



**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES
City of Thompson Falls – Ainsworth Community Park Project**

The *City of Thompson Falls* has been awarded a Public Facilities - Community Development Block Grant (CDBG) by the Montana Department of Commerce (DOC) to revitalize the blighted property within Ainsworth Field in Thompson Falls. Contingent upon this award, the City is requesting Statements of Qualifications for *engineering services* to assist the governing body in engineering design services; completion of the subsequent design; preparation of contract documents; and supervising the construction of this project in compliance with all applicable requirements under the Montana CDBG program and/or other funding agencies. Copies of the detailed Request for Qualifications (RFQ), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses, can be obtained at www.cityofthompsonfalls.com/parks_rec or by calling Chelsea Peterson, City of Thompson Falls Clerk at (406)827-3557. All responses to the detailed RFQ should be submitted electronically, mailed in duplicate and must be postmarked or submitted by Friday, June 22, 2018, 5:00p.m. to the City of Thompson Falls, Mayor Mark Sheets, "Engineering Services Proposal", P.O. Box 99, Thompson Falls, MT 59873. Contract award is anticipated to be made by June 30, 2018.



REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES

City of Thompson Falls – Ainsworth Community Park Project

The *City of Thompson Falls* has been awarded a Public Facilities - Community Development Block Grant (CDBG) by the Montana Department of Commerce (DOC) to Engineering Design to revitalize the blighted property within Ainsworth Field in Thompson Falls. Contingent upon this award, the City is requesting Statements of Qualifications for *engineering services* to assist the governing body in engineering design services; completion of the subsequent design; preparation of contract documents; and supervising the construction of this project in compliance with all applicable requirements under the Montana CDBG program and/or other funding agencies. Payment terms will be negotiated with the selected proposal. The fee for services will be paid partially with CDBG funds. The full scope of services to be provided include:

- Complete the Environmental Review requirement;
- Complete final design based on the PER submitted with the CDBG application;
- Prepare the construction bid package in conformance with applicable CDBG requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed;
- Conduct the pre-construction conference;
- Coordinate the field staking, on-site supervising of construction work, and preparing inspection reports;
- Review and approve all contractor requests for payment and submitting approved requests to the City;
- Providing reproducible plan drawings to the City upon project completion;
- Conducting final inspection and compliance with grant requirements;
- Submit certified "as-built" drawings

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 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;
6. The proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

1. Qualifications of the professional personnel to be assigned to the project - 30%
2. Consultant's capability to meet time and project budget requirements - 30%
3. Related experience on similar projects - 25%
4. Recent and current work being done - 10%
5. Present and projected workloads - 5%

The selection of finalists to be interviewed will be based on an evaluation of the written responses. Disadvantaged business enterprises (DBE's) are encouraged to apply. The award will be made to the most qualified firm whose proposal is deemed most advantageous to the City of Thompson Falls, all factors considered. Notifications will be made to each firm as soon as possible. The awarded CDBG proposal can be requested from the Montana Department of Commerce. Questions and responses should be directed to Mark Sheets, Mayor, P.O. Box 99, Thompson Falls, MT 59873. All responses must be postmarked no later than Friday, June 22, 2018. Please state "Engineering Services Proposal" on the response package.

Consistent with the requirements of Section 3 of the federal Housing and Community Development Act of 1968, to the greatest extent feasible, opportunities for training and employment arising in connection with project activities will be extended to local lower-income residents. Further, to the greatest extent feasible, business concerns located in or substantially owned by residents of the project area will be utilized.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the City of Thompson Falls 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.