



REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN/BUILD CONSTRUCTION SERVICES

RFQ Title: Whitefish Stage Slope Stabilization Design Build Construction Services

RFQ Response Due Date and Time:
8:30AM, Mountain Time/ June 1, 2016

Number of Pages
(including cover): 8

Re-Issue Date:
May 4, 2016

ISSUING AGENCY INFORMATION

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

Single Point of Contact (SPOC): Whitney Aschenwald: (406) 758-2467, waschenwald@flathead.mt.gov
Website: <http://flathead.mt.gov/commissioners/>

INSTRUCTIONS TO FIRMS

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

Mark Face of Envelope/Package with:
RFQ Response-WSSS

Special Instructions:

FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:

(Name/Title)

(Signature)

Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges it understands and will comply with the RFQ specifications and requirements.

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

Phone Number:

E-mail Address:

FAX Number:

FIRMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSES

REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN BUILD CONSTRUCTION SERVICES

The Flathead County Board of Commissioners is requesting Statement of Qualifications from firms or partnerships interested in providing both engineering and construction services to Flathead County pursuant to the requirements of Section 18-8-501 *et seq.*, M.C.A., for alternative project delivery contracts. After evaluating the responses to the request for qualifications, it is intended that a request for proposals will be sent to each respondent that meets the qualification criteria specified in the request for qualifications. Services needed include engineering design, construction plans, construction management and construction for the Whitefish Stage Slope Stabilization project. The project includes the stabilization of a sloughing slope along Whitefish Stage Road located at approximately 1373 Whitefish Stage Road, Kalispell, MT.

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

Whitney Aschenwald, Flathead County Commissioners Office
800 South Main Street, Rm. 302, Kalispell, MT 59901
(406) 758-2467, waschenwald@flathead.mt.gov

- There is a mandatory pre-statement meeting for this project onsite. The meeting will be held at **2:00 pm on May 19, 2016 at 117 Granary Ridge Drive, Kalispell, MT 59901.**
- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by **5:00 pm, May 23, 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 5:00 pm, **May 25, 2016** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Statements must be submitted to the SPOC no later than 8:30 am on June 1, 2016.**
- **Six (6) copies** of the RFQ response statement must be submitted as well as **one (1) electronic disk copy.**
- Please label outside of response package envelope as: ***RFQ Response-WSSS.***
- Statements are scheduled for opening by the Board of Commissioners at **9:15 am, June 1, 2016** in the Commissioners Chambers.
- Qualified firms and/or partnerships will be requested to submit a proposal including a not-to-exceed price for the project with both engineering and construction expenses. **Proposals must be submitted to the SPOC no later than 8:30 am on June 20, 2016.**
- Please label outside of proposal envelope as: ***RFP Response – WSSS Price.***
- Proposals are scheduled for opening by the Board of Commissioners at **10:15 am, June 20, 2016** in the Commissioners Chambers.

TARGET SCHEDULE OF EVENTS

EVENT	DATE
Pre-Statement Meeting Onsite (Mandatory)	May 19, 2016
Deadline for Receipt of Written Questions on RFQ	May 23, 2016

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RFQ Question Responses Posted on County Website	May 25, 2016
RFQ Statements Due to Commissioners Office	June 1, 2016
RFP Proposals with Prices Due to Commissioners Office	June 20, 2016
Intended Date for Contract Award	June 29, 2016
Construction Commencement	September 2016
Project Completion	Year End 2016

BACKGROUND INFORMATION

The Whitefish Stage Slope Stabilization project consists of sloughing of a bluff along Whitefish Stage Road, overlooking the Village Greens Golf Course. The sloughing of the hillside in question began approximately 6 years ago and is believed to be the result of excess ground water eroding the toe of the hillside. Much of the existing hillside was washed into Village Green Storm Water Retention Pond (*pond*) and has endangered nearby residences, as well as hindered the functionality of the pond.

Approximately 3 years ago, on behalf of the affected homeowners, Flathead County applied for and was successfully granted a FEMA Hazard Mitigation Grant (*Grant*) which initially totaled \$400,000. In May 2015, 48 North Civil Engineering Services was selected through a competitive procurement process to provide design engineering, construction plans, bid specifications, and construction management for the Whitefish Stage Slope Stabilization project. 48 North conducted design engineering and assisted Flathead County with putting the project out to bid in September of 2015. Flathead County received no bids for the proposed project.

In December 2015, Flathead County terminated 48 North's contract for the Whitefish Stage Slope Stabilization project due to a reduction in professional liability insurance coverage that would no longer meet the minimum requirements set by Flathead County.

In order to obtain additional project funding, the affected homeowners worked out an agreement with Flathead County Economic Development Authority (FCEDA) to utilize 17,600 cubic yards of donated fill material from the FCEDA Rail Park project site. Utilizing the donated fill material as required match funds, on May 4, 2016 Flathead County submitted a project overrun request to MT DES and FEMA. If the funding request is successful, the total amount of funding available to complete the project will total \$1,128,000. Flathead County, in its sole discretion, reserves the right to terminate this RFQ or terminate any contract if the County determines adequate project funds are not available. Flathead County is expected to receive notice regarding the project cost overrun request from FEMA by July 15, 2016. If the FEMA cost overrun request is approved, contractors will be required to use fill material from the FCEDA site to meet the grant match requirements.

FCEDA is requiring that any soils donated for the Whitefish Stage Slope Stabilization project are removed during the summer/fall of 2016. Since utilization of the soil is vital to meeting

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the funding requirements, Flathead County determined that an alternative project delivery method be utilized to meet the tight project timeline.

The complete project manual, contract documents and bid set previously prepared by 48 North Civil Engineering Services are available upon request from the project SPOC.

Flathead County makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data. Any such use or reuse, or any modification of the documents will be at Owner's sole risk and without liability or legal exposure to 48 North or Flathead County, or their officers, directors, members, partners, agents, employees, and consultants.

SCOPE OF WORK FOR DESIGN BUILD CONSTRUCTION SERVICES

The services to be provided will include engineering services, construction and construction oversight for the Whitefish Stage Road Slope Stabilization project. A previously completed project manual, contract documents and bid sets are available upon request from the SPOC to be utilized as a reference. It is the responsibility of each firm to review and approve any information utilized from the documents. The following will be required:

- Engineer and construct a system to stabilize the affected hillside to prevent future sloughing within the project area;
- Work with stakeholders to determine most appropriate final design;
- Work with Flathead County, MT DES and FEMA to ensure all project requirements are satisfied including funding requirements;
- 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 federal and state labor standards 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 compliance with federal Davis-Bacon and or state prevailing wage labor standards.

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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

Statement Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six full copies of their RFQ response statements and one electronic disk copy to the single point of contact for this solicitation by **8:30 am, June 1, 2016**. **No late, faxed, or email statement submittals will be accepted.** Statements should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFQ must be submitted via e-mail or in writing to the single point of contact on or before 5:00 pm, May 23, 2016. A Response Addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm, May 25, 2016 on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>. It is the responsibility of each firm to check the website if they are 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 RFQ, including copyrighted material is public information. Statements will be made available for public viewing and copying shortly after the statement 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 RFQ responses for interested parties to review during regular business hours at the County Commissioners Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of the RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

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Statement Content:

Statements should demonstrate that the firm and/or partnership has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFQ. If an engineering firm and construction company are submitting a Statement of Qualifications as a partnership for this project, the following information must be provided for each company. 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;
- 4) A description of the firm's prior experience, including similar work related to slope stabilization and /or earthwork 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;
- 6) The proposed work plan and schedule timeline for activities to be performed including engineering and construction timelines;
- 7) A minimum of three references that are knowledgeable regarding the firms recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform 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. (Negative references may be grounds for statement disqualification).
- 8) Flathead County requires all contractors to maintain active insurance coverage including: \$1,000,000 General Liability Insurance, \$1,000,000 Auto Insurance and Workers Compensation. All firms and contractors submitting a Statement of Qualifications must include written acknowledgement from their insurance provider indicating they have been put on notice of the potential Whitefish Stage Slope Stabilization project and will meet Flathead County's insurance requirements throughout the duration of the project. Failure to submit documentation from insurance provider will result in statement disqualification.

Evaluation Criteria:

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

- 1) Overall quality of the Statement of Qualifications – 15%

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- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 15%
- 3) The firm's and/or partnership's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner– 20%
- 4) Consultant Location – 5%
- 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 – 10%

DESIGN BUILD FIRM SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all responsive statements and assign scores based on the stated evaluation criteria provided. All qualified firms and/or partnerships will be contacted and requested to submit a not-to-exceed price for the project. Selection committee members will then evaluate submitted project prices in relation to statement scores. 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 statement. If interviews are conducted, finalists are encouraged to bring related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked firm or partnership. 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.

The project involves engineering design, construction plans, construction management and construction 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 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

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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 RFQ, issuance of the RFQ 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 RFQ;
- Reject any or all statements received in response to this RFQ;
- Waive any informalities or irregularities in the statements;
- Determine at any time whether a statement is unresponsive in any manner;
- 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.

