

**REQUEST FOR QUALIFICATIONS**  
**Professional Engineering Services**  
**For**  
**Park County, Montana**

Park County is requesting engineering firms to submit qualifications to provide professional engineering services for Park County projects for calendar year 2021/2022 with a provision to extend annually extend for 2023 and 2024. A contract will be awarded based upon demonstrated competence and qualifications as set forth in the request for qualifications (“RFQ”) and what is in the best interests of Park County. Submittals shall address the qualifications of the professional engineering firm, capability to meet time and budget requirements, location, present and projected workloads, related experience on similar projects, and recent and current work for Park County.

**I. Potential Scope of Services**

The firm chosen will provide the following services to Park County:

- 1) On-Call Services; and
- 2) Task-based Services

The following is a brief description of each category of services, but is not an exhaustive list.

**On-Call Services.** Park County may require the assistance from the firm for day to day issues. This may include, but not limited to the following:

- 1) Respond to all manner of engineering requests for road, bridge and facilities;
- 2) Provide services such as data collection, survey, design, plans, specifications, inspection, review and recommendations for county road, bridge, and facilities. These services may relate to the policy, operation, standards, planning documents and permitting of the county infrastructure;
- 3) Coordinate and work with County employees regarding engineering aspects of planning, budgeting, permitting, operation, maintenance, and performance of county roads, bridges and facilities;
- 4) Preparation of standards and guidelines, and project RFQ documents;
- 5) Act as a liaison to local, state and federal agents and agencies as needed or required;
- 6) Attend and participate in meetings at the request of the County.

For On-Call Services the firm will provide these services on a time and materials not to exceed amount approach utilizing a general services task order, unless otherwise indicated or other arrangements have contractually been agreed to. On-Call Services will be assigned with the following general process:

- 1) The firm will provide a general agreement for professional services including, but not limited to, the following; scope of work, responsibilities of firm and

county, effective date and term, invoicing and payment, standard of performance, use of documents and records, insurance, suspension, termination, controlling law, successors, assigns, beneficiaries, dispute resolution, indemnification, waiver, notice, applicability to task orders, non-exclusiveness, independent contractor clause, nondiscrimination, definitions, general agreement exhibits and special provisions such as general schedule of rates and services, and designated representatives;

- 2) The firm will provide a general services task order under terms of the general agreement for On-Call Services described above;
- 3) The Public Works Department will coordinate general agreement and services task order review with the firm and other county departments to provide a recommendation to the County Commission (“Commission”) for acceptance;
- 4) The Public Works Department or Commission may choose to accept the agreement and task order as is, reject the proposal, or negotiate a change of scope or fee with the firm; and
- 5) Once the agreement and task order are accepted and executed by the Commission the firm will provide services as directed by the Public Works Department for the term of the agreement.

**Task-Based Services.** The firm may be directed to undertake specific work for the County. These specific items will have a finite scope of work, are relatively larger in scale, or for any other reason the County wishes to assign the work in this manner. Task Based Services will be assigned with the following general process:

- 1) Public Works Department will describe a need to the firm for a specific task or project that has requirements beyond the on-call services task order;
- 2) Task Based Services may include, but is not limited to, a combination or of all of project delivery phases such as planning, data collection, survey, design development, construction documents (plans & specifications), permitting, bid phase services, construction inspection, construction administration, warranty inspection, reporting and project closeout;
- 3) The firm will prepare a task order proposal, based on the conditions set forth in the on-call general services agreement, describing the task specific scope of work the firm will provide, a proposed fee, milestones and an estimated project timeline;
- 4) The Public Works Department will review the task order proposal with the firm and other county departments in order to provide a recommendation to the County Commission (“Commission”) for acceptance. The Public Works Department may choose to accept the task order proposal as is, reject the proposal, or negotiate a change of scope or fee with the firm;
- 5) The Public Works Department will forward recommendations to accept proposals to the Commission. The Commission may choose to accept the task order proposal as is, reject the proposal, or request the Public Works Department negotiate a change of scope or fee with the firm;
- 6) Once the task order proposal is accepted and executed by the Commission, the

- firm may begin work to complete the project outlined in the task order;
- 7) The firm will track the task order with an independent project number separate from general service activities; and
  - 8) The award of a contract to a firm does not guarantee that the selected firm will be assigned any or all of the County projects.

The County intends to undertake a number of tasks and projects over the next few years. These items may include, but are not limited to, the following:

- 1) Continued implementation and updating the bridge and culvert inventory and assessment;
- 2) Continued implementation and updating the capital improvement plan (CIP) for roads, bridges, and facilities;
- 3) Developing and implementing projects in accordance with the CIP;
- 4) Developing and implementing projects in accordance with House Bill 473;

The County does not guarantee that it will require or need any number of the services set forth above.

## **II. Firm Selection Process**

The County will utilize the following general selection process in determining the most qualified and best engineering firm.

- 1) Interested firms shall provide a written statement of qualifications (“SOQ”) to the County based upon the guidelines and information provided herein;
- 2) Firm shall be duly licensed and certified to perform the professional services in the State of Montana;
- 3) All firms are required to comply with the provisions of state and federal laws and local regulations;
- 4) A four (4) member selection committee, appointed by the Commission, shall review and rank all SOQs based upon the criteria set forth in this RFQ;
- 5) Additional evaluation steps may include, but not be limited to, additional check of references including subcontractors, a review of the firm’s engineering fee structure, etc... firms may be short-listed to participate interviews held by members of selection committee and Commission.
- 6) Based on the findings of the committee, a recommendation will be made to the Commission to award the contract to the successful firm;
- 7) The Commission will then proceed to negotiate a contract with the selected consultant.
- 8) If an agreement cannot be reached with the selected firm, the runner-up firm will be contacted to negotiate an agreement, and so forth; and
- 9) The County reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.

## **III. SOQ Content**

The SOQ shall be limited to no more than 25 pages. The consultants responding to this RFQ are advised to provide a clear and responsive approach to addressing all items set forth in this RFQ.

The SOQ shall include, but not necessarily be limited to, the following items;

**1) Understanding of Need**

The firm should clearly state their understanding of the County's need for a firm and for the role a firm should play in a generally rural county with unincorporated communities and diverse geography.

Specific examples and insights will be useful such as knowledge of typical county methodology for providing services; county government budget structure; coordination between county services and services provided by special districts such as sewer and water; coordination of services between local, state and federal agencies; infrastructure issues related to growth in the urban, rural and wildland interfaces.

Describe understanding of county road and bridge operations in terms of available revenues, expenditures, resources, work methodology, manpower and capacity.

**2) Approach**

The firm should attempt to describe its approach to serving as a firm for a county like Park County, how the firm intends to implement chain of communication, and what policies it will follow when interacting with the County on projects and on a day to day basis.

How does your firm track project delivery, milestones, time value and client satisfaction for tasks and projects?

Describe how your firm manages the transfer of client expectations from firm principals, supervisors and line personnel. Identify specific examples where your firm did not meet client expectations and how your firm addressed this issue to prevent a recurrence?

**3) Experience**

The firm shall provide a description of its experience and expertise providing general engineering services to Park County and other similar agencies. Experience with transportation systems, drainage facilities, bridges, culverts, facilities and general engineering services should also be included. Recent, related and applicable experience, should be presented.

**4) Team**

Describe the proposed team for the firm. Describe who will be the key

contacts and leaders of the team. Discuss who will interact with the County and the organizational structure that will be proposed for the firm. Please provide a description of individual team member qualifications. Discuss subcontractors that will be available to the County and why their services are important and/or needed.

Describe how your firm has handled or would handle replacing key personnel that departed mid-way through the completion of a project.

Provide examples of specific team members experience with providing Quality Control with respect to the individuals' role on the team.

**5) Availability**

It is important that the firm be capable of responding to the County's needs in a timely manner including meeting intermediate milestones, completing projects on time, and being an efficient resource for the County. The SOQ should address the firm's approach to ensuring that the County's needs are met by the firm.

**6) References**

A list of at least three (3) county client references shall be included in the SOQ. The references should be clients the firm has provided road, bridge, facility or related services within the past five (5) years. A brief description of pertinent tasks or projects and current contract information for the agency authority should be provided. Do not use Park County staff as references.

A list of at least three (3) contractor references shall be included in the SOQ. The references should be contractors the firm has engaged with on behalf of county or municipal clients for road, bridge, facility or related services within the past five (5) years. A brief description of pertinent work and current contact information for the project manager or superintendent should be provided.

**IV. Selection Criteria**

The County will screen and rank the SOQs based on the criteria outlined in this section. The top-ranked firms may be identified for further consideration. The County may then complete additional evaluations on the remaining firms such as request for additional references, a review of the firm's engineering fee structure, participation in an interview process, etc. Using a combination of the information provided in the SOQ and the additional information received from the finalists, the selection committee will make a final choice and recommendation to the Commission to award the engineering contract to the most qualified firm.

A brief description of the primary selection criteria is provided below:

**1) Understanding and Approach**

This criteria is based on the firm’s understanding of the County’s needs, the firm’s approach to the work, and other information provided the consultant’s proposal that sets it apart from any others.

**2) Experience**

Experience in the role of a firm for Park County and other communities will be considered positively. Proof of an understanding of the role a firm in this position and a demonstrated track record of effectively providing this service in a timely manner is preferred.

**3) Team**

The County would like to know the experience of the members of the project team, including employees, sub-consultants and subcontractors, in which it will work closely with during the term of the work. A description of each team members’ qualifications is important to determining whether the firm is the best fit for the County.

**4) References and Quality of SOQ**

The selection committee will perform reference checks for each firm and review the overall quality and content of the SOQ. A minimum of three (3) client references and three (3) contractor references must be provided as stated above.

**5) Proximity of firm to Park County and Availability**

The County wishes to work closely with the selected firm that is available, efficient and effective in providing service. The firm should address how they will provide service in a reasonable amount of time and how they will address travel costs and travel time issues.

A summary of the selection criteria points is provided below:

<b>1. Firm’s understanding and approach</b>	20%
<b>2. Experience</b>	20%
<b>3. Team</b>	20%
<b>4. References</b>	10%
<b>5. Quality of SOQ</b>	10%
<b>6. Proximity of firm to Park County</b>	10%
<b>7. Availability</b>	10%

**V. Submission Requirements**

Specifications, if any, may be obtained Monday through Friday, 8:00 a.m. to 5:00 p.m. at the Park County Clerk and Recorder’s Office, 414 East Callender Street, Livingston, Montana 59047, (406) 222-4110.

Sealed RFQs shall be submitted to the Park County Clerk and Recorder's Office at the above address on or before **November 24<sup>th</sup> at 9:00AM**. All SOQs envelopes must be sealed and marked with "**Engineering Services Request for Qualifications 2021**" or the SOQ will not be accepted. Late RFQs will not be accepted. RFQs will be opened on **November 24<sup>th</sup> at 9:00AM** in the Park County Commission Chambers immediately following.

**FAXED, ELECTRONIC OR E-MAIL SOQs WILL NOT BE ACCEPTED**

Submitted RFQs must be complete at the time of submission and may not include references to information located elsewhere. All SOQs and associated documentation become the property of Park County. The SOQ original shall be signed in ink by a person legally authorize to bind the firm. All SOQs shall be fully valid and not subject to change for 90 days following the submission date. All SOQs will be initially classified as being "responsive" or "non-responsive". If a given SOQ is found to be non-responsive, it will not be considered further.

**VI. Limitations**

This RFQ does not commit the County to paying any costs incurred by the firm in the submission or presentation of a SOQ, or in making the necessary studies for the preparation thereof. Further, the County reserves the right to:

- 1) Accept or reject any and all submittals received as a result of this RFQ at any time;
- 2) Negotiate with qualified firms;
- 3) Cancel the RFQ, in part or in whole, if it is determined to be in the best interest of the County to do so;
- 4) Waive minor irregularities and formalities in the RFQ processes;
- 5) Seek further SOQs for engineering design and construction services contracts, in whole or part;
- 6) The County reserves the right to seek clarification on any point in any SOQ at any phase of the selection process;
- 7) The firm will not be the exclusive firm for Park County and Park County reserves the right to consult and hire other firms;
- 8) The County will reserve the right to issue a general RFP for specific projects if it desires to have expanded competition, specialized expertise, or if the firm elects to not accept a request for a specific work order; and
- 9) The County will maintain necessary autonomy to ensure that the public interest is best served.

## VII. Insurance Requirements

If a contract is awarded, the firm must be able to provide the County with proof of the following insurance coverage:

1. Liability insurance in the amount of \$1,000,000.00 or greater, as follows:
  - a. Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,500,000.00; Products - \$1,500,000.00; Personal & Advertising Injury - \$1,500,000.00; and Each occurrence - \$750,000.00;
  - b. Commercial automobile liability insurance as a result of death or bodily injury to the persons, or destruction of or damage to any property arising out of the ownership, maintenance, or use of any owned, non-owned or hired motor vehicle with limits of not less than \$1,500,000.00 per occurrence. All coverage shall be on an occurrence basis and not on a claim made basis;
  - c. Workers compensation and unemployment insurance coverage as required by law with a waiver of subrogation in favor of the County including Employer's liability coverage with limits of not less than \$1,500,000.00 per occurrence; OR, alternatively, the engineering firm shall provide documentation establishing to the County's satisfaction that the firm is exempt from worker's compensation and unemployment insurance coverage pursuant to § 39-71-401(3) and § 39-51-204(2), Montana Code Annotated.
2. Professional liability insurance, including errors and omissions, with limits of not less than \$750,000.00 per occurrence and \$1,500,000.00 policy aggregate.
3. The following inclusions to the engineer's certificate of insurance shall be made:
  - a. Waiver of transfer of rights of recovery against others to the County;
  - b. It is agreed that this insurance is primary to and non-contributory with any insurance maintained by the County;
  - c. The General Liability Coverage and Automobile Liability shall include endorsements for additional insured, naming the "Park County" its elected officials, employees, agents and volunteers as an additional insured. The additional insured endorsement shall be attached to the certificate of insurance.
  - d. The additional insured shall contain a severability of interest provision



in favor of the County and a WAIVER OF Subrogation in favor of the County.

- e. All required coverage shall be written with companies that have at least an AmBest rating of B+VII.
- f. All insurance shall provide a 30 day notice of cancellation or material change.

### **VIII. False or Misleading Statements**

If the review committee feels, at any time, that a firm's SOQ contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or phase of the selection process.

### **IX. Pre-Proposal Conference**

There will not be a pre-submittal conference for this RFQ.

The County requests that firms respect the busy schedules of County staff and employees and not seek to hold personal meetings or make other efforts to spend time with staff and administration at the County prior to submitting a SOQ.

### **X. Additional Questions**

Questions regarding this RFQ or the planned projects should be address in writing to:

Park County Public Works  
Matt Whitman  
414 East Callender Street  
Livingston, MT 59047  
mwhitman@parkcounty.org

### **XI. Award of Contract**

Promptly upon making a final determination of ranking, the County will proceed to negotiate a contract with the top ranked firm. If negotiations are not successful after thirty (30) calendar days the County may choose to negotiate with the seconded ranked, and so forth, until a contract is finalized.

The County reserves the right, as its sole discretion, to end negotiations at any time and at any stage in the process, and to not award a contract to any firm.

All firms not selected will be notified by the County of its decision.

### **XII. Nondiscrimination**

Each firm, by submitting a SOQ, understands and agrees to comply with Montana and federal nondiscrimination laws. Firms will ensure that hiring is made based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing under any awarded contract. The County will choose the best firm based on merit and qualifications and that there will be no discrimination based on race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin by the persons performing under any awarded contract.