

City of Cumming Consulting Engineer Request for Qualifications

A. SCOPE OF SERVICES:

The City requests a Statement of Qualifications (SOQ) from qualified firms with experience providing general civil engineering services (other provided services are beneficial). The city will enter into a contractual arrangement for the provision of general consulting engineering services. Although not necessary, the prospective consultant may wish to include sub-consultants to supplement the Statement of Qualifications.

The Consulting Engineer's primary role will be to provide civil engineering support to the city associated with transportation planning, design, contracting, and Construction Engineering and Inspection (CEI). The city currently processes between 2-5 transportation projects per year with other engineering and design projects as needed.

On an as-needed basis, and given the qualifications of the selected consultant, additional on-demand services may include architectural services; development plan review; park, bridge, sidewalk, storm drainage design; landscape architecture services; construction management; and other similar activities.

The firm selected to serve as Consulting Engineer will provide the following assistance as needed. The Consulting Engineer should serve as an advocate of the City. These services will generally entail:

1. Design of local road, bridge, and sidewalk improvements;
2. Provide technical advice and guidance to the City Administrator and City Council;
3. Assistance in responding to requests for assistance from city staff;
4. Provide construction project management including, but not limited to, cost-estimating, creating construction documents, bid management, review contractor qualifications, review construction for quality control and performance, review contractor invoices, and other related construction management activities;
5. Design of local parks, including but not limited trails, roads, parking, retaining walls, and pedestrian bridges;
6. Addressing drainage problems, issues, and concerns;
7. Assist with storm water management, including analyzing/implementing local regulations, staying familiar with county, state and federal requirements, NPDES reporting, and other related items;
8. Preparation of reports, concepts and/or preliminary designs for grants applications or projects;
9. Development Plan Review activities of proposed public and private construction projects within the City, to insure compliance with applicable city regulations including, but not limited to, general "horizontal" site design (building layouts, traffic circulation, project access, etc.) storm

water plans (hydrology reports, “as-built” hydrology reports, flood studies, grading and drainage plans, etc.); street design (road design, sight distance certifications, etc.); retaining walls; and other similar civil engineering standards and requirements. These plans are reviewed for consistency with, but not limited to, the City of Cumming Development Regulations, Floodplain Management Ordinance, Stream Buffer Protection Ordinance, and Soil and Erosion Control Ordinance. Note: The city has a full-time Building Inspections Department that inspects construction based on the approved Development Plans and handles all facets of Building Plan review (i.e. “vertical” construction);

10. Any other services that may be determined by the City of Cumming.

The above list is relatively exhaustive. The city recognizes that a single-firm may not be able to provide all of the services listed above (or otherwise needed by the city). The selected Consulting Engineer should be prepared to seamlessly obtain outside assistance as-needed to undertake such efforts and route them through the primary contract.

C. CRITERIA FOR EVALUATION OF QUALIFICATIONS

1. Firm’s background and professional qualifications of key personnel.
2. Geographic location and proximity to Cumming.
3. Range of services provided (i.e. civil engineering, structural engineering, architectural services, transportation planning, construction management, land surveying, landscape architecture, etc.).
4. Previous related experience.
5. Knowledge of standard governmental procedures and practices including state bidding and procurement policies, grant management procedures (such as federal or state requirements), special construction processes (particularly with Georgia DOT requirements), etc.
6. Reputation for personal and professional integrity and competence.
7. Quality of prior work.
8. References of previous clients.
9. Capability to perform all aspects of the project.
10. Availability of key personnel to perform the required work in an expedient manner.
11. City’s past experience with the firms, if any.
12. Any other appropriate and applicable standard.
13. Office in the City of Cumming.

D. SUBMISSION REQUIREMENTS:

Responses to this RFQ shall not exceed 25 informational pages (specifically excluding cover, table of contents, page separators and other similar organizational elements) and should be provided in the following numbered format as listed below.

1. Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services offered (ie architectural, surveying, civil engineering, etc.), office location(s), and staff size.
2. Identify the city’s principal contact person and contact information.

3. Provide an organizational chart that indicates the project's key personnel and their responsibilities assigned to this project. This chart may include any proposed subcontractors.

4. Provide for each of the key personnel and subcontractors related work experience, education, etc. that would demonstrate competence and experience in this type of work. This portion of the submittal shall include a brief bio or resume for each proposed individual. Abbreviated resume for each individual identified as key personnel above that includes the following:

Name and Title

Approximate percent of time individual will be devoted to project

Location of current office assignment

Education – degree(s)/year/college or university/specialty

Registration – State/year (if applicable)

Number of years with firm

Experience relative to project

Note: Should the responder be selected, City shall have the right to object to changes in the proposed key personnel or subcontractors.

5. The City is interested in the experience of the firm and/or the proposed project leaders on related governmental projects or services. Please provide information regarding a minimum of three (3) and a maximum of five (5) similar projects, completed within the last seven (7) years, and include the following items in the narrative: project/community name and location; year completed; project description/activities performed; and name of project manager and members of the project team and scope of services provided.

6. Describe performance standards for completion of reviews including anticipated response time for such requests for service.

7. The firm should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project.

8. Include a certificate of insurance evidencing the firm's current full policy limits for appropriate professional coverages in the template General Conditions agreement (attached).

9. Explain the firm's past experience with each subcontractor listed. Note: Should the responder be selected, City shall have the right to object to changes in the proposed key personnel or subcontractors.

10. Summarize your submittal and add any other comments that you feel would make your firm uniquely qualified to participate in this project. Describe why your firm should be selected.

11. Provide any information listed in the Criteria for Evaluation not already provided.

12. Provide a complete cost proposal including hourly rates, compensation for mileage and reproductions, and other costs associated with provision of engineering services.

E. CONSULTANT SELECTION PROCESS

The City will undertake a Qualifications-Based Selection (QBS) process.

Qualifications will be evaluated by a City of Cumming staff committee. At the discretion of the committee, one or more firms submitting responses may be requested to make oral presentations as part of the evaluation process. Firms will be ranked based on qualifications, but cost will be a factor in selection of firm(s).

The city will negotiate a contract proposal with the highest rated firm. If no agreement is reached with said firm, the city will negotiate with the second rated firm and continue said process until an agreement is obtained. The city may and choose to select multiple firms based on the city's needs.

The Committee will make its recommendation to the City Council, which shall have sole authority to make the final award of contract.

The City reserves the right to accept or reject any and all proposals, and waive any technicalities or irregularities.

F. SUBMISSION OF QUALIFICATIONS

Submit qualifications one (1) original and one (1) electronic copy to the City of Cumming, 100 Main Street, Cumming, GA 30040. Proposals will be received until 10:00 am on March 02, 2018. Submittals received after this date and time will not be considered.

G. LEGAL ADVERTISEMENT

REQUEST FOR QUALIFICATIONS City of Cumming, Consulting Engineer

The City of Cumming will accept Statement of Qualifications for a firm to provide on-demand Consulting Engineering for the City of Cumming.

Services will primarily include providing civil engineering support to the city for Design of local road, bridge, and sidewalk improvements;. On an as-needed basis, and given the qualifications of the selected consultant, additional on-demand services may include architectural services; transportation consulting; storm drainage design; landscape architecture design; construction management; and other similar activities.

Parties interested in securing a copy of the RFQ may do so by contacting Phil Higgins at (770) 781-2010.

In accordance with the RFQ, Statements of Qualifications shall be delivered to the attention of Phil Higgins, City of Cumming, 100 Main Street, Cumming, Georgia 30040. Proposals should be marked with the following:

“CONSUTLING ENGINEER SOQ - CITY OF CUMMING, GEORGIA.”

Proposals will be received until 10:00 am on March 02, 2018. Submittals received after this date and time will not be considered.