

REQUESTS FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The Cascade County Commission is soliciting requests for qualifications to hire a firm to provide engineering services, grant writing and grant administration related to the storm drainage infrastructure in Gibson Flats located south of the City of Great Falls. The County will utilize the selected firm for engineering related activities associated with its storm drainage or any other activities deemed necessary by the Commission. The agreement and payment terms will be negotiated with the selected offeror.

The immediate need of the County is the preparation of a Preliminary Engineering Report (PER). The county is considering submitting funding applications to applicable funding agencies for storm drainage system improvements.

Services to be provided for preparation of the PER may include:

1. Identifying the planning area and existing/potential service area.
2. Evaluating the condition of the existing facilities.
3. Developing recommendations regarding possible improvements to the existing system, including an alternative analyses and prioritization of each proposed improvement.
4. Preparing preliminary design of the preferred alternative including costs estimates for each recommendation.
5. Grant writing and grant administration services.
6. Evaluate environmental consequences of the preferred alternative.
7. Conduct any public hearings.
8. The final report must comply with the current requirements of the Uniform Preliminary Engineering Report (PER) as adopted by the Water, Wastewater, and Solid Waste Action Coordination Team. Copies of the PER Outline are available upon request.
9. The County, at its discretion, may also require the following services: final design, construction administration and inspection work.

Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to project;
4. A description of the firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. A description of the firm's current and projected work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. The proposed work plan and schedule for activities to be performed.
7. A description of the firm's prior experience, including recent and current work for Cascade County.

Respondents will be evaluated according to the following factors:

- Related Experience on Similar Projects (25%)
- Present & Projected Workloads (5%)
- Qualifications of the Professional Personnel to be assigned to the Project (15%)

- Overall quality of the proposal (20%);
- Recent & Current Work for the Entity Issuing the RFP (25%)
- Location (10%)

The selection will be based on an evaluation of the written responses, or interviews may be conducted if deemed necessary. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Cascade County Commission, all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to Brian Clifton, Public Works Director, 121 4th Street North, Suites 2H-2I, Great Falls, MT 59401. **All responses must be received by 5:00 p.m. on Friday May 18, 2012.** Please state "Engineering Services Proposal" on the outside of the response package. Include five (5) copies of the proposal. Proposals may not exceed 20 one-side pages, excluding personnel resumes.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the 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 all responses deemed unqualified, unsatisfactory, or inappropriate.

Brian K. Clifton, Director
Cascade County Public Works Department

Wednesday May 2, 2012
Sunday May 6, 2012
Wednesday May 9, 2012