

REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES City of Polson, MT

The City of Polson, Montana is soliciting proposals for engineering services. The City seeks to contract the services of a designated professional engineer (PE) licensed in the State of Montana to provide general engineering/planning services to the City and its various departments, including: Water and Sewer, Storm Water, Planning, Streets, and Parks.

The City desires to select a contractor with whom to negotiate a contract for 60% to 70% of the contractor's time at a fixed monthly rate. The City envisions an initial contract of one year, renewable at the agreement of both parties.

The services to be provided may include, but are not limited to:

- General engineering services relevant to Water & Sewer, Stormwater, Planning, Streets, and Parks
- Research and project-specific studies
- Technical consulting
- Project management
- Bid preparation
- On site inspection
- Grant writing and administration
- Regulatory interface and permitting
- Coordination of Master Plan concepts
- Coordination and management of contracted project engineering services

There is no guarantee that the City will require any or all of the above tasks, and the City will reserve the right to seek additional assistance from other firms for some of the above if the City finds such a course to be in the City's best interest.

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 (in particular those funded by TSEP), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance, if any;
5. A description of the firm's current 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. Five professional references

Respondents will be evaluated according to the following criteria:

1. the qualifications of the professional personnel to be assigned to the project: 30%
2. the consultant's capability to meet time and project budget requirements: 10 %
3. Availability on-site at Polson: 15%
4. present and projected workloads: 5 %
5. related experience on similar projects: 15 %
6. recent and current work for the City of Polson: 5%
7. familiarity with Polson and the City's ongoing projects: 20 %

Any proposed fee will not be used as evaluation criteria and will only be considered when the City negotiates with the most qualified consultant.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. Subject to negotiation, the award will be made to the most qualified submitter or whose proposal is deemed most advantageous to the City considering all relevant factors. Unsuccessful submitters will be notified as soon as possible.

Questions and responses should be directed to City Manager, Todd Crossett, at Polson City Hall, 106, 1st St. E., Polson, MT 59860. All responses must be postmarked no later than 5:00 pm, March 11, 2010. Please state City of Polson Engineering RFP on the outside of the response package.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the City of Polson 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. The City of Polson is an equal opportunity employer.