

**AUTHORIZATION TO PUBLISH
REQUEST FOR PROPOSALS (RFP)
FOR ENGINEERING SERVICES**

The Flathead County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing engineering services to Flathead County pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include design, construction plans, bid specifications, and construction management for the Welding Bay Addition Project at the Flathead County Road and Bridge Shop, located at 1249 Willow Glen Drive, Kalispell, Montana. Construction will be comprised of an addition on the south end of the current shop to house welding operations. Construction will ideally begin on or about February 3, 2014.

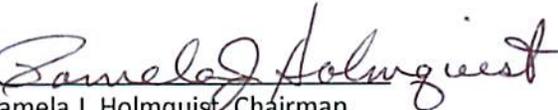
Copies of the detailed RFP, including a description of services to be provided by respondents, the minimum content of responses and the factors used to evaluate the responses can be found on the Flathead County webpage at: http://flathead.mt.gov/roads_bridges/shop_bay_addition/ or by contacting David Prunty, Flathead County Public Works Director, 1249 Willow Glen Drive, Kalispell, MT 59901 (406) 758-5790 dprunty@flathead.mt.gov. All proposals must be submitted to the Flathead County Commissioners Office by 9:00 a.m. on September 3, 2013.

Flathead County is an Equal Opportunity Employer.

Dated July 22, 2013

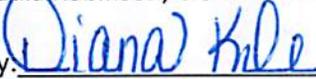


BOARD OF COUNTY COMMISSIONERS
Flathead County, Montana

By: 
Pamela J. Holmquist, Chairman

ATTEST:

Paula Robinson, Clerk

By: 

Diana Kile, Deputy

Publish on July 25 and August 1, 2013.



REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES

RFP Title: WELDING BAY ADDITION PROJECT

RFP Response Due Date and Time:
9:00 a.m., Mountain Time/ September 3, 2013

Number of Pages: 6

Issue Date:
July 22, 2013

ISSUING AGENCY INFORMATION

Flathead County Commissioners Office
800 South Main Street, Room 302, Kalispell, MT 59901

Single Point of Contact (SPOC): David Prunty: (406) 758-5790, dprunty@flathead.mt.gov

Website: http://flathead.mt.gov/roads_bridges/ Select the Welding Bay Addition Project link.

INSTRUCTIONS TO OFFERORS

Return Sealed Proposal to:
Flathead County Commissioners Office
800 South Main Street, Room 302
Kalispell, MT 59901

Mark Face of Envelope/Package with:
RFP Response-Welding Bay Addition

Special Instructions:

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

(Name/Title)

(Signature)

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.

Type of Entity (e.g., corporation, LLC, etc.)

Offeror Phone Number:

Offeror E-mail Address:

Offeror FAX Number:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSES

REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES

The Flathead County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing engineering services to Flathead County pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include design, construction plans, bid specifications and construction management for the welding bay addition project at the Flathead County Road Bridge Department Complex, located at 1249 Willow Glen Drive, Kalispell, Montana. Construction will be comprised of an addition on the south end of the current shop to house welding operations. Construction will ideally begin in late winter/early spring of 2014.

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

David Prunty, Public Works Director, Flathead County
1249 Willow Glen Drive, Kalispell, MT 59901
(406) 758-5790 / dprunty@flathead.mt.gov

- A Pre-Proposal Conference and facility tour will be conducted at **11 a.m., Thursday, August 8, 2013 at the Road and Bridge Department Complex** located at 1249 Willow Glen Drive, Kalispell, MT. All firms interested in submitting a proposal are encouraged to attend.
- Questions about this RFP must be submitted in writing to the SPOC via e-mail by **August 20, 2013**. 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 **August 26, 2013** on the Flathead County webpage at: http://flathead.mt.gov/roads_bridges/. Select the Welding Bay Addition Project link.
- **Proposals must be submitted to the Flathead County Commission no later than 9:00 a.m. on September 3, 2013.**
- **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-Welding Bay Addition***
- Proposals are scheduled for opening by the Board of Commissioners at 9:15 a.m., September 3, 2013 in the Commissioners Chambers.

TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Pre-Proposal Conference	August 8, 2013
Deadline for Receipt of Written Questions on RFP	August 20, 2013
RFP Question Responses Posted on County Website	August 26, 2013
RFP Proposals Due to Commissioners Office	September 3, 2013
Intended Date for Contract Award	Late September, 2013
Finalized Design/Construction documents due:	November 30, 2014

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Construction Bid Process
Begin Construction
Project Completion

January, 2014
February, 2014
March 31, 2014

BACKGROUND INFORMATION

The Flathead County Road and Bridge Departments are housed together at 1249 Willow Glen Drive in Kalispell, MT. The Department has continued to grow their services as the County population increases. The shop facility needs to add a welding bay to the south end of the current shop facility. The welders currently work in the south bay(s) of the existing shop but fumes, noise and arc-flash cause current safety and health issues for all employees.

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include engineering design, bidding assistance and construction oversight for the Welding Bay Addition Project.

- Design building improvements to include structural, mechanical and electrical engineering;
- Work with Road and Bridge staff to determine most appropriate final design;
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- Conduct a pre-construction conference and issue the notice to proceed;
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;
- Assure project compliance with all applicable federal and state labor standards requirements as applicable, including reviewing payroll reports to assure compliance with prevailing wage requirements, assuring that required equal opportunity, labor standards, and wage determinations have been posted; and conducting regular on-site interviews with a representative sample of construction personnel (working for any contractors and/or subcontractors) to assure federal Davis-Bacon and or state prevailing wage labor standards compliance.

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- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to Flathead County for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- Conduct final inspection and testing.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Proposal Submittal:

Respondents should submit six full copies of their RFP response proposals and one electronic disk copy to the Flathead County Commission by **9:00 a.m., September 3, 2013**. **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 in writing to the single point of contact via e-mail by August 20, 2013. A Response addendum listing all questions received and Flathead County's responses will be posted by August 26, 2013 on the Flathead County webpage at: http://flathead.mt.gov/roads_bridges/. Select the Welding Bay Addition Project link.

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 principal contact e-mail address;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;

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- 4) A description of the firm's prior experience, including design and construction management of any similar construction projects, location of project, total construction cost, and three references (including contact information) that are knowledgeable regarding the firm's recent performance on projects;
- 5) A description of the firm's current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
- 6) The proposed work plan and schedule for activities to be performed.

Evaluation Criteria:

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

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

ENGINEERING FIRM SELECTION PROCESS

Upon receipt of responses, selection committee members will review and assign a score for each written proposal based on the 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 renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked engineering firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. 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 proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

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The project involves planning and construction management, and no future 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 contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work 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.

Flathead County is an Equal Opportunity Employer.

