



CONSULTANT SERVICES REQUEST FOR SOQ/RFP

Gallatin County has received a notice-to-proceed from the Montana Department of Transportation (MDT) to develop a federal-aid Community Transportation Enhancement Program (CTEP) project titled PROJECT #7746, STPE 16-(87) CHURCHILL RD SIDEWALK. CFDA # 20.205

The Board of County Commissioners must forego its usual "Consultant Selection Procedures" and therefore is requesting Statements of Qualifications and Request for Proposals from firms interested in performing engineering services to assist the Grants & Projects Administration Department in the design and oversight of construction of this sidewalk project. The work performed on a CTEP project must comply with all applicable requirements under the MDT's CTEP. The project is generally described as design development, construction bidding, and construction engineering of approximately 1,680LF of sidewalk, curb and gutter in the ROW of State Highway on the north side of Churchill Road to the entrance of Manhattan Christian School in Churchill, Montana. Construction will be by competitive bid.

The Scope of Work and Technical Requirements of services to be provided include:

Design of approximately 1,680LF of sidewalk, curb and gutter for a project located in the ROW of State Highway on the north side of Churchill Road to the entrance of Manhattan Christian School in Churchill, Montana.. The Consultant selected will design, conduct a preliminary environmental analysis, develop project manual/construction bidding documents, assist with contract letting and perform all construction oversight activities. The project will require processing for a Group D Categorical Exclusion.

Legal Compliance:

Consultant performing work under the proposed contract will be subject to MCA 49-3, Title 49, Chapter 3, the Governmental Code of Fair Practices ; 49 CFR 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 and 40 CFR 23, Participation of Disadvantaged Business Enterprises in Airport Concessions.

In accordance with Section 207 of the Governmental Code of Fair Practices, Title 49, Chapter 3, MCA, Nondiscrimination Provision in all Public Contracts, the Consultant will assure that hiring of persons who will perform work on the Contract after award and prior to completion will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin by the persons performing the Contract.

With regard to the work performed after award and prior to completion of the contract work, the Consultant will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Title 49 Code of Federal Regulation, Part 21, including employment practices, when the agreement covers a program set forth in Appendix A of the regulations.

Montana Public Works Standard Specifications Acceptable

Due to the estimated value, type and location of the project work the use of the Montana Public Work Standard Specifications (MPWSS) will be acceptable. Work materials not addressed by MPWSS must be covered in the special provision section of the project manual.

The Consultant will comply with the regulations of the U.S. Department of Transportation relative to non-discrimination in Federal-aid programs of the U.S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21).

All work must be in compliance with the ADA requirements as found in the ADA Accessibility Guidelines for Buildings and Facilities – U. S. Architectural and Transportation Barriers. A of the regulations.

Disadvantaged Business Enterprise (DBE) Goals:

Consultant DBE goals have been established for this project. A current list of MDT certified consultants is available for your use. Each firm that is invited to submit a proposal will be required to address this issue.

In accordance with our DBE goal setting procedures for the CTEP, the following DBE goals have been set for this request:

GOAL: 0. 0 %

Although a 0.0 % DBE goal was set for this project, the use of DBE Consultants and Contractors is encouraged. The percentage listed relates to a percentage of the overall contract amount. Your proposal must clearly identify:

- a) The DBE firm who will perform the work.
- b) The specific work to be performed by the DBE.

Completing the attached forms may do this.

Method of Payment:

The method of payment that will be considered for these contracted services are cost plus a fixed fee, for profit or fixed price. The fee for these contracted services will be paid, in part, with CTEP funds.

Federal Acquisition Regulations:

Be advised that an overhead rate for the current fiscal year audited in accordance with the Federal Acquisition Regulations may be required for the contract.

Five copies of your response must be received by the Gallatin County Clerk and Recorder, 311 West Main, Room 204, Bozeman, MT 59715 no later than 4:00 p.m. on January 30th, 2011. Responses must be clearly labeled "CHURCHILL SIDEWALK

CTEP Proposal”.

In response to the initial Request for Proposal and Statement of Qualifications, the consultant's proposal will follow the outline below and provide the following information:

- I. Describe the specific service the firm would provide. (Maximum of two pages)
- II. Provide qualifications of the project team and technical personnel assigned to work on project.
 - A. Provide an organization chart depicting the personnel to be used on this project, their area of expertise, registration, special training, chain of command, office location(s). Identify how much of each person's time will be spent on the project. (If personnel from more than one office are to be utilized indicate which office.) (Maximum of two pages)
 - B. Provide résumés of above personnel, including specific related project experience; identify when applicable experience for each person was obtained. (Put in Appendix A).
 - C. Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors, drilling, aerial photography, labs, etc. (Maximum two pages)
 - D. Discuss physical plant and in-house facilities (i.e. computers, lab, etc.). (One page)
- III. Provide a brief (but specific) outline of firm's previous (highway, bridge, EIS, interchange, enhancement, etc.) projects and other projects relating to this specific project RFP, and any special abilities or experience suiting the firm for work on the particular project. Identify the time frame (beginning and completion dates) in which projects were completed and experience gained. (Maximum of four pages)
- IV. Describe how the firm proposes to perform the project as defined in the scope of work. Demonstrate the firm's competence to do the work with available manpower and resources taking into account present and projected workload. (Maximum of two pages)
- V. List as references all of the firm's clients from the past three years for projects that deal with similar work as proposed. (Put in Appendix B)
 - A. Include client name, contact person, phone number.
 - B. Give range of contract value.

Evaluation of Proposal Submittals:

All submittals will be evaluated in accordance with the following factors:

- a. 5% - Location:
- b. 30% - Quality of Firm and Personnel:
 - (1) Related experience on similar projects.
 - (2) Qualifications, experience and training of staff to be assigned to project.
- c. 35% - Capability and Capacity of Firm:
 - (1) Ability to meet all technical requirements.
 - (2) Capability of firm to meet project time requirements.
 - (3) Capability to respond to project and County and MDT requirements.
 - (4) Compatibility of systems, equipment (i.e., CADD and public visualization capabilities).
- d. 30% - Record of Past Performance of Firm in Previous Projects.
 - (1) Measure of previous record with the County will be based on the in-house documentation of quality of work, on-schedule performance, cost performance, and cooperation with the County staff.
 - (2) A limited or no previous record with the County will require reference checks. County will devise an equitable measure for this rating criterion.

Evaluation of Proposal Submittals:

All submittals will be evaluated in accordance with the following factors:

Understanding and quality of response to Request for Proposal for consultant (architectural, or engineering, or surveying) contracts: 100%.

- a. Ability of consultant to identify project-specific issues. (25%)
- b. Ability of consultant to communicate firm's proposed approach to specific project issues. (25%)
- c. Clarity of consultant's response and understanding of LTG and MDT's project requirements. (25%)
- d. Organization of consultant's work plan. (25%)
- e. If necessary, other pertinent factors may be considered and weights adjusted accordingly.

General:

Please state "Churchill Sidewalk CTEP Project" on the outside of the response package.

Following the review and evaluation of all SOQ submittals, the list of interested firms will be narrowed to an appropriate short list. Those selected will then be reviewed for their submitted proposals (RFP). An interview may also be requested to aid us in our selection of a consultant.

The award will be made to the qualified proposer whose proposal is deemed most advantageous to Gallatin County, all factors considered. Unsuccessful proposers will be notified in writing as soon as possible.

Respondents may review the CTEP application which includes a description of the proposed project including scope of work, location, schedule, and other pertinent information by visiting the Gallatin County Grants Administration Department, offices during regular office hours.

This solicitation is being offered in accordance with federal and state requirements governing procurement of consultant services. Accordingly, Gallatin 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.

If you have any questions please contact Larry Watson, Grants & Projects Administrator, 311 West Main Room 304, Bozeman, MT 59715 (406)582-3192.