

City of Scottsbluff, Nebraska

Tuesday, February 17, 2015

Regular Meeting

Item Bids4

Council to approve the Request for Qualifications for professional services related to the evaluation, recommendation and estimated costs for infrastructure for the City's Comprehensive Development Plan.

Staff Contact: Annie Folck, City Planner

Agenda Statement

Item No.

For meeting of: February 17, 2015

AGENDA TITLE: Council to consider Request for Qualifications for Professional Engineering Evaluation for the City of Scottsbluff's current and future utility infrastructure to be incorporated into City's future Comprehensive Plan

SUBMITTED BY DEPARTMENT/ORGANIZATION: Planning and Zoning

PRESENTATION BY:

SUMMARY EXPLANATION: When considering land use patterns for updates to the City's Comprehensive plan, staff needs to have good information about current utility capacities as well as where utility services could reasonably be extended in the future. This will assist staff in determining a future land use map as well as put together costs and timelines for Capital Improvement Projects (CIPs). These future CIPs can then be prioritized based on greatest cost to benefit ratio. This will also help serve site selectors for economic development.

BOARD/COMMISSION RECOMMENDATION:

STAFF RECOMMENDATION:

EXHIBITS

Resolution Ordinance Contract Minutes Plan/Map

Other (specify) Request for Qualifications

NOTIFICATION LIST: Yes No Further Instructions

APPROVAL FOR SUBMITTAL: _____
City Manager

Rev 3/1/99CClerk



CITY OF SCOTTSBLUFF
Development Services
2525 Circle Drive
Scottsbluff, NE 69361

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS

FOR

PROFESSIONAL ENGINEERING SERVICES RELATING TO:

EVALUATION, RECOMMENDATIONS, AND ESTIMATED COSTS

For the City of Scottsbluff's current and future utility infrastructure, ultimately to be incorporated into and part of the City's future Comprehensive Plan

Contact

Annie Folck, PE – Planner
(308) 630-6244

February 9, 2015

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
Professional Engineering Evaluation, Recommendations, and Estimated Costs
For the City of Scottsbluff's Current and Future Utility Infrastructure
To be incorporated into the City's Future Comprehensive Plan

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
Professional Engineering Evaluation, Recommendations, and Estimated Costs for the City of
Scottsbluff's Current and Future Utility Infrastructure to be incorporated into the City's future
Comprehensive Plan

The City of Scottsbluff, population 15,023, is soliciting written statements of qualifications and bid proposals from qualified professional design firms for a City wide study and evaluation of the City's current utility infrastructure and planning for future growth. This includes the following:

- Study and evaluate our current utility infrastructure capacities and determine where logical system extensions would be recommended.
- Identify future development potential based on proximity to our current infrastructure with recommendations to modify our existing utilities for future utility extensions.
- Estimate costs and prioritize infrastructure improvements for current and future growth with emphasis in the City's investment to current and future extensions and where the City can maximize areas currently being served as a result of said investment.
- Create a budget and timeline for recommended Capital Improvement Projects (CIP's) to incorporate into the City's Comprehensive Plan.

Detailed information pertaining to submission of a response to this RFQ may be obtained from the City of Scottsbluff, Office of the City Clerk, 2525 Circle Drive, Scottsbluff, Nebraska, 69361.

One (1) original and three (3) signed copies of the proposal must be received prior to 2:00 PM Monday, March 16, 2015 at the City of Scottsbluff, City Clerk's Office, 2525 Circle Drive, Scottsbluff, Nebraska 69361. Submittals must be in a sealed envelope clearly marked "Proposal and Bid Estimate for the City of Scottsbluff Current and Future Utility Infrastructure Evaluation".

All submittals must be received by the City Clerk, of the City of Scottsbluff,

Cindy Dickinson
City Clerk

Publish 3T: February 20, 2015
 February 27, 2015
 March 6, 2015

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
Professional Engineering Evaluation, Recommendations, and Estimated Costs
For the City of Scottsbluff's Current and Future Utility Infrastructure
To be incorporated into the City's Future Comprehensive Plan

I. INTRODUCTION

The intent of this request is to solicit a written Statement of Qualifications and Bid Proposals, hereafter referred to as "Proposal", from a qualified person(s), firm, or corporation, hereafter referred to as "Engineer," to provide engineering services for a City wide study and evaluation of the City's current utility infrastructure and planning for future growth. This proposal includes the following:

- Study and evaluate our current utility infrastructure capacities and determine where logical system extensions would be recommended.
- Identify future development potential based on proximity to our current infrastructure with recommendations to modify our existing utilities for future utility extensions.
- Estimate costs and prioritize infrastructure improvements for current and future growth with emphasis in the City's investment to current and future extensions and where the City can maximize areas currently being served as a result of said investment.
- Create a budget and timeline for recommended Capital Improvement Projects (CIP's) to incorporate into the City's Comprehensive Plan.

To be eligible for consideration, the Engineer must be capable of supplying the services as noted herein, and must also meet all other criteria outlined in this Proposal.

II. SCOPE OF WORK

Step 1 – Study and Evaluation

Step 1 will involve the selected Engineer to study and evaluate current utility infrastructure capacities and determine where logical system extensions would be recommended, preparing a conceptual design and getting a community supported vision for the project. Excellent communication skills will be essential for a successful project. The preliminary scope of services is to be understood as a minimum and is subject to change at the discretion of the City.

This step should include tasks such as:

- Facilitating meetings with the City Staff.
- Reviewing pertinent background documents including maps and construction related codes/regulations.
- Preparing and facilitating a public engagement process to obtain citizen and business owner input as well keeping citizens informed about the project.
- Analyzing future growth, current utility infrastructure and proposed infrastructure needs (existing and future).

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
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Step 2 – Identify Future Development Potential

The selected Engineer should work with the City and community to identify future development potential based on proximity to our current infrastructure with recommendations to modify our existing utilities for future utility extensions. Work should include:

- Facilitating meetings with the City Staff.
- Preparing and facilitating a public meeting to obtain citizen and business owner input on potential for future growth, as well as keeping citizens informed about the project.
- Preparing a refined plan locating and describing anticipated growth.
- Preparing updated opinion of probable cost.
- Preparing digital base plans in a format called for by City with future growth potential obtained from the study and from meetings with Staff and Community members. The plans should include recommended changes to existing utility infrastructure as well as future extensions (sizing). Plans should also show anticipated growth patterns including but not limited to residential, business, commercial, with recommended utility infrastructure.

Step 3 – Estimate Costs and Prioritize Utility Infrastructure

Engineer shall estimate costs and prioritize infrastructure improvements for current and future growth with emphasis in the City's investment to current and future extensions and where the City can maximize areas currently being served as a result of said investment. Work would include:

- Facilitating meetings with the City Staff to maintain communication.
- Continue development of the mapping from Step 2 to refine City's investment costs associated with any needs to upgrade existing utility infrastructure and future extensions.
- Developing concept-level cost estimates and phasing plans for construction.
- Develop a preliminary schedule with anticipated priorities and growth.

Step 4 – Develop Budget and Timeline for Capital Improvement Projects (CIPs)

Engineer will create a budget and timeline for recommended Capital Improvement Projects (CIP's) to incorporate into the City's Comprehensive Plan.

- Develop budget estimates for the CIP including existing and future utility infrastructure with anticipated design and construction costs.
- Develop a planning schedule with timelines – recommend MS Project.

III. TIME FRAME

Work is scheduled to begin within 120 days from Notice of Award/Notice to Proceed.

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
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IV. GENERAL PROVISIONS

The procurement process is subject to applicable provisions of federal, state and local laws and ordinances.

1. The City will not be liable for any costs incurred in preparing, submitting or presenting an Engineer's submittals or any associated travel costs.
2. Although discussions may be conducted with Engineers submitting acceptable proposals, consultant selection may be made without any discussion.
3. The City reserves the right to postpone the opening and/or review of Engineer submittals for cause or convenience. The City also reserves the right to reject any and all proposals, in whole or in part, and to waive any information therein.
4. If only one qualified Engineer responds by the due date, the City may enter into contract negotiations with that Engineer.

V. CONTENT AND FORMAT OF PROPOSALS

Each Engineer must include in their submission the following documents so that each Engineer can be effectively evaluated in a similar manner. Each submission is limited to no more than 30 single sided or 15 double sided letter size sheets.

1. A Letter of Interest is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time period, and explain why the Engineer should be selected in no more than three pages. Address and contact information for each party in a proposed joint venture should be included.
2. Qualifications: Engineer submittals must include a statement of qualifications and all required certifications. Information must be included summarizing and documenting the qualifications of the Engineers in relation to the contractual services anticipated.
3. Experience and Competence of Engineer(s): Information must be included summarizing and documenting the experience and competence of the Engineer in relation to the contractual services anticipated. Engineer is required to include, at a minimum, the names and addresses of a representative list of at least three clients/references with which the Engineer has contracted with for similar work.
4. Personnel Qualifications and Availability: Engineer must identify and summarize the relevant experience of any personnel that would actually coordinate with the project and provide any technical assistance. The qualifications of these individuals will be considered. The use of locally based personnel and any relevant local knowledge will also be considered.

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5. Project Proposal: Engineer must provide a project proposal, which is in accordance with the information provided in this RFQ. Engineer proposals must include the following elements:
 - a. A detailed service plan addressing the "Scope of Work" as detailed above, and
 - b. A list of all costs for each phase of the project, through its completion
 - c. Any other information deemed necessary by the proposing Engineer

VI. SELECTION PROCEDURE

The objective is to select the highest qualified Engineer for the services to be rendered, at a compensation determined as fair and reasonable to the City. To accomplish this objective, Engineer will be evaluated on the following basis:

	<u>Evaluation Criteria</u>	<u>Maximum Points</u>
1.	Letter of Interest	10
2.	Qualifications	20
3.	Experience and Competence of Engineer(s)	20
4.	Personnel Qualifications and Availability and Work Schedule	20
5.	Project Proposal	30
	Maximum Total Points	100

Before assigning final scores the City may, at its discretion, schedule face-to-face interviews or telephone conferences with each Engineer. Each member of the Committee will then assign up to the maximum points noted above to each criterion based on the Engineer's submittals and any other information obtained through interviews and/or telephone conferences. Engineers will be ranked according to their total cumulative points.

Following the completion of the evaluation, the City will enter into contract negotiations with the top-ranked Engineer. If a mutually satisfactory agreement cannot be negotiated with the top-ranked Engineer, said Engineer will be asked to document a final offer in writing before terminating negotiations. Negotiations will then be initiated with the second-ranked Engineer, and so forth, until a contract has been negotiated with a qualified Engineer, or halted at the discretion of the City.

The City reserves the right to reject any and all applicants if the requirements as set forth herein are not met or if the City deems an Engineer unqualified on the basis of the overall analysis of the criteria outlined above.

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VII. CLARIFICATION OF SPECIFICATIONS

Requests for clarification of any items, requirements or specifications contained in this RFQ must be received in writing at the City offices no later than **no later than 3:30 P.M., on Monday, March 9, 2015. Please fax, email or deliver all RFQ clarification requests to:**

City of Scottsbluff
Attn: Annie Folck, PE – Planning Supervisor
2525 Circle Drive
Scottsbluff, NE 69361
Phone: (308) 630-6244
Email: afolck@scottsbluff.org

VIII. RESPONDENT SUBMITTALS

To be considered, one (1) original and three (3) copies of the required submittals must be received at the City Clerk's Office:

City of Scottsbluff
Attn: Cindy Dickinson, City Clerk
2525 Circle Drive
Scottsbluff, NE 69361
Phone: (308) 630-6221
Email: cdickins@scottsbluff.org

To be considered, One (1) original and three (3) signed copies of the proposal must be received prior to 2:00 PM Monday, March 16, 2015 at the City of Scottsbluff, City Clerk's Office, 2525 Circle Drive, Scottsbluff, Nebraska 69361. Submittals must be in a sealed envelope clearly marked "Proposal and Bid Estimate for the City of Scottsbluff Current and Future Utility Infrastructure Evaluation". As soon as possible thereafter, the City shall review the documents that include each Engineer's letter of interest, qualifications and required certifications and assurances.

Engineer submissions not in compliance with the instructions contained in this section and/or not containing the information requested may be declared "non-responsive" and disqualified from consideration.

IX. MISCELLANEOUS PROVISIONS

Proposals received after the due date and time will not be considered. Modifications received after the due date will not be considered. No responsibility will be attached to the City for the premature opening of a package not properly addressed and identified, and/or delivered to

REQUEST FOR QUALIFICATIONS AND BID PROPOSALS
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the wrong office. The City may reject any and all proposals and reserves the right to waive any technicalities, irregularities, or informalities in any proposals or in the proposed procedure.

Documents: This RFQ comprises the following documents (all of which are herein collectively referred to as the "Documents"):

- PUBLIC NOTICE
- REQUEST FOR QUALIFICATIONS
- EXHIBIT A – CITY OF SCOTTSBLUFF JURISDICTIONAL MAP

Contract Award: It is anticipated that, if one or more proposals is accepted, the City may enter into one or more contracts for said services or may enter into one Contract with a sub-contract for one or more of the specific elements under the Preliminary Scope of Services.

Owner's Representative: It is understood that the City will designate an Owner's Representative to provide oversight and administration during the performance of the professional services covered by any contract that is awarded.

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“EXHIBIT A”

**CITY OF SCOTTSBLUFF
JURISDICTIONAL MAP**

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