing/purchasing_RFQs.aspx.

C. INFORMATION TO BE PROVIDED IN THE STATEMENT OF QUALIFICATIONS

To be considered responsive to this RFQ and to facilitate evaluations, SOQs should address and be organized in the order of the outline given below and include the following information. Please refer to the section of this RFQ on Submission Requirements for information on Required Number of Copies. SOQs shall be limited to a total of 8 pages (prefer 4 double-sided pages when practical), 8 ½ x 11 inches, in not less than 11-point type (introduction letter, resumes and other required attachments are not included in the page limitation.) **A separate SOQ must be submitted for each discipline you want to apply for.**

Each SOQ must have the completed Cover Page (see attached) and a Letter of Introduction briefly summarizing the firm's qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter and the signature page (see attached).

SOQ OUTLINE

Cover Page: (see attached)

Letter of Interest / Introduction: Briefly summarize the firm's qualifications and past experience relevant to the scope and discipline you are applying for. Generally, describe your firm's expertise regarding the subject category and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact for the Statement of Qualifications. This letter shall be limited to two (2) pages.

Evidence of Firm's Ability to Perform Services:

1. **Project Manager's Experience.** Identify the project manager who would be responsible for the work. Provide a description of the relevant Idaho public entity experience and include references. Public entity engineering and project experience is required, along with the appropriate licenses. Discuss the project manager's approach and how it will ensure the City gets the optimum product or service for the rate payer money spent.
2. **Project Management Approach.** Describe the approach your firm would take to manage your role as an on-call engineering firm for projects valued over \$25,000 from the perspective of budget compliance, schedule compliance, quality control and team communications. Demonstrate schedule and budget compliance on past projects.
3. **Personnel.** Describe the project team including name and office location of key personnel (including any important sub-consultants). Describe key personnel's proposed roles and responsibilities and relevant experience working with Idaho public entities. List key projects the project team has worked on in the past 5 years.
4. **Related Work.** Briefly describe or list projects executed by your firm that demonstrate relevant experience. Projects your firm has performed for Idaho public entities should be emphasized. Select up to five projects relevant to the scope of work and provide a more detailed description and include the name, address, email address, and phone number of a person (currently with the public entity) who can be contacted regarding your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm. List experience in design and construction projects incorporating the Idaho Standards for Public Works Construction (ISPWC), if applicable for your discipline category.
5. **Other.** Relevant information the consultant wishes to include that is not listed above.

Attachments:

- Resumes: Include resumes of all key personnel that will work directly with or on projects. Resumes shall be limited to no more than 2 pages per person.
- Signature Page.

D. CONSULTANT EVALUATION CRITERIA

The Request for Qualifications will be reviewed and evaluated by a selection committee. The committee will select three firms for each category to be included on the Master Roster. The selection committee will use, but will not be limited to, the following criteria for the consultant selection. Consultants are encouraged to identify and clearly label in their SOQ how each criterion is being fully addressed. History from the current and previous projects and customers of the respondent may be used to evaluate some of

the criteria. If there is insufficient information, the City reserves the right to request additional information, and to interview firms to discuss their SOQ.

1. (25%) Project Manager's Relevant Experience
2. (15%) Project Management Approach
- 3a. (20%) Experience of Personnel likely to be assigned to projects for each category.
- 3b. (15%) The number, location and availability of qualified personnel, including the Project Manager.
4. (25%) Related Work - The nature, quality, and relevance of recently completed work and the respondent's record of meeting project schedules and deadlines, and the respondent's adherence to project budget.

E. SUBMISSION REQUIREMENTS

Statement of Qualifications shall be received no later than the advertised due date at the office of the Purchasing Manager, City of Meridian, 33 East Broadway Avenue, Suite 106, Meridian, Idaho 83642. SOQ's received after the deadline will not be considered. The SOQ's shall be submitted in a sealed package clearly labeled with the following:

<p>REQUEST FOR QUALIFICATIONS Proposer Firm Name (<i>fill in your firm name</i>) Project # CW-1923-10966.b Professional Architectural And Engineering Services Roster For Projects Over \$25,000, Categories 1c, 2c, 2e, & 9a RFQ Due Date and Time (<i>fill in the RFQ Due Date and Time</i>) Attention: Purchasing</p>

Required Number of Copies: Firms responding to this RFQ shall use the attached Cover Page and submit four (4) copies to the address indicated on the cover of this RFQ. The consultant shall also submit one (1) original electronic version of each submittal on a flash drive. The copies must be in pdf format. *SOQs, each with its own cover page, are to be stapled in the top left corner with no other bindings or binders. If the size of the proposal document exceeds the capacity of the required single staple, use of a binder clip is the recommended means to bind the document.*

F. ADMINISTRATIVE INFORMATION

Intent of the City: The objective of this Request for Qualifications is to provide sufficient information to enable qualified respondents to submit written Qualifications. This Request for Qualifications is not a contractual offer or commitment to purchase

services. Contents of this Request for Qualifications and respondent's Qualifications will be used for establishment of an on-call roster of consultants and final contractual obligation. It is to be understood that this Request for Qualifications and the respondent's Qualifications may be attached or included by reference in an agreement between the City and successful respondent.

Utilization of Selected Firms: The City does not guarantee utilization of agreements resulting from this RFQ. Actual utilization will be based upon demand for services or other factors deemed important to the City. Any work under a master agreement will be by a task order to that master agreement.

Funding Availability: By responding to this RFQ, your firm acknowledges that for any Task Order or Purchase Order signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.

Agreement and Insurance Requirements. Within sixty (60) days of submittal, an agreement may be awarded by the City to the three (3) highest ranked firms in each category. The time for awarding an agreement may be extended at the sole discretion of the City. Firms may review the City of Meridian's standard master agreement and insurance language that will form the basis for any task order by visiting the City of Meridian website: <https://meridiancity.org/finance/purchasing/>.

If selected for award, respondent agrees to execute and deliver to the City, a standard City Master Agreement and a copy of the applicable insurance certificates. The City reserves the right to request insurance certificates naming the City as an additional insured on subsequent task orders.

Proposed Schedule (The following schedule is only preliminary)

- Issue Request for Qualifications - July 26, 2019
- Receive Qualification Proposals - August 16, 2019 **4:00PM**
- Selection - September 6, 2019
- Master Agreement Commences - October 1, 2019

ATTACHMENTS

STATEMENT OF QUALIFICATIONS (SOQ) COVER PAGE

PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES ROSTER FOR PROJECTS OVER \$25,000

Categories 1c, 2c, 2e, & 9a

RFQ # CW-1923-10966.b

This SOQ is for the following discipline: *(Check only one box below. You must submit a separate cover page and SOQ for each discipline for which you are submitting.)*

	1C	Water Supply & Distribution – Master Planning, Water System Modeling		9A	Surveying – Topographic Surveying, Construction Staking, As-built Surveying Misc.
	2C	WW Collection & Treatment Engineering – Sewer Main Extensions, Pressure Sewers, & Misc. Collections			
	2E	WW Collection & Treatment Engineering – Sewer Master Planning, Sewer System Flow Monitoring; Sewer System Modeling			

Firm Name:	Firm Address:	Contact Person & Title:
Telephone and Fax Number:	E-mail address:	
(T)		
(F)		

TABLE OF CONTENTS

Section		Page
<input type="checkbox"/> Letter of Interest/Introduction		1
<input type="checkbox"/> Statement of Qualifications - Evidence of Firm's Qualifications & Experience		_____
<input type="checkbox"/> Signature Page		_____
<input type="checkbox"/> Resumes		_____

Do not include divider tabs in the submittal.

NOTE: Use this page as a cover for your submittal. SOQs are limited to a total of eight (8) pages in not less than 11- point type. This cover page, cover letter, signature page and resumes are not included in this page limit.

SOQs are to be stapled in the top left corner with no other bindings or binders. If the size of the proposal document exceeds the capacity of the required single staple, use of a binder clip is the recommended means to bind the document.

SIGNATURE PAGE

The undersigned declares: that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this Qualifications; that the undersigned is informed of all relevant facts surrounding the preparation and submission of this Qualifications, that the undersigned knows and represents and warrants to the City of Meridian that this Qualifications is prepared and submitted without collusion with any other person, business entity, or corporation with any interest in this Qualifications.

I declare under penalty of perjury that the foregoing is true and correct.

RESPONDENT'S BUSINESS NAME (type or print)

By: _____
(Signature in ink)

Date: _____

Name: _____

Title: _____

RESPONDENT'S BUSINESS ADDRESS/PHONE/FAX/E-MAIL

_____ (PH)

_____ (FAX)

_____ (e-mail)

Note: If respondent is a corporation, give State of incorporation; if a partnership or joint venture, give full names of all partners or joint venturers.

State of Idaho License # _____

Respondent certifies that he/she is currently a registered professional in the field of work of the qualification proposal and licensed to perform such work in the State of Idaho.

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.