

SSLC PLAT AND PLAN REVIEWER

**CITY OF SOUTH SALT LAKE
ENGINEERING DEPARTMENT
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SOUTH SALT LAKE CITY, UT 84115**

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I. INTRODUCTION AND BACKGROUND

1. INTRODUCTION

The City of South Salt Lake is seeking a highly qualified and licensed civil engineering firm for Subdivision Plat and Engineering Plan Review. Qualified firms are requested to submit a Statement of Qualifications (SOQ) to provide these services. The firm will work closely with the City Engineer, Community Development Director, and other City engineering and planning staff. SOQ's will be obtained from various engineering firms in order to conduct a fair and extensive evaluation and select the firm that can best achieve the goals and objectives of the City of South Salt Lake. Complete and timely submittal of all required proposal documents listed in the Request for Qualifications (RFQ) is required for the proposal to be considered.

2. BACKGROUND AND SCOPE OF WORK

The City of South Salt Lake requires the services of a licensed civil engineer to assure that development occurring within its corporate limits meets the requirements of federal, state, and local laws and regulations. The required services consist primarily of plat and plan review. It is critical to the City that the review and approval process occur promptly so that the progress of developers and other City departments is not delayed. Recent Utah State legislation has established timelines and restrictions on the number of reviews the City can conduct on a given development plan set. The selected engineering firm should be well versed in State Development Statutes and Requirements. All plat and plan reviews shall be submitted to the City with a review letter containing a list of deficiencies, organized by plan sheet number, and a redlined set of plans. To facilitate this, the City is currently in the process of establishing a process to conduct all plat and plan reviews, with comments, on Bluebeam software. The selected consultant should be familiar with and have access to Bluebeam.

On a case-by-case basis, the City may also require the services of the engineer to consult on matters of development. For example, to establish the standards in a development agreement.

The contract engineer will report to the City Engineer. The City may also retain the services of other engineers for consultation, design, project management, conflict of interest, etc.

The contract shall take effect on the date awarded and remain in effect for three years thereafter. The contract may be renewed for an additional two-year period with the express written consent of both parties. The contract shall be terminable by either party upon reasonable notice.

3. VOLUME OF WORK

The City estimates that it will require review of approximately 40 subdivision plats, 40 sets of construction plans, and approximately 80 hours of consultation on miscellaneous items annually.

II. PROPOSAL REQUIREMENTS

SOQs shall be limited to 6 single-sided pages maximum with a minimum 12-point font size. All pages count towards the page total with exception of the cover, introductory letter, and an appendix with resumes and an organizational chart. SSLC may reject proposals that exceed the maximum page count.

Each SOQ should include the following items:

Letter of Introduction: Describe the firm's areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact for this contract. List any special considerations that you would like to emphasize to the selection committee as they consider your SOQ. Introductory letters should be no more than one page and will not be counted against the total page count.

Team: Describe the key personnel, name, and office location of key personnel including surveyors and sub-contractors. Provide descriptions of technical expertise and experience.

Contract Engineer (Point of Contact): Identify the person who will be responsible for this contract. List the primary contact's relevant experience and similar work including references. If a contract is awarded, the proposer must provide one coordinating person to serve as the City's main point of contact regarding contract activities.

Approach: Specifically describe your procedures and how your firm will complete reviews in a timely manner to ensure it meets the needs of the City. Consultants may offer alternative solutions/options to achieve successful completion of the Scope of Services. Include detailed program processes and procedures. Describe how team members assigned to this project will utilize their specific skill to meet deadlines and successfully complete the requirements of the contract.

Related Experience: Describe related experience that the proposed point of contact and team have that is similar to the proposed Scope of Work. Provide phone numbers and locations of client representatives for reference contacts. You may include up to 3 reference letters from past clients.

Consultant Fees: Provide a fee schedule for the various firm members who will facilitate the requested services. List an hourly rate/annual rate for contract engineer services. Estimates regarding the volume of engineer services the City may demand are only for bidding purposes and should not be construed as a guarantee that the City will award a contract or purchase an amount of service.

III. EVALUATION

All submittals will be evaluated to determine if the submittal is complete, in the required format, and in compliance with all the requirements of the RFQ. SSLC will then evaluate all proposals that meet the minimum requirements based on the following criteria. Each

element has an assigned weight which indicates the importance of each. The total weight for the evaluation is 100%.

- 1) Project Team (20%)
- 2) Contract Engineer (Or Primary Contract) (25%)
- 3) Approach (25%)
- 4) Related Experience (20%)
- 5) Consultant Fees (10%)

Submit SOQs in accordance with the instructions listed herein regarding time, place and date required. SOQs received after the time requirement will NOT be accepted and will NOT be considered for award. It is the sole responsibility of the proposer to be sure his/her response is submitted to the City Recorder by the required time and date, and that the response is accurate and complete. SSLC will not be responsible for any proposal delivered incorrectly or to the wrong address or location. Failure to read the Request for Qualifications and comply with its instructions will be at the consultant's risk. Corrections and/or modifications received after the closing time specified in the RFQ will not be accepted. The SOQ must be signed by the appropriate representative or officer authorized to contractually obligate the firm.

IV. RESPONSE DEADLINE, SUBMITTAL, AND INQUIRIES

All submissions must be made through the Utah Public Procurement Place website (SciQuest).

Proposals must be submitted by **2:00 p.m. Mountain Time, Wednesday August 9th, 2023**. The City will not consider responses received after that date and time.

It is the intent of this RFQ to make the proposal process easy and efficient for all interested parties by giving them ample opportunity to highlight their services, technical abilities, financial strength and organizational structure. The evaluation process, however, must also be manageable and efficient.

Inquiries regarding the RFQ should be directed to: Chris Merket (801) 412-3244 or email: cmerket@sslc.gov. Inquiries must be received at least 48 hours prior to submittal deadline.

V. REQUEST FOR QUALIFICATIONS TIMELINE

Complete and timely submittal of all required documents is required for the SOQ to be considered. The consultant selection process will proceed according to the following proposed schedule.

- ☐ All SOQs are due no later than **August 9th, 2023, at 2:00 p.m. MST**.
- ☐ Evaluation of proposals will be conducted from **August 10th to August 16th, 2023**.

- ☐ The selection decision for the winning consultant will be made no later than **August 17th, 2023**.
- ☐ Upon notification, the contract negotiation with the winning consultant will begin immediately. Contract negotiations will be completed by **September 7th, 2023**.
- ☐ Notifications to consultants who were not selected will be completed by **September 8th, 2023**.

VI. DISPOSITION OF PROPOSALS, STATEMENTS, AND NEGOTIATIONS

1. DISPOSITION OF PROPOSALS – PUBLIC RECORDS

All materials submitted in response to this RFQ will become the property of SSLC. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.

2. VERBAL STATEMENTS OR AGREEMENTS

No verbal agreement or conversation with any officer, agent, or employee of SSLC, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon SSLC or the Contractor.

3. NEGOTIATIONS

SSLC reserves the right to reject or to waive any or all SOQ's. After SSLC has identified the best qualified candidate, the Parties shall have the right to negotiate with the respondent over the final terms and conditions of the contract. These negotiations may include bargaining. The primary objective of the negotiations is the evaluation factors set forth in the RFQ. If an agreement cannot be reached, the negotiation will be terminated and similar negotiations will occur with the second ranked firm.