

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

	<h2>REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES</h2>	
RFP Title: Flathead County Bridge Department – Moran Creek Bridge Replacement		
RFP Response Due Date and Time: 9:00 a.m., local time / June 20, 2016	Number of Pages (including cover): 6	Issue Date: May 16, 2016
ISSUING AGENCY INFORMATION		
<p style="text-align: center;"> Flathead County Commissioners 800 South Main Street, Room 302, Kalispell, MT 59901 </p> <p> Single Point of Contact (SPOC): David Prunty: (406) 758-5790, dprunty@flathead.mt.gov </p> <p> Website: http://flathead.mt.gov/commissioner/documents/morancreekbridge.pdf </p>		
INSTRUCTIONS TO RESPONDENTS		
Return Sealed Proposal to: David Prunty Flathead County Commissioners' Office 800 South Main Street, Room 302 Kalispell, MT 59901	Mark Face of Envelope/Package with: <i>RFP Response-Moran Creek Bridge Engineering Design Services</i>	
Special Instructions:		
RESPONDENTS COMPLETE THE FOLLOWING		
Firm Name/Address:	<hr/> <p style="text-align: center;">(Name/Title)</p> <hr/> <p style="text-align: center;">(Signature)</p> <p>Print name and title and sign in ink. By submitting a response to this RFP, offeror acknowledges it understands and will comply with the RFP specifications and requirements.</p>	
Type of Entity (e.g., corporation, LLC, etc.)	Phone Number:	
E-mail Address:	FAX Number:	
PLEASE RETURN THIS COVER SHEET WITH RFP RESPONSES		

REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES

The Flathead County Road and Bridge Department is requesting proposals from consulting engineers to provide professional engineering services to Flathead County. The project is the design, permitting, plans, specifications and bidding assistance for a new bridge to replace the existing Moran Creek Bridge. Flathead County Road and Bridge will construct the bridge. Plans and specifications must be detailed for construction by the experienced County personnel. Services may include all of the following, but are not limited to, establishing design criteria, permitting, hydrologic modeling of the water shed, hydraulic analysis of the stream channel, geotechnical investigations, bridge design, specifications, bidding document, assistance in bidding, bid evaluations, recommendations for award, and preparation of contract documents. Bidding will be limited to the pre-stressed concrete beams and pre-cast decking. Other alternative super structure components would be considered if cost effective for construction by County personnel.

RFP Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

David Prunty, Flathead County Commissioners' Office
800 South Main Street, Rm. 302, Kalispell, MT 59901
(406) 758-5790, dprunty@flathead.mt.gov

- Questions about this RFP must be submitted via e-mail or in writing to the SPOC by 4:00 p.m. on **June 7, 2016**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 4:00 p.m. **June 13, 2016** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/documents/morancreekbridge.pdf>
- **Proposals must be submitted to the SPOC no later than 9:00 a.m. on June 20, 2016.**
- **Six (6) copies** of the RFP response proposal must be submitted as well as **one (1) electronic disk copy**.
- Please label outside of response package envelope as: **RFP Response-Moran Creek Bridge Engineering Design Services.**
- Proposals are scheduled for opening by the Board of Commissioners at **9:00 a.m., June 20, 2016** in the Commissioners' Chambers on the third floor of the County Courthouse.

TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Deadline for Receipt of Written Questions on RFP	June 7, 2016
RFP Question Responses Posted on County Website	June 13, 2016
RFP Proposals Due to Commissioners Office	June 20, 2016
Intended Month for Contract Award	July 2016
Project Completion:	August/September 2017

BACKGROUND INFORMATION

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The Moran Creek Bridge is located on the North Fork Road of the Flathead River 31 miles north of Columbia Falls, MT (S2, T34N, R21W). Moran Creek flows year round. There are no records of annual flows or hydrogeological information on the drainage. The current bridge structure is in need of replacement. Flathead County Road and Bridge Department will be the general contractor for the project. The selected consulting engineer will design the structure and provide plans and specifications with sufficient detail for construction by the County.

The consultant selected will identify the local, State and Federal agencies with jurisdiction, apply for the required permits, and obtain the permits on behalf of Flathead County.

Design of the structure shall be in conformance with the Montana Department of Transportation's design standards for bridges. Design features which will be required are piling or other support structure, pre-cast in place concrete abutments, pre-cast concrete beams/decking, guard rail, and other items required for a completed structure. The County will construct the approaches. At this time, no design is needed for these components.

Design and permitting services should be scheduled for completion for construction in 2017.

County personnel have constructed other bridges in the County utilizing pre-stressed beams and decking. The bidding portion of the consultant's services will be limited to the beams and decking.

SCOPE OF WORK FOR ENGINEERING SERVICES

The basic services to be provided will include:

- Perform needed survey(s) of the site location and waterway;
- Perform hydrological studies of the drainage and hydraulic analysis, including developing a statistical model predicting stream flows, flood flows and establishing base flood elevations. A Hydraulic report shall be submitted for review prior to proceeding with detailed design.
- Geotechnical investigation, analysis, and foundation recommendations in report form for County review and approval.
- Design bridge span, dimensions and materials, develop final beam, abutment, wingwall, and deck design;
- Secure all required permit(s) for the bridge system;
- Prepare bidding documents and provide bidding assistance for the super structure to Flathead County; and
- Provide survey and construction staking as requested. Construction administration will be limited to responding to questions by the County and documenting compliance by the County with permit conditions.

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- The Consultant will review shop drawing submittals for the pre-cast materials for compliance with specifications and plans.
- Provide inspection services for the pre-cast components on site before installation.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Proposal Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit six full copies of their RFP response proposals and one electronic disk copy to the single point of contact for this solicitation by **9:00 a.m., June 20, 2016. No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 15 one-sided pages, excluding a one-page cover letter, and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail or in writing to the single point of contact on or before **4:00 p.m., June 7, 2016.** A response addendum listing all questions received and Flathead County's responses will be posted by **4:00 p.m., June 13, 2016** on the Flathead County webpage at <http://flathead.mt.gov/commissioner/documents/morancreekbridge.pdf>. It is the responsibility of each firm to check the website if it is interested in the questions received and the responses provided by Flathead County.

Subject to exceptions provided by Montana Law, all information received in response to this RFP, including copyrighted material, is public information. Proposals will be made available for public viewing shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP responses for interested parties to review during regular business hours at the Flathead County Commissioners' Office, 800 South Main Street, Room 302, in Kalispell, MT. If interested parties would like a copy of the RFP, one will be provided on a disk for a charge of \$1.00 per disk copy.

Proposal Content:

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses should include:

- 1) The firm's legal name, address, telephone number, and point of contact's name, telephone number and e-mail address;
- 2) The location, experience, and qualifications of staff to be assigned to the project;
- 3) Description of the firm's prior experience, including any similar completed bridge projects.

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- 4) Description of the firm's current work activities and how these will be coordinated with the project as well as the proposed project manager's availability during the term of the project;
- 5) Listing of possible permits and plan for permitting prior to construction, July 1, 2017.
- 6) The proposed work plan and schedule for design activities; and
- 7) Three references for similar structural or bridge projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail for the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract.

Respondents will be evaluated and scored according to the following factors:

- 1) Overall quality of the Proposal – 10%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 15%
- 3) The consultant's capability to meet time and project requirements and the availability of personnel to respond and provide services in a timely manner – 20%
- 4) Consultant location – 5%
- 5) Recent and current work for the agency – 5%
- 6) Present or projected workload that would affect completion of the project – 10%
- 7) Related experience on similar projects – 20%
- 8) References for similar projects – 15%

PROFESSIONAL SERVICES SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Flathead County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring examples of related work and any other pertinent past project information. If an appropriate agreement cannot be reached with the highest-ranked firm, negotiations will be terminated. Negotiations will be initiated with the other firms in order of ranking until an acceptable agreement is concluded or the County decides to terminate the process. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with Federal and State statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services

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proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The RFP is for the design and construction of the Moran Creek Bridge on the North Fork Road in Flathead County and no further work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractor's insurance showing at least \$1,000,000.00 worth of business liability insurance, \$1,000,000.00 worth of auto coverage, and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Flathead County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all statements received in response to this RFP;
- Determine at any time whether a statement is unresponsive in any manner;
- Waive any informalities or irregularities in the responses;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds including match funds are not available.

Flathead County is an Equal Opportunity Employer.

