

Request for Qualifications (RFQ)

On-Call Professional Engineering, Planning, and Grant
Writing/Administration Services

For a Master Services Agreement (MSA)

Submission Due Date: January 16th, 2018

Contact/Submittal Address:

City of Sidney
Mrs. Jessica Chamberlin
115 2nd St SE
Sidney, MT 59270

Telephone (406)433-2809

REQUEST FOR QUALIFICATIONS (RFQ):

The City of Sidney is requesting Statements of Qualifications (SOQs) from qualified professional firms to provide on-call engineering, planning, and grant writing/administration services under a Master Services Agreement (MSA).

The City intends to select one or more firms to provide services on an as-needed basis. Work assignments will occur through individually negotiated Task Orders issued under the MSA. Selection will follow the qualifications-based selection (QBS) process required under §18-8-201 et seq., MCA.

SUBMISSION DEADLINE:

All proposals must be received no later than **January 16, 2018.**

INTRODUCTION

The City of Sidney has a population of approximately 6500 and is a full service City, providing residents with administrative, police, fire, public works, park, and recreation services. The City had an annual FY25-26 budget of just over \$26,000,000 in expenditures including projects and maintains several departments within the services it provides.

SCOPE OF SERVICES

A. Engineering Services

- Preliminary engineering reports (PERs)
- Water, wastewater, stormwater, street, and civil infrastructure design
- Construction administration, inspection, and testing
- GIS mapping support
- Capital improvement planning (CIP)
- Cost estimating and budgeting
- Environmental documentation and permitting

- Preparation of bid documents and procurement assistance

B. Planning Services

- Growth policy updates and related planning documents
- Community development analysis
- Parks planning
- Public engagement assistance
- GIS, data analysis, and mapping services

C. Grant Writing & Administration

- Identification of funding opportunities
- Grant application preparation
- Project administration and reporting
- Compliance tracking
- Coordination with funding agencies

CONTRACT TERM

The City anticipates entering into a Master Services Agreement for a term of five (5) years, with the option to extend if mutually agreed.

SUBMISSION REQUIREMENTS

1. Cover Letter
2. Firm Qualifications
3. Project Team
4. Relevant Experience

5. Approach to On-Call/MSA Work

6. Capacity & Current Workload

7. References

Do not include cost or fee proposals.

EVALUATION CRITERIA

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow-through

SELECTION & CONTRACT NEGOTIATION

The highest-ranked firm(s) will be invited to negotiate a Master Services Agreement. Each Task Order issued will define scope, schedule, deliverables, and negotiated fee.

SUBMISSION DEADLINE

Submit SOQs electronically to:

Jessica Chamberlin, City Clerk/Treasurer

Email: clerktreasurer@cityofsidneymt.com

Subject Line: RFQ – On-Call MSA Professional Services

Deadline: _____

GENERAL CONDITIONS

- The City reserves the right to reject any submission.
- The City may request clarification.

- Costs for preparing SOQs are the responsibility of the submitting firms.

QUESTIONS

Questions must be submitted in writing to:

Jessica Chamberlin, City Clerk/Treasurer

City of Sidney, Montana