



Request for Qualifications
For
Civil Engineering Services

City of West Wendover
1111 N. Gene L. Jones Way
PO Box 2825
West Wendover, NV 89883

Point of Contact:

Chris J. Melville

City Manager

775-664-3081

cmelville@westwendovercity.com

QUALIFICATIONS DUE:

THURSDAY, JUNE 13, 2019 by 3:00 PM (Mountain Time)

REQUEST FOR QUALIFICATIONS (RFQ)

CIVIL ENGINEERING SERVICES

1. INTRODUCTION

The City of West Wendover is seeking experienced and qualified Civil Engineering firm(s) appropriately licensed in the State of Nevada to perform civil and environmental engineering and related professional services for the disciplines listed below as the City's "Consultant". The City will contract with the Consultant, under which sub consultants may operate. The City is requesting services under an agreement for a term which shall be for five (5) years with the option for a single five (5) year extension. Preference will be given to firms with a 150 mile radius of West Wendover, Nevada.

1. Construction Management and Inspection
2. Pavement Management and Street Design
3. Storm Water Collection Systems
4. Wastewater Collection Systems
5. Reclaimed Water Systems including Distribution
6. Water Systems including Source, Transmission and Distribution
7. Solid Waste Systems
8. Building Design
9. Supervisory Control and Data Acquisition Systems and Instrumentation
10. Other Design and Construction Related Services as Deemed Necessary
11. Drafting Services including those associated with Survey's Other Mapping Products and Systems including GIS, CAD and others as so designated

This request invites firms to submit qualifications and performance data for selection as the City's Engineer of Record and Consultant and to perform other specific project requirements associated with a professional consulting firm. Submission requirements and additional information for this effort are detailed in this request.

2. BACKGROUND

The City of West Wendover is a Municipal Corporation formed under Nevada Revised Statutes 266 (General Law Cities). The City's incorporation date was July 1, 1991.

As a General Law City, the City of West Wendover operates with a Governing Board which includes an elected Mayor, serving a 4 year term and five (5) at-large elected Council Members serving staggered 4 year terms.

The Governing Board is not a full time body and thus under City Code Ordinance Officers are appointed by the Mayor with the consent of the City Council. These Ordinance Officers make up the City's Professional Management Team. The Professional Management Team includes the: City Manager, City Attorney/Assistant City Attorney, City Clerk, Chief Financial Officer, Community Development Director, Chief of Police, Fire Chief and Public Works Director. This

Professional Team manages the day-to-day operations of the City and reports through the established chain of command to the City Manager who is the Chief Administrative Officer of the City. The City Manager then reports to the Governing Board.

The city encompasses just over 7 square miles and is located 120 miles west of Salt Lake City, Utah; 400 miles east of Reno, Nevada; 400 miles north of Las Vegas, Nevada. The City population is approximately 5,000 residents with an immediate area population of 7,000 which includes Wendover, Utah; Pilot Valley and Montello, Nevada. The City's primary economic activity is related to Nevada Tourism and Gaming as well as Mining. Other information regarding the City can be found on the City's website: www.westwendovercity.com

The consultant(s) will work under the direction of the City Manager but may also have tasks assigned by other pertinent Ordinance Officers including the Community Development Director and Public Works Director.

The most qualified Consultant will enter into a master agreement as noted which will specify billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Consultant selection will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

3. SCOPE OF SERVICES

Primary firms shall submit the necessary **statements of qualification** which delineate their disciplines for consideration. The disciplines shall include, but are not necessarily limited to the following areas of experience and expertise.

- Preparation of Preliminary Engineering Reports (PER's) to address the city's water, sewer, solid waste, storm water and other utility needs of the community. PER's will thoroughly examine all reasonable alternatives, as well as consider options which will improve cost effectiveness in the construction and operation of needed facilities, e.g. sharing of services with other utilities. In addition, the related scope of work shall include preparation of an Environmental Report examining environmental factors associated with the various alternatives examined in the PER's. The experience in development of PER's should include experience in preparing and submitting to meet the requirements of federal and state with regard to funding opportunities. Consultants must have a minimum of 10 years' documented experience.
- Project Design, Construction Management and Inspection: The consultant shall provide all services and work required to deliver completed capital improvement construction projects on time and within budget. Services may include, but not limited to: value engineering, cost estimates, constructability review, bid process development and assistance, contract development and approval and awards assistance, preconstruction meetings, weekly meetings, schedule management, cost control, submittals, change orders and request for information management, quality control, daily inspections,

material testing, observe construction materials and methods, inspect batch plants and related facilities and make pertinent reports, permit and environmental compliance, progress payments management, monthly status report, claims management, and project close-out. Consultant must be experienced in federal and state funded projects. A minimum of 15 years' documented experience required.

- **Pavement Management:** Assist City staff to identify and prioritize pavement preservation projects; design and prepare plan, specifications, and estimate (PS&E) for pavement projects. Utilize the latest technologies to design and construct/rehabilitate pavements in the most cost effective way. Introduce, use and update street data after completion of pavement projects. Consultant must be experienced with state and federal funded projects and pavement designers shall have a minimum of 15 years' documented experience in pavement design.
- **Storm water Systems:** This discipline is to enable the city to maintain and improve the city's storm water systems including collection and retention/detention facilities to meet the needs of the community and any pertinent State and Federal requirements. Consultants must have a minimum of 10 years' documented experience.
- **Waste Water Collection and Processing Systems:** The objective of these disciplines is to enable the City to maintain and improve the city sanitary sewer systems to meet the rules and regulations of the State and Federal mandates as well as public demand. Consultant are required to have experience in providing all services and work required to complete studies, designs, plans, specifications and estimates for City projects. Consultants are required to have a minimum of 15 years' documented experience with regard to design, specifications and operations of waste water plants. Experience related to the design, construction and operation of waste water facilities using the Membrane Filtration Process are preferred.
- **Reclaim (Reuse) Water Collection and Distribution Systems:** The objective of this discipline is to enable the city to maintain and improve as necessary the city's effluent water collection and related distribution systems to meet the demands of the community. Consultants must have a minimum of 15 years' documented experience is required.
- **Municipal Solid Waste Collection and Disposal Systems.** The object of this discipline is to enable the city to maintain, improve, expand and develop future improvements and systems as it relates to the collection and disposal of municipal solid waste. Consultants must have a minimum of 10 years' documented experience covering current operations meeting State and Federal requirements. Consultants should have documented experience in developing and evaluating solid waste system additions, modifications and functions with a goal of improving system collection and disposal as it relates to a solid waste recycling chain.
- **Water Systems including Source Development, Transmission and Distribution.** The objective of this discipline is to enable the city to maintain and improve as necessary the city's water sources and the related transmission and distribution of such water to meet

community demand. Consultants are required to have a minimum of 20 years' documented experience with regard to water well designs, well operations, transmission lines and distribution systems including treatment, storage, metering and Supervisory Control and Data Acquisition (SCADA) systems. Consultants are required to have a minimum 15 years' documented experience in water rights development, permitting and related processes with State Engineers. Experience with the State of Nevada is preferred. Experience related to Injection Well development and uses as well as experience as it relates to water conservation principles including system designs, development and use is preferred.

- **Drafting and Plan Development.** The objective of this discipline is to enable the city to maintain, develop and improve as necessary the operation of its Community Development Department as it relates to the departments community planning efforts, capital improvement programs and plans, community mapping, use of graphic informational systems, CAD and other appropriate programs and processes. Consultants are required to have a minimum 10 years' documented experience with planning work. Consultants with certified planning staff are preferred.
- **Supervisory Control and Data Acquisition Systems and Instrumentation.** The objective of this discipline is to provide needed design, configurations, installation and troubleshooting including 24 hour remote support of such systems. Familiarity with FCC rules and regulations to ensure proper credentials are kept current including radio licenses. Consultants are required to have a minimum 10 years' documented experience with instrumentation system design, development and operation. EE and PE credentials in Nevada preferred.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks.

4. SCHEDULE AND SUBMITTALS

The City's target dates are as follows:

Release of RFQ:	May 23, 2019
Qualifications Submittal Due:	June 13, 2019
Contract Award:	July 2019

5. PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 15 pages, excluding resumes. The proposal should contain the following elements in the exact order and segmentation listed below:

1. *Cover Letter.* Describe your firm or team's interest and commitment in providing Consultant Services to the City of West Wendover. The letter shall be signed by a person authorized to negotiate a contract with the City.
2. *Staffing, Team Experience and Understanding of Project & Objectives.* Describe the qualifications and experience of the team members expected to be assigned. The description shall include previous experience with similar functions and projects. Include an organization chart and provide a matrix including which projects team members have worked on together in the past. A discussion demonstrating the proposer's understanding of the needs, the goals and the services to be provided and their significance to the City.
3. *Experience on similar projects.* The consultant must present significant evidence of successful projects completed for local government clients over the past 15 years. Such projects should be representative types completed for/with small local government organizations such as rural cities and/or rural county jurisdictions.
4. *Resumes.* Include single page resumes of the engineers, technicians, key personnel and sub-Consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the City.
5. *Rate Schedule.* The consultant shall provide the most current rate schedule that includes the rates of all applicable work types and staff that may be assigned.
6. *References.* Provide at least three references (name, agency, title, address and telephone number) for recent similar or related work.
7. *Other Relevant Information & Exceptions.* Provide additional relevant information that may be helpful in the selection process.

6. EVALUATION AND SELECTION PROCESS

Qualifications will be screened and the top candidate(s) will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. The City will evaluate the submissions received based on criteria including the following:

1. Understanding of the nature of work to be performed. (30 pts)
2. Demonstrated ability to perform and produce high quality work, to control costs and to meet time schedules and budgets. (30 pts)
3. Qualifications of individuals within the Consultant's organization directly responsible for the work. (25 pts)
4. Ability to work effectively with City staff. (20 pts)
5. Consultants experience with contracts of similar complexity and magnitude. (15 pts)
6. Knowledge and previous experience with the City including local conditions, projects and project areas. (30 pts)

7. Familiarity with state and federal procedures and requirements related to projects with the following agencies: FHWA, USACE, EPA, NDOT, NDEP, NDWR, USDA-RD, Nevada CDBG. (15 pts)
8. Capability of developing innovative or advanced systems, techniques and procedures. (20 pts)
9. Established relationships with Regional, State and Federal agencies. (15 pts)

Other qualifications/criteria as deemed appropriate by the City Manager or the panel reviewing the proposals.

7. SUBMITTAL GUIDELINES

Proposals may be submitted in person, by mail or by Email. Regardless of how the submittal is made, such submittal must be received and be in hand by **3:00 p.m. (Mountain Time) on Thursday June 13, 2019. No Exceptions!**

For Email Submittal:

Firms shall submit **an electronic pdf file** of the qualification via Email to Anna Bartlome, City Clerk at the following address: abartlome@westwendovercity.com The electronic file must be received and in hand by **3:00 pm (Mountain Time) Thursday June 13, 2019.** The Consultant shall name the electronic file in the following format:

“Consultant Name – WWCityRFQ 2019 CivilEngineering”

For In Person or Mail:

Proposals may also be hand delivered in person or mailed to the following address:

Anna Bartlome, City Clerk

City of West Wendover

City Hall

Administration Room # 129

1111 N. Gene L. Jones Way

West Wendover, NV 89883

Proposals delivered in person or by mail, must be received by **3:00 p.m. (Mountain Time) on Thursday June 13, 2018.** It is the responsibility of the submitter to ensure proper and timely delivery.

Any changes made by the City to the requirements in this RFQ will be made by written addenda. Any written addenda issued to this RFQ shall be incorporated into the terms and conditions of any resulting Agreement. The City will not be bound by any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instructions. The City reserves the right to revise or withdraw this RFQ at any time and for any reason.

- **Single Proposal Response**

The City reserves the right to reject all proposals, to request additional information concerning any statement for purposes of clarification, to accept or negotiate any modification to any statement following the deadline for receipt of all statements, and to waive any irregularities if such would serve the best interests of the City.

All inquiries regarding the proposal should be directed to Chris J. Melville, City Manager at the above address or by telephone at (775) 664-3081, or preferably by email at: cmelville@westwendovercity.com

- **Additional Submittal Information**

The City assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the City. Consultants are liable for all errors or omissions contained in their proposals.

By submitting a Proposal, Proposer represents that: (1) Proposer has thoroughly examined and become familiar with the Work required under this RFQ, (2) Proposer comprehends all conditions that may impact the Proposal, (3) Proposer has reviewed of all addenda, and (3) Proposer is capable of providing the equipment, goods and services necessary to perform the Work and/or meet the specifications outlined in this RFQ, in a manner that meets the City's objectives. Failure to examine the documents and inform itself shall be at the Proposers' own risk. A Proposer shall have no claim against the City based upon ignorance of or misunderstanding of the RFQ documents. Once the award has been made, failure of a Proposer to have read all of the conditions and instructions shall not be cause to alter any term of an Agreement nor shall such failure provide valid grounds for a Proposer to withdraw its Proposal or to seek additional compensation.

All Proposals and prices set forth therein shall be deemed to include applicable taxes. The Proposer shall be appropriately licensed in accordance with the laws of the State of Nevada for the work to be performed. The cost for any required licenses or permits shall

be the responsibility of the successful Proposer. The successful Proposer is liable for any and all taxes due as a result of the contract.

- **Non-Obligation**

The City retains sole discretion to evaluate proposals and may make an award to the Consultant the City deems to have the most responsive proposal. Receipt of proposals in response to this RFQ does not obligate the City in any way to engage any Consultant and the City reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The City shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the City shall bear no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreements entered into.

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