

# REQUEST FOR STATEMENT OF QUALIFICATIONS DRINKING WATER FACILITY PLANNING AND DESIGN CITY OF CASCADE, IDAHO

## PROJECT DESCRIPTION AND SCOPE OF WORK

The City of Cascade, Idaho, is soliciting proposals from qualified Engineers for assistance in **Drinking Water Facility Planning and Design**

Professional services required are likely to include analysis of the existing drinking water system, preparation of a Facility Planning Study, and subsequent project cost estimating, programming, and preparation of bidding documents.

Funding sources for this project may include Idaho Department of Environmental Quality Planning Grant Funds and US Department of Agriculture, Rural Development Funds.

## PROPOSAL CONTENT

The proposal must be organized in sections containing the following information:

- **Description of Firm.** Describe your firm's legal structure, areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes and the address of the office that will manage the project).
- **Experience.** Briefly describe other projects executed by your firm that demonstrate relevant experience. However, extensive descriptions of vaguely related projects are discouraged. Also list all public sector clients for whom you have performed similar work in the past five years. For each project mentioned, include the name, address and phone number of a person 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.
- **Key Personnel.** Provide a professional resume for the key people proposed to be assigned to the project (including any important sub-consultants), and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
- **Project Approach.** Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. If applicable, discuss any unique aspects of the project, alternative approaches the City of Cascade might wish to consider or special considerations related to programmatic/funding requirements. Your firm should rely on its expertise and experience with similar projects to demonstrate how it will effectively complete the project.
- **Project Schedule.** Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.
- **Professional References.** Provide references for similar work done for clients similar to the City Cascade.

## ADDITIONAL INFORMATION

All questions concerning the procedures of this request for qualifications shall be directed to City Clerk, Heather Soelberg, via email at [clerk@cascadeid.us](mailto:clerk@cascadeid.us).

All project specific questions shall be directed Mayor Judith Nissula by e-mail at [mayor@cascadeid.us](mailto:mayor@cascadeid.us)

No questions will be accepted by telephone. All questions will be responded to by e-mail, within three days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Heather Soelberg at [clerk@cascadeid.us](mailto:clerk@cascadeid.us) with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. No firms will be identified in the responses. No project specific

questions will be accepted after May 14, 2020.

- **Proposal Deadline.** Proposals must be received no later than 4:45 PM (MDT) on May 28, 2020. Proposals must be submitted via e-mail at [clerk@cascadeid.us](mailto:clerk@cascadeid.us) with the project name and consultant's name clearly indicated in the subject line. Late proposals will not be considered.
- **Proposal Format.**
  - Required File Format: PDF
  - The maximum length of the submittal is 8 pages
  - Cover letters, organization charts, and resumes count toward the page total.
  - Front and back cover pages are acceptable, and do not count in the proposal page total.
  - Except as otherwise noted, pages must be 8 1/2 x 11 inches and single sided.
  - Type style must not be more than six lines per vertical inch and not smaller than 11 point.
- **Revisions to RFQ** All addenda to this solicitation will be posted to the City of Cascade web Page. No notice will be given by mail or email.
- **Conflict of Interest** By the submission of a proposal, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

## **SELECTION PROCESS**

Proposals will be ranked on qualifications and the City of Cascade may choose to interview several of the top ranked firms. However, at its discretion, the City of Cascade may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

- Firm History and Capability to Perform Project
- Relevant Project Experience
- Qualifications of Project Team
- Familiarity with Area and Project
- Project Approach and Schedule

Selected references will be contacted.

A selection committee appointed by the City of Cascade will assist with firm evaluations and make recommendations to the City Council who will make the final selection. The City of Cascade will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firm. If unable to reach an agreement, the City of Cascade will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The City of Cascade expects to evaluate proposals and provide written notification of the short-listed firms within 30 days of receipt of proposals. If interviews are held, they will be scheduled within 2 weeks of short-list notification.

**This Request for Qualifications does not commit the City of Cascade to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.**