

City of Mt. Angel
REQUEST FOR STATEMENTS OF INTEREST
AND QUALIFICATIONS
for City Engineering Services

The City of Mt. Angel is requesting Statement of Qualifications (RFQ) from qualified engineering firms to provide City engineering services for the City of Mt. Angel, Oregon. This includes supervising all work produced by the City which is subject to the terms of ORS Chapter 672. The City Engineer is to be appointed by the Mayor and City Council and works under the direction of the City Administrator. This is a contracted position.

The City will consider a City Engineer Services contract of approximately three (3) years with an option to renew the contract for two additional two (2) year terms upon mutual consent of both parties.

The City invites qualified individuals or firms to submit proposals based upon the scope of work contained in the RFQ. A copy of the RFQ can be obtained on the city website at <http://www.ci.mt-angel.or.us/>, by calling 503-845-9291, or in person at City Hall, 5 N. Garfield Street, Mt. Angel, OR 97362.

SEALED PROPOSALS clearly marked “**City Engineer RFQ**” will be received by the City of Mt. Angel, Attn: Assistant to the City Administrator, 5 N. Garfield Street, PO Box 960, Mt. Angel, OR 97362, until **4:00 p.m., Friday, February 10, 2012.**

The City of Mt. Angel is an Equal Opportunity Employer.

**Request for Qualifications (RFQ)
for
City Engineering Services**

Introduction

The City of Mt. Angel is requesting Statements of Qualifications (RFQ) from qualified engineering firms to provide City engineering service for the City of Mt. Angel, Oregon. This includes supervising all work produced by the City which is subject to the terms of ORS Chapter 672. The City is seeking an engineering firm which can perform all the duties of the City Engineer as described throughout this RFQ. The City Engineer is to be appointed by the Mayor and City Council and works under the direction of the City Administrator.

As a result of this Request for Qualifications (RFQ) the City will select a top qualifier with whom to negotiate a contract. If negotiations are successful, the City will enter into a professional services contract with that firm. The City will consider a City Engineer Services contract of approximately three (3) years with an option to renew the contract for two (2) additional two (2) year terms upon mutual consent of both parties (maximum 7 years). The initial contract period is anticipated to begin May 1, 2012 and end May 1, 2015. The City reserves the right to conduct periodic review of these services. At the conclusion of each contract period, the City Engineer's performance will be formally evaluated. The City retains the option to renew the contract for two additional two (2) year terms upon review of fees, performance and services. The engineer may submit revised prices for consideration at the time of renewal. The City retains the option to use alternative service methods and service providers when the City deems it appropriate.

About the City of Mt. Angel

The City of Mt. Angel, located in the Central Willamette Valley at the base of 300' Mt. Angel, was founded in the late 1800s by German settlers. The community is nestled in the foothills of the Cascade Mountains and surrounded by rich farmland. Mt. Angel is located to the east of Interstate 5 and eighteen miles northeast of Salem, Oregon's state capital. It is the sixth largest city in Marion County. The City Council consists of a mayor and six councilors. The Mayor's term runs two years and the Councilors serve staggered four-year terms. The City Administrator is the administrative head of the City government and is appointed by the City Council.

Scope

General services provided by the CITY ENGINEER may include, but are not limited to, the following:

1. Assist with budgeting, planning, and rate studies.
2. Suggest and comment on engineering related ordinance modifications, construction standards, and specification modifications.

3. Assist with specifications and design of digital information (GIS/CAD) relating to existing infrastructure.
4. Work with City staff to review or complete permits, applications, or agency notification.
5. Work with City staff, organizations and funding agencies to help develop competitive and complete funding proposals.
6. Serve as the City's project manager for all public works development or planning projects prepared by other engineers. This includes land development projects such as subdivisions as well as other significant design or study projects.
7. Thoroughly review preliminary design drawings and design calculations for compliance with state, county, and city requirements and sound engineering practices.
8. Attend pre-application, pre-construction and Council meetings as requested by the City or by project terms or specifications.
9. Thoroughly review final drawings and, after acceptance, stamp and sign the drawings. This includes the engineer's professional seal for work prepared by the CITY ENGINEER and use of a review stamp prepared by other professionals.
10. Periodically review project construction sites in an attempt to ensure compliance with plans and specifications.
11. Review completed project sites, the as-built drawings, testing results, and as-built certifications.
12. Provide, as requested, design, recommendations, and technical assistance for projects.
13. Review, as requested, master plans and feasibility studies. Sub-consultants may be used, subject to written approval by the City, on design projects or where supplemental expertise is desired.
14. Additional basic engineering and special services as requested by the City.

PROPOSAL INSTRUCTIONS

Requirements

Proposals shall include, as a minimum, the following items:

- A. Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFQ and detailing the proposed approach to performing this work.
- B. Describe your firm's experience and current practice in providing engineering services to governmental entities, including the names of current government clients. Describe your firm's experience provide advice and services to City management, staff, and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively and efficiently represent the City of Mt. Angel as City Engineer.
- C. Describe the workload capacity of your firm and type of work, which the firm would be able to handle. Include any limitations you would foresee in your firm's

ability to handle certain types of work, or work capacity limitations. Include your firm's ability and method for responding to immediate or emergency on-site issues within the city limits of Mt. Angel.

- D. Describe your firm's experience and expertise as it specifically relates to land use and zoning.
- E. The name of the person(s) authorized to represent the respondent in negotiating and signing any agreement which may result from the proposal.
- F. Name and qualifications of the individual who will serve as the CITY ENGINEER.
- G. The names of the professional persons who will assist the CITY ENGINEER in performing the work and a current resume for each, including a description of qualifications, skills, and responsibilities.
- H. A statement that the Proposal includes all terms and conditions of the RFQ.
- I. Proof of insurance for a minimum of \$1 million professional liability insurance plus \$1 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
- J. At least three (3) references of former client cities of similar size for which similar services have been provided recently. (Please include names, phone numbers, and possible example plans and charts). In addition to references, submit a complete list of all local government clients for the last three calendar years (2009, 2010 and 2011) including those who are no longer clients.
- K. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- L. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug free workplace policy.
- M. Confirmation that the respondent is a civil engineer licensed to work in the State of Oregon.
- N. Written confirmation that the respondent has and will make available to the project the necessary personnel.
- O. Provide a proposed hourly rate schedule for all positions (i.e. City Engineer, CAD Operator, Draft Person, Inspector, Administrative Assistant, etc.)

PROPOSAL EVALUATION

Minimum Qualifications

The City will review proposals received to determine whether or not the respondent meets the following minimum qualifications:

- A. Civil Engineer licensed to work in the State of Oregon.
- B. Ability to provide the engineering work needed by the City to the standards required by the City and county.
- C. Having the financial resources for the performance of the professional services agreement, or the ability to obtain such resources.
- D. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into the professional services agreement.

Investigations

The City reserves the right to conduct appropriate investigations into the background, previous experience, and training, financial affairs and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFQ process. Said investigation may include, but are not limited to, credit reports, submission of audited financial statements, communication with principal clients, as appropriate, relating to the ability of your firm to successfully perform the duties and responsibility of City Engineer.

Closing Date for Submittal of Qualifications

Submit one (1) original and three (3) copies of your Proposal in a SEALED envelope clearly marked "**CITY ENGINEER RFQ**" to:

City of Mt. Angel
Attn: Assistant to the City Administrator
PO Box 960
Mt. Angel, Oregon 97362

Proposals must be received no later than **4:00 P.M.** (local time), on **Friday, February 10, 2012**. The City of Mt. Angel assumes no responsibility for delayed or undelivered mail or express mail packages. Proposals which are not delivered to City Hall by the above specified time and date will not be considered.

Right to Award or Reject

All proposals will become part of the City's public record on this matter, without obligation to the City. This RFQ does not commit the City of Mt. Angel to award a professional services agreement. The City reserves the right to reject any, or all, proposals and to negotiate an agreement conclusion with one of the proposers. The City reserves the right to award the agreement to any proposer based on evaluation criteria.

Waiver of Informalities

The City reserves the right to waive minor informalities contained in proposals, when, in the City's sole judgment, it is in the City's best interest to do so.

Incurring Costs

The City accepts no liability for any costs incurred by respondents in the preparation or presentation of proposals.

Time Line (Tentative)

- | | |
|--|-------------------|
| • Issue Request for Qualifications | January 10, 2012 |
| • Receive Qualifications | February 10, 2012 |
| • Evaluate Qualifications and select finalists | March 7, 2012 |
| • Schedule finalists for interview/presentations (if required) | March 8, 2012 |
| • Choose finalist/contract negotiations | March 21, 2012 |
| • Present contract to City Council for approval | April 2, 2012 |

Inquiries

Questions concerning this request for proposals should be submitted to:

Dan Bernt
Public Works Superintendent
P.O. Box 960
Mt. Angel, OR 97362
(503) 845-6260
dbernt@ci.mt-angel.or.us

Evaluation of Requests for Qualifications and Selection

In connection with the evaluation, the City may, at its discretion, invite one or more applicants to make an oral presentation to the selection committee at time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

Proposals will be evaluated by the City using the following criteria:

Specific Proposal Sections and Requirements

1. Introductory Letter (Pass/Fail)

Each proposal shall include an introductory or cover letter. The consultant may use this section to introduce the proposal and the key provisions of the submittal.

The introductory letter shall include, but not be limited to the following information:

- The name of the firm.
- Signature, printed name, and title of a company officer who is authorized to represent the firm.
- Address, phone, email, and other contact information for the firm.
- Federal and state tax ID numbers.
- The following statement: “The consultant accepts all the terms and conditions contained in the Request for Proposals and that this proposal shall be considered valid for 120 days after the submission deadline.”
- The following statement: “All materials and documents acquired or produced by the consultant in conjunction with a resulting contract shall be delivered to and become property of the City of Mt. Angel without restriction or limitation of their future use.”

2. Project Category(s) – Understanding and Approach (30 Points)

This section is designed to communicate the understanding and approach that the proposer will use for each project category they declare. This should include descriptions the proposer’s knowledge of issues as they relate to each project category in a general sense. Any knowledge or information specific to Mt. Angel should be summarized. The proposer should also describe his team’s experience performing similar tasks and the chief issues that must be considered.

The proposer should illustrate an understanding of common approaches and techniques for each project category. It is important that the proposer has an ability to synthesize technical information and communicate this information in verbal, written or graphic form.

This section should also outline the approach to an example or specific project and how key issues will be identified and addressed. It should include a brief description of major tasks to be completed as well as resources proposed to complete each task.

Potential elements to this section include:

- The proposer's overall approach to one example project from the declared category(s).
- A general work plan that describes how the proposer will organize and conduct a task. Identify critical milestones and major phases for a particular activity.
- A description of the consultant's approach to and methodology of managing workload, coordination, sequencing and control of resources, and how projects will be tracked and kept on schedule.
- A description of how the project team will interact with City staff and what level of support will be anticipated or expected from the City.
- A description of your firm's process for managing scope, schedule, and budget issues.

This list should not be considered complete and the consultant should include other aspects that are considered to be important.

3. *Key Personnel Qualifications (30 Points)*

The proposal should include information on each individual on the proposed project team. Relevant information for individuals should include education, training, experience, and demonstrated excellence in their particular field.

Potential areas that could be addressed in the proposal with regard to personnel may include:

- An organizational chart listing all key people and illustrating the lines of communication.
- A list of the project principal, project manager, discipline leads, key staff, and sub-consultants to be utilized to provide services, and a list of their duties on the project.
- Qualifications, registrations, certifications, and relevant individual experience of project key personnel, including sub-consultants.
- A list of each project manager's experience with managing interdisciplinary teams and working with public agencies on public infrastructure projects.
- A description of the team's ability to deliver projects on-time and within budget.

4. Team Experience and Qualifications (25 Points)

Provide a project history for all relevant project categories where the project team has completed similar or related work.

The response information for this section may include the following:

- Description of similar projects performed within the last 10 years, by name, scope, location, and date which best characterize work quality and the capabilities of the project team. Detail the type of work that supports the proposition that the team is capable of performing similar work.
- A public agency client list including contact names and phone numbers for projects undertaken in the last two years or for the last 10 clients, whichever is least.
- A description of specific experience as a team with understanding design and construction oversight of similar or related projects.
- A description of the team's ability to deliver projects on-time and within budget.
- Demonstrated ability of the firm to respond quickly to unforeseen needs on-site when issues arise within the city limits of Mt. Angel, with minimal additional costs to the City.

5. Fee Schedule (15 Points)

Provide a fee schedule outlining a list of the commonly recommended key personnel, staff categories, individuals, or sub-consultants making up the project team. Include a forecasted 2012 listing of individual billing rates that would be used for the 2012 calendar year.

The City understands that annual increases are expected. The proposal should describe how annual fee adjustments are to occur.

6. Support Information (0 Points)

The proposer may provide supporting material that he or she thinks will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material include:

- Graphs and figures
- Individual resumes
- Additional references
- Project photos
- Insurance certificates

If the consultant does not wish to include support information in the Appendix, please include a page indicating that “*No additional support material has been provided.*”

Final selection will be made by the City Council following review and ranking of the proposals by the review committee. To assist in making a selection, interviews may be conducted at the discretion of the City. After selection of a consultant, a professional services agreement will be negotiated. It is the desire of the City to have a new City engineering contract finalized no later than May 1, 2012.

It is the City’s express desire to enter into a professional services agreement which includes all services necessary to achieve the project goals whether or not the services are specifically outlined in this RFQ.

The selected firm will be expected to sign a written agreement which incorporates parts of this RFQ and the selected firm’s proposal. The selected firm will be required to sign a statement concerning government-wide debarment and suspension. The agreement will also require that the selected firm comply with applicable federal and state laws, rules and regulations.

The City of Mt. Angel is an Equal Opportunity Employer

THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.