

REQUEST FOR QUALIFICATIONS
For Professional Services to the Billings Public Works Department
Engineering Services

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings Public Works Department is accepting Submittal of Qualifications (SOQs) from qualified Consultants to provide engineering services for study, design and/or construction administration for a variety of projects as discussed herein.

1.2 General Submission Information

The Public Works Department is accepting SOQs from firms wishing to be added to the list of prequalified firms to perform projects involving several areas of expertise. The SOQ should address the Consultant's capabilities for performing all aspects of the areas of expertise that they are requesting consideration for prequalification. Specific project selections will be based on the list of prequalified firms determined by these SOQs. The City reserves the right to advertise and solicit proposals for any project.

1.3 Questions

Questions regarding this SOQ shall be submitted to:

Debi Meling, P.E.
Public Works – Engineering Division
2224 Montana Avenue
Billings, MT 59101
(406) 657-3097
melingd@ci.billings.mt.us

1.4 Preparation Costs

The City shall not be responsible for SOQ preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of prequalification. By submitting a SOQ each Firm agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Qualifications

Submitters should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Submitters should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Signature Requirements

All SOQs must be signed. Any duly authorized agent of a vendor may sign the SOQ. The name and title of the individual(s) signing the SOQ must be clearly shown immediately below the signature.

2.3 SOQ Submission

Submissions of SOQs meeting the requirements herein will be accepted at any time during the year however, the initial list of prequalified firms will be made from SOQs received prior to or on March 15, 2018. One copy of an SOQ meeting these requirements shall be delivered or mailed to:

Public Works Department – Engineering Division
2224 Montana Avenue
Billings, MT 59101

2.4 Disposition of SOQs

All materials submitted in response to this RFQ become the property of the City of Billings. One copy shall be retained for the official files of the Public Works Department and will become public record after prequalification.

2.5 Modification of SOQs

Written updates to the SOQ for a qualified firm will be accepted every six months.

SECTION 3 – DESCRIPTION OF WORK

3.1 Type of Services

The prequalification will be for engineering services which may include study, design and construction administration of various projects. Other assignments of a similar nature may be made at the discretion of the City.

Areas of Expertise

Areas of Expertise included in this SOQ are as follows and should be used in the SOQ:

1. Water Distribution and Sanitary Sewer Collection
2. Wastewater Treatment
3. Water Treatment and Supply
4. Stormwater collection and treatment
5. Geotechnical Evaluations and Materials Testing
6. Roads and Multiuse paths
7. Street Lights
8. Traffic Engineering
9. Landscaping
10. Survey
11. Funding/Financial Studies
12. Energy Evaluations
13. Land Acquisition
14. Landfill

SECTION 4 – SOQ AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the SOQs shall be organized in the manner specified below. SOQs shall not exceed the number of pages noted in this section. Information in excess of those allowed will not be evaluated. One page shall be interpreted as one side of single-spaced, typed, 8½” X 11” sheet of paper using no less than a 12 point font with top, bottom and side margins of no less than one inch. Headers and footers can be outside of the margins indicated. Font size smaller than 12 point can be used in the experience matrix.

4.1 Title Page (1 Page)

The following information needs to be included: the name of your firm, address, telephone number(s), name of contact person, and date. The title page must be signed by a corporate officer or other individual who has the authority to bind the firm. The typed or printed name and title of the individual(s) signing the SOQ must be clearly shown immediately below the signature.

4.2 Cover Sheet – Areas of Expertise (1 Page – included with RFQ)

The cover sheet listing the areas of expertise is included with this RFQ and must be included with the SOQ. Indicate in the first column, entitled “submitted”, each area that the firm would like to be considered for prequalification. The City will use the second column “qualified” after evaluation. If an area is marked on the cover sheet, corresponding sections must be included in the SOQ. An additional cover letter is acceptable.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 SOQ Narrative – Three sections

The narrative sections should be organized by section and area of expertise and should only include the areas that your firm is submitting on. For instance, section A.1. will be for water distribution and sanitary sewer collection experience. A.2. for wastewater treatment experience. Section B.1. for water distribution and sanitary sewer collection key staff. Section B.2. for wastewater treatment key staff. Section C will not need area of expertise subsections.

Alternative format: It is acceptable to use 13 sections (areas of expertise) with information for A and B under each section and then a separate section for firm information.

A. Previous Performance/Experience (10 points)

Provide detailed information on projects relating to the area of expertise listed above and included on the cover sheet. Provide at least three projects for which your firm has provided the same or similar services. Experience section for each of the areas of expertise should not be longer than five pages. Do not include firm experience unless individuals who will work on this project participated in that experience.

B. Key Project Staff (10 points)

The attached matrix showing the personnel and their experience must be included at the beginning of section B. In each individual subsection, identify project engineers, key project staff, and task leaders expected to provide services on behalf of the firm. Each subsection should be no longer than two pages. It is not necessary to list all subconsultants that would be used to perform a project. Teaming arrangements and subconsultants will need to be presented during individual project selection.

Resumes should be included for each of the individuals referenced detailing their relevant experience. Performance on projects, especially City projects, should be noted. Resumes should clearly delineate experience in the different areas of expertise that they are identified for in the matrix. The resumes should be arranged alphabetically in an appendix and are not included in the two page limit for the subsections. Smaller margins and font size smaller than 12 point can be used in the resume appendix.

C. Firm Information (10 points)

This section should not to be broken down by area of expertise. The section shall be no longer than two pages.

1. Business History: Provide information on size, resources, and business history of the firm.
2. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

3. References: Provide a total of five references for the firm that will cover the areas of expertise included in the SOQ. The City of Billings may only be listed as one reference. Include a point of contact, current telephone number, a brief description of the services provided, and the area(s) of expertise involved the projects completed for that reference.

SECTION 5 – PREQUALIFICATION EVALUATION CRITERIA

5.1 Evaluation Criteria

A committee of individuals representing the City of Billings will perform an evaluation of the SOQs. Submittals will be evaluated on previous experience (10 points), key personnel (10 points) and firm information (10 points) in each of the areas of expertise. Each area of expertise must receive a total point value of 15 points out of the possible 30 points in order to be prequalified in that area.

SECTION 6 – PROJECT SELECTION PROCESS

A selection committee will be formed when a project is identified and funded. The committee will define the criteria that will be used to select a consultant. The SOQs of all firms prequalified in the area of expertise needed for the project will be reviewed to determine which firms will be shortlisted based on the criteria. These firms will be asked to provide specific information in a form determined by the committee. The form could be a letter, proposal, or oral interview. The selection committee will base final firm selection on the specific project information received from the firms.

SECTION 7 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Submitter(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Submitter, the City shall notify the Submitter and terminate negotiations. The second highest-ranked Submitter may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Submitter should the City determine it to be in the City's best interest. The City of Billings reserves the right to reject any and all SOQs submitted.