DUCHESNE COUNTY

REQUEST FOR QUALIFICATIONS
FOR
PROFESSIONAL ENGINEERING SERVICES

Notice to Engineers:

- ***Deadline for all submittals is December 21st, 2023 at 3:00 p.m. Electronic submittal to: melissa.hughes@duchesne.utah.gov***
- ***Maximum number of SOQ pages: 12 pages (excluding letters of interest and resumes)***

Introduction and Background

Duchesne County is soliciting statements of qualifications from qualified civil engineering firms that have five years or more experience related to design, planning, and asset management for County infrastructure improvements and can serve as Engineer of Record for the County. The engineering firm shall employ licensed professional engineers within the State of Utah and shall carry errors and omissions insurance in excess of the cost of any proposed improvements. Any contract resulting from this RFQ shall have a term limit of three (3) years and shall be a task order-based professional engineering services contract. Duchesne County reserves the right to reject any and all Statements of Qualifications.

Scope of Work

In connection with this RFQ, Duchesne County requires qualifications and knowledge of applicable design codes and related federal, state, and local government regulatory requirements; familiarity with and knowledge of Duchesne County's standards; previous working relationship with the County; the capability to produce high-quality engineering construction plans, specifications, cost estimates, and reports; full awareness of applicable requirements for design reviews, inspections, and approvals required before, during and after construction completion; and substantial experience with specific examples of on-time, on-budget transportation, stormwater, water or wastewater design, and project management.

At the direction of the County, the successful engineering firm will provide specified professional services for the term of the agreement. Such services may include, but are not limited to:

- Preparing concept reports, feasibility studies, cost estimates, proposed funding plans, and other written materials regarding various ongoing or contemplated infrastructure projects.

- Assisting in the procurement of funding for various ongoing or contemplated infrastructure projects.

- Advising and/or representing the County on various matters concerning ongoing or contemplated infrastructure projects including proceedings before funding agencies, regulatory agencies, judicial bodies, public audiences, etc. when necessary.

- Preparing specifications, detailed construction drawings, contract documents, and legal surveys for rights-of-ways and easements for ongoing or contemplated infrastructure projects.

- Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to various ongoing or contemplated infrastructure projects.

- Providing on-site and/or off-site supervision and evaluation of quality control for various infrastructure projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of various projects to or on behalf of the County.

- Provide GIS support and maintenance associated with infrastructure projects and planning.

- Provide support to the County for environmental permitting of projects where necessary and provide guidance for NEPA, State Stream Alteration Permitting, Army Corp of Engineers permitting, and coordination with other governmental bodies where necessary.

- All services shall be performed exclusively in the best interest of the County, in strict accordance with all applicable professional, statutory, and regulatory standards and codes, and in the most efficient and cost-effective manner practicable.

Proposal Requirements

Duchesne County will review each of the submitted proposals and select an engineering firm based on the following information. The proposals and the performance data requested should include the following items:

1. Letter of Interest. The firm's project manager must be identified. The project manager is the firm's representative who will have full responsibility for the design, construction management/inspection, and surveying of the project.

2. Name of the firm and the location of the firm's offices and the office where the majority of the work for the County will be performed. The age of the firm and the average number of employees of the firm over the past five years.

3. The education, training and qualifications of key members of the firm and key employees to be assigned to the County.

4. Recent successful projects completed by the engineering firm which are similar to the scope of work. The descriptions should indicate the technical experience and experience of the personnel with regard to these types of projects.

5. Projects previously completed by the engineering firm for Duchesne County and familiarity with County standards and regulations.

6. Public funding procurement experience.

7. Cost control and tracking plan outline for engineering, construction, and related project costs.

8. References for the firm and identified individuals involved in the project. References should include the owner's contact information.

Submittal Instructions

Proposals will be received at the County offices, via electronic submission at the email address listed below, until 3:00 p.m. on December 21st, 2023. The number of pages of the proposal is to be limited to fifteen (15) pages (excluding letters of interest and resumes). Correspondence, questions, and/or clarifications of the proposal procedure should be directed to:

Melissa Hughes
Duchesne County Commission Executive Assistant
PO Box 270
734 N Center St
Duchesne, UT 84021
Office - 435-738-1139
melissa.hughes@duchesne.utah.gov

Selection Criteria

Duchesne County will utilize the following in selecting the firm for this project:

- Competence to perform the services as reflected by technical training and education, engineering experience, and direct experience in providing the services outlined herein. (20% score rating)
- Familiarity with the County, key relationships, and previous prior project experience. (20% score rating)
- The firm's history of effective public funding procurement, budget control, and schedule management for similar projects including accurate cost analysis and tracking. (20% score rating)
- The ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services in a timely manner when requested. (20% score rating)
- Evidence of competent design and construction monitoring (references). (20% score rating)