



**Request for Qualifications (RFQ)
On-Call Community and Economic Development Engineering Services**

Grand County is soliciting statements of qualification from multi-disciplined planning and/or engineering consulting firms to provide on-call engineering services for the years 2018 – 2020 with an option to renew for an additional two years. The on-call consultant provides additional staffing resources for projects the County does not have time or expertise to complete. The services include, but are not limited to, review and comment on development applications including land divisions, conditional use permits, site plan reviews, infrastructure and capital improvements planning, and other development-related projects.

This agreement will not apply to water or wastewater services.

The County makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation.

The County will select and negotiate with those consultants whose submittals are responsive to this RFQ and are in the best interest of the County. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The County reserves the right to cancel this solicitation at any time. Preference will be given to firms within a 200 mile radius of the County Courthouse (located at the address below).

Please mail letters to:
Zacharia Levine (zlevine@grandcountyutah.net)
Community and Economic Development Director
Grand County
125 E. Center St.
Moab, UT 84532

Submittals must be received no later than 5:00pm on March 30, 2018.

Additional Information to the RFQ

Grand County is seeking a multi-disciplined planning and/or engineering consultant firm to provide engineering services for the Community and Economic Development Department. This department is responsible for Planning, Zoning, Development Engineering, and Economic Development services for the County. The services requested as part of this RFQ include, but are not limited to, review and comment of development applications for compliance with the Utah State Code, Grand County Land Use Code, Grand County Construction Standards, Storm Drain Design Criteria, and other pertinent regulatory documents:

- Master Plans;
- Development Agreements;
- Land divisions (Minor Record Surveys and Subdivisions);
- Conditional Use Permits;



- Site Plan Reviews;
- Structural Engineering Plan Reviews;
- Development Inspections;
- Bridge inspections;
- Storm water, transportation, and other capital improvements planning (not including culinary water or wastewater services); and
- Other development-related projects and on-call services.

RFQ PROCESS

All statements of qualifications must be received by the Community and Economic Development Director by 5:00 p.m. on March 30, 2018. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ. The County reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the County until the County executes a written contract.

Submission

One (1) original and four (4) copies for a total of five (5) responses must be submitted. One digital copy shall be e-mailed. The envelope or package containing the responses must be plainly labeled:

RFQ – On-Call Engineering Services Grand County
Attn: Community and Economic Development Director
125 E. Center St., Moab, UT, 84532

The digital copy shall be e-mailed to zlevine@grandcountyutah.net.

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: "The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive."

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the County reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

Clarification and Addenda



Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the County Manager.

The County shall not be responsible for oral interpretation given by any county employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the County will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their proposal, to contact Grand County (435-259-1371) to determine if the addenda were issued and to make such addenda a part of the proposal. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

Preparation Expenses

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the County for the expense of preparation or presentation.

Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

Errors and Omissions

Once a response is submitted, the County may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

Retention and Disposal of Statements of Qualifications

The County reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The County reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

Collusion

By offering a response to this RFQ the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person



have an interest in this project or in the Agreement to be entered into.

3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or established commercial agencies maintained by the consultant for the purpose of doing business.
4. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the County Manager, Executive Directors, Department Heads, and other staff. This policy is intended to create a level playing field for all potential firms; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below

Contract Extensions

The County is soliciting statements of qualification from multi-disciplined planning and/or engineering consulting firms to provide on-call engineering services for the years 2018 – 2020 with an option to renew for an additional two years. The purpose of seeking a multi-year contract is to establish and maintain continuity in professional services provided to the County, and to reduce the administrative burden of repeating the procurement process annually. Contract extensions shall be approved by the County Council on the basis of criteria set by the County Council.

Right to Early Termination

The County shall retain its right to partially or wholly terminate its contract with a consultant selected to perform contract engineering services should it determine it is in the public's best interest. This includes the determination that a full-time staff engineer is preferable to an on-call contract engineer. In the event the County chooses to exercise this option, it shall provide a minimum 60 days of notice to its selected on-call contract engineer.

SCHEDULE

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued and advertised: February 26, 2018
- Deadline to receive responses: 5:00pm, March 30, 2018

The *tentative* schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

- Evaluation of submittals: April 2 - 11, 2018
- The selected vendor will be notified and a contract will be negotiated and then submitted to the Grand County Council: April 17, 2018
- The schedule for the evaluation, selection and award may be changed solely at the County's discretion.
- Interviews may be scheduled at the County's discretion.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS



General

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the proposal shall be incorporated into the contract documents by reference.

Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the County indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

- Cover Letter
- Table of Contents
- Sections
 1. Introduction and Execution
 2. Qualifications
 3. Qualifications of Staff
 4. Familiarity/History within the Region
 5. References
 6. Technical Approach
 7. Sample Documents

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

- The submission of this Statement of Qualifications indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions of the Professional Services Agreement included therein.
- The statement must be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the consultant to the submitted response.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in civil engineering practices as they relate to municipal or local government operations and planning. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Region



Provide a list of all relevant engagements the firm completed for local government entities within the last ten (10) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services. Preference will be given to firms who are based within a 200-mile radius.

Section 5 – References

Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least three of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Technical Approach

Provide a general description of the firm's approach to provide the Scope of Services. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's technological capabilities and the ability to comply with deadlines and timelines identified in the Scope of Services.

Section 7 – Sample Documents

The Consultant is encouraged to provide examples of plan review correspondence, construction drawings, inspection records, or other documents created and used for similar projects. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (.pdf).

SCOPE OF SERVICES

Background

Grand County requires engineering consulting services to support the review/approval of design and construction of both public and private infrastructure. Additionally, the consultant must be available for general consultation with County administration, department heads and supervisors, responding to general inquiries of a civil engineering nature.

Engineering Scope of Services

The selected firm is expected to provide the following Scope of Services as directed by Grand County staff:

1. The routine and reoccurring review of development plans and specifications including sketch plans, preliminary plats, final plats and construction drawings for both developer and County constructed public and private infrastructure. The consultant will use and bill their time judiciously.
 - a. Submitted plats, construction plans, and specifications will be reviewed by the consultant for conformity with adopted County ordinances, construction specifications, and departmental master plans and/or to state/federal (regulatory authorities) agency standards. In the absence of local directives consultant will utilize other local, regional or state standards, or generally accepted methods or practices of engineering, land surveying or construction.
 - b. Written comments must be developed and returned to appropriate county staff members *within ten (10) business days* of receipt unless circumstances warrant faster or slower response times as specified by County staff.
 - c. The consultant will devise and implement a tracking methodology to accurately log receipt, response and status of each submittal and project.
 - d. The consultant will review subsequent plat and/or plan revisions or responses until such time as



the consultant may provide written certification that the subject plans substantially conform to County standards for content and clarity.

- e. The consultant's review of private infrastructure is generally limited to civil site design and upon request, evaluation of specific structural components.
 - f. Additional consultation, including site inspections, may be required during the construction process to assist the County with proposed field adjustments, plan modifications or the acceptance/approval of constructed facilities.
2. Upon request, provide engineering assistance to select staff and elected officials.
- a. The consultant may be tasked to review storm sewer conveyance operations and to provide guidance on maintenance and small improvement projects.
 - b. The consultant may be tasked with assisting Department Heads or the County Council Administrator with the development and/or planning of capital improvement projects.
 - c. The consultant may be tasked with attending meetings with industrial, commercial and residential developers and to provide guidance on potential developmental impacts on the County's infrastructure.
 - d. The consultant may be tasked with providing professional land surveying services of varying complexities such as determining right-of-way or property lines, preparing legal descriptions for easements or performing property boundary or topographic surveys.
 - e. The consultant may be tasked with providing GIS and mapping support services.

PROPOSAL EVALUATION AND SELECTION

Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Firm qualifications and experience with similar projects involving local government and/or other governmental agencies (25 Points)
2. Key staff, project understanding and approach (20 Points)
3. Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services (20 Points)
4. Thoroughness of material submitted, including the proposed work plan and the quality, amount and type of service provided (15 Points)
5. Reports from references (10 Points)
6. Office location with preference given to firms within a 200-mile radius of the Grand County Courthouse (10 Points)

Selection Process

A Selection Panel will evaluate and score each submission according to the criteria set forth above, in order to determine a "shortlist" of three (3) to five (5) submitters for the interview phase of the selection process. Finalists may be invited to participate in detailed interviews. However, the County reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews.

At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to



determine the best qualified firm for this request. If the County is unsuccessful in negotiating a contract with the best qualified firm, the County may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process.

The County will not request or consider fees, price, labor hours or any other cost information at any time during the selection process, including the selection of firms to be interviewed, the final list, or the order of preference. Consideration. Contract negotiations will include consideration of compensation.

Rejection of Responses

The County may reject responses if:

1. The consultant misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the County.