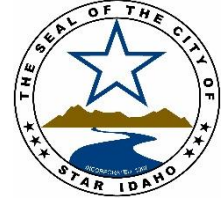


Request for Qualifications

On Call Professional Services Roster



1. Advertisement

Date of Issue: November 29, 2023

Closing Date and Time: January 11, 2024 4:00 P.M. MST

The City of Star (City) is requesting Statements of Qualifications (SOQ's) to fill a roster of firms capable of providing professional services to an unlimited value. This Request for Qualifications (RFQ) is for the twelve (12) specific discipline categories listed below and described in Part 3 of this RFQ. The complete RFQ is available on the City's website at <https://www.staridaho.org/rfps>.

1. Architectural
2. Electrical Engineering
3. Mechanical Engineering
4. Civil Engineering – General Site Work, Storm Drainage
5. Civil Engineering – Roadway and Traffic
6. Civil Engineering – Structural
7. Geotechnical Engineering
8. Water Resource Engineering – Hydraulic Modeling and Analysis/Floodplain Support
9. Landscape Architecture
10. Land Use Planning
11. Surveying
12. Construction Engineering and Inspections

The purpose of this RFQ is to establish a 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 category listed above. The master agreement will expire 5 years after the date of issuance.

For future task orders, the City may select a firm from the roster based on the City's determination of which firm most closely meets the requirements of the specific project. This determination will include considerations such as the firm's specialization, experience, personnel, and availability. The City will notify the firm and negotiate the scope of work and compensation which will be formalized into a task order to the master agreement. This master agreement does not prevent the City from issuing a separate RFQ for any particular project. The resultant master agreement will not be a guarantee that the City will purchase services from any or all firms on the roster.

The City recognizes that considerable effort and expense can be expended during the preparation of an SOQ and thanks you for your interest and submittal.

Ryan V. Morgan, PE
City Engineer
208-286-7247
rmorgan@staridaho.org

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2. General information and Instructions

RESPONSE DELIVERY AND SCHEDULE

Responses will be received until the time and date listed in Part 1. Responses may be hand-delivered to City staff between 8:00 AM – 5:00 PM at City Hall at 10769 W State Street, Star, Idaho 83669. Alternatively, responses may be mailed to City Hall, c/o, Ryan Morgan P.O. Box 130, Star, Idaho 83669. Five (5) paper copies of the response and one memory stick with a PDF of the response shall be delivered together in an envelope addressed to Ryan Morgan, City Engineer with the words “City of Star Professional Services Roster SOQ” clearly written on the envelope.

After the response has been submitted, please email Ryan Morgan at rmorgan@staridaho.org to confirm the response has been received.

QUESTIONS AND CLARIFICATIONS

All questions and requested clarifications from individuals or firms shall be made in writing via email to Ryan Morgan at the following address: bids@staridaho.org. Questions and clarifications shall be submitted no later than 5:00 PM January 4, 2023. Questions and clarifications will be shared, if pertinent, along with their responses on the City’s website at <https://www.staridaho.org/rfps>.

ADDENDA

If the RFQ needs to be revised, revisions will be posted on the City’s website; <https://www.staridaho.org/rfps>. It is the sole responsibility of firms to check for any revisions to the RFQ.

ADMINISTRATIVE INFORMATION

Objective: The objective of this RFQ is to provide sufficient information to enable qualified respondents to submit written SOQs. This RFQ is not a contractual offer or commitment to purchase services. Contents of this RFQ and the respondent’s SOQ will be used to establish an on-call roster of consultants. It is to be understood that this RFQ and the respondent’s SOQ may be attached or included 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 agreement 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: If selected for award, respondent agrees to execute and deliver to the City a 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.

PROPOSER'S COST

The Proposer will be responsible for all costs incurred in preparing or responding to this RFQ. All materials and documents submitted in response to the RFQ become the property of the City and will not be returned.

RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence relating to the RFQ and all reports, charts, coverage maps, displays, schedules, exhibits, and other documentation produced by the proposer that are submitted as part of the proposal shall become the property of the City after the submission deadline.

PUBLIC RECORDS

The City is a public agency. All documents in its possession are public records. Submissions are public records and, except as noted below, will be available for inspection and copying by any person. If any Proposer claims any material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The City will take reasonable efforts to protect any information marked "confidential" by the Proposer, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Proposer upon request after the award of the contract. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any submission is subject to potential disclosure.

GUIDELINES

To be considered responsive, proposals should address all items identified in Part 3. Please note: Some items require that the Proposer provide a detailed response and/or

attachments. Failure to provide a complete response may be grounds for rejection of the proposal. Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of the City.

Elaborate or unnecessarily lengthy documents are discouraged. Emphasis should be concentrated on conformance to the RFQ instructions, responsiveness to the RFQ requirements and on completeness and clarity of content.

The SOQ shall include a completed Service Category Checklist (attached) at the beginning of each SOQ. The SOQ shall contain a separate response to Section 3 described in Part 3 for each category being submitted for.

FORMAT

In order to facilitate evaluation and comparison, proposals should be submitted in the format described below. Format instructions must be adhered to. Failure to comply with this requirement may be cause for rejection.

- Submittal shall be on 8 ½ x 11-inch paper, single sided
- Type shall be no smaller than 12 point
- SOQ contents and page limits discussed in Part 3
- Include the Service Category Checklist as the first page after the cover page

All proposals submitted in response to this request shall use the following headings and sequence listed in Part 3 to assist with developing an accurate evaluation of the proposer's firm.

EVALUATION AND AWARD

The RFQ will be reviewed and evaluated by a selection committee. Within 45 days of submittal deadline, the selection committee may recommend to the City Council an agreement be awarded by the City. The time for awarding an agreement may be extended at the sole discretion of the City.

Per Idaho Statue 67-2320, the City will contract with a minimum of two (2) consultants to have a valid roster. However, the selection committee may recommend an agreement be awarded to up to four (4) firms in each category. The selection committee will use, but will not be limited to, the criteria listed in Part 3 as a basis to rank the SOQs received. The points associated with each section are provided in Part 4 of this RFQ. The City reserves the right to not award a contract for any or all the service categories.

RATE SCHEDULE

The firms selected for the master service agreement roster will be required to submit a current rate table for services. The rate table shall include the key personnel, their

respective job title, billable rate, and the billable rate multiplier. The billable rate multiplier is the ratio between an individuals billable rate and gross hourly pay. Master agreement rates will remain fixed throughout the life of the agreement unless a rate change request is received and approved by the City in writing. No more than one rate change annually will be accepted.

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3. Scope of Services

General Scope of Services

The following is a description of each of the categories included in this RFQ.

Category 1. Architectural: New building design, existing building remodel, and code compliance evaluation.

Category 2. Electrical Engineering: Evaluation, planning, and design of municipal (public parks), commercial (city buildings), building and street lighting, controls and instrumentation, and emergency power.

Category 3. Mechanical Engineering: Evaluation, planning, and design of heating, ventilating and air conditioning, plumbing, and associated instrumentation and control systems for municipal buildings.

Category 4. Civil Engineering – General Site Work and Storm Drainage: Evaluation, planning, and design of storm water collection and disposal facilities including piping, storage, and infiltration basins. General site layout includes parking lots, building locations parks and other site features.

Category 5. Civil Engineering – Roadway and Traffic: Evaluation, planning, and design for roadways, streets, curb and gutter, sidewalks, bicycle and pedestrian facilities, traffic signals, culverts and drainage systems, transportation system evaluation and planning. Showcase previous projects working with ITD, ACHD, and HD4.

Category 6. Civil Engineering – Structural: New building design, existing building remodel, fencing, retaining walls, foundation, and other structural elements.

Category 7. Geotechnical Engineering: Geotechnical analysis; foundation evaluation and design; slope stability analysis; pavement design; retaining systems; field exploration services. Peculation rates and depth to groundwater.

Category 8. Water Resource Engineering – Hydraulic Modeling and Analysis/Floodplain Support: Evaluation and planning of development in the floodway areas. May include the creation and evaluation of hydraulic models of water bodies in the area to support LOMRs No Net Rise analysis or other items. Showcase previous projects working with FEMA. Evaluate irrigation canal and drainage ditch design ponds and other water features.

Category 9. Landscape Architecture: Evaluation, planning, and design of existing and future green areas. Includes landscape plans, planting plans, landscape and park and irrigation system plans. Irrigation systems include both sprinkler layout and pump design.

Category 10. Land Use Planning: Includes planning efforts to help support the long-term visions defined in the Comprehensive Plan and South of the River Plan, both available on the City's website, and the ongoing Parks and Pathways Master Plan. May involve support securing funding in the forms of grants or loans and support negotiating agreements for easements or land dedications for parks and pathways. Includes updates to the comprehensive plan.

Category 11. Surveying: Topographic surveys for design work, boundary surveys, legal descriptions, platting, monuments, easements, and construction staking.

Category 12. Construction Engineering and Inspections: Construction administration may include preconstruction conferences, progress meetings, agency and utility coordination, contract compliance, public relations, submittal reviews, filing, contract changes, change orders, pay application preparation, progress estimates, project closeout, and record drawings. Inspection services may include preconstruction site condition documentation, inspection diaries, payment quantity verifications, identify and recommend corrections for substitutions or deficiencies in contractor work, punch list preparations, material testing compliance, and record drawings. This task includes roadway, site, and building CE&I

Proposers shall have 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 professionally perform the work as well as current professional registrations or certifications in the State of Idaho.

The SOQ shall include the following sections.

Section 1: Cover Letter (2 pages maximum)

A cover letter shall accompany the SOQ. The letter should include the name, title, address, and telephone number of the primary contact for the SOQ. Identify the category or categories that you are applying for. Briefly summarize the firm's qualifications and experience relevant to the scope and categories you are applying for.

Section 2: Overall Firm Structure and History (4 pages maximum)

The selection committee will review the structure of the firm, including subconsultants and other teaming partners.

- 1. Firm Structure and History:** Responder shall include a history of the firm, including a history of its presence in Idaho and the Treasure Valley. Responders shall include office locations, number of staff, including licensed professionals, administrative and other support staff.

- 2. Project Manager's Relevant Experience:** Identify the project manager who would be responsible for the work. Provide a description for relevant experience consulting for Idaho public entities and include references (3 minimum). 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 tax payer money spent. If submitting for more than one category, the responder shall provide a single point of contact regardless of the category.

Section 3: Evidence of Firm's Ability to Perform Services (5 pages maximum)

The selection committee will use, but will not be limited to, the following criteria for consultant selection. Consultants are encouraged to identify and clearly label in their SOQ how each criteria 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. **A separate Section 3 shall be submitted for each category the responder would like to be considered for. Each category shall have a cover sheet to separate them, this sheet will not count toward the overall page count and any information included on this sheet shall not be included as items for consideration.**

- 1. 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. Provide at least five (5) Idaho public entity projects completed in the last five (5) years relevant to the scope of work. 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). Include any experience your firm has in design and managing projects funded by a variety of grant funds.
- 2. Personnel Experience:** Describe the relevant project team 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.
- 3. Personnel Location and Availability:** Describe the location and availability of qualified personnel who will be involved in potential future projects.

Section 4: Attachments

1. **Other.** Relevant information the consultant wishes to include that is not listed above. (One Page Maximum)
2. **Resumes.** Include resumes of all key personnel that will work directly with the City or on projects. Resumes shall be limited to no more than one page per person and are not counted as part of the overall page count.

4. Scoring Criteria

Firms will be scored individually for each category and may be selected for between one and all the categories submitted for. Scoring for each category will include the score from Section 2 plus the score from that category for a total of 150 points. Up to 10 additional bonus points may be awarded to each category based on the information provided in Section 4. These points may be added to each category, or only to categories relevant to the information provided.

2023 SOQ Scoring Guide

Firm:		
Service Category:		
Criteria	Points	Comments
Section 1: Cover Letter (Yes/No)		
Section 2:	-	
Project Manager's Relevant Experience	25	
Related Work	30	
Section 3:	-	
Related Work	45	
Personnel Experience	35	
Personnel Location and Availability	20	
Service Category Total Points	/ 100	
Additional Notes:		

Service Category Checklist

The following is the list of service categories included in this RFQ. Mark the box beside each category for which you are submitting a proposal and attach this form to your SOQ.

- Architectural
- Electrical Engineering
- Mechanical Engineering
- Civil Engineering – General Site Work and Storm Drainage
- Civil Engineering – Roadway and Traffic
- Civil Engineering – Structural
- Geotechnical Engineering
- Water Resource Engineering – Hydraulic Modeling and Analysis/Floodplain Support
- Landscape Architecture
- Land Use Planning
- Surveying
- Construction Engineering and Inspections