

Smithfield City  
Request for Statement of Qualifications (RFQ)  
for Professional Services for Grant Writing, Environmental and Engineering Services

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## **I. INTRODUCTION:**

Smithfield City seeks grant writing, environmental and engineering services for water projects. The selected consultant will coordinate with Smithfield City and other stakeholders to submit grant applications and other funding opportunities. The consultant will prepare the design and oversee construction through the end of the project. Services may be extended to other opportunities and/or projects as needed by the City

### **Purpose:**

The City, through this Request for Statement of Qualifications, solicits **qualified** engineers to provide services to prepare submit grant applications and other funding opportunities. The consultant will prepare the design and oversee construction through the end of the projects. Efficient progressive project management in full cooperation with the City and its stakeholders is the goal of this contracting activity to help minimize and reduce revisions as they prepare grants and environmental plans, design the projects, and oversee construction.

A contract may be awarded to a firm that, in the judgment of the City is qualified to provide the services sought by the City who meets the selection criteria.

### **Details of the Project:**

The water projects may consist of the following tasks:

1. Preparing applications for grants and other funding opportunities.
2. Prepare environmental documents.
3. Providing public involvement services throughout the projects as needed.
4. Completing preliminary and final design engineering for water projects.
5. Providing construction engineering services for projects associated with grants and other City water projects.
6. Preparing required reports, funding requests, and documents required by funding agencies and the Watershed program, or by other funding agencies as needed.

### **Project Requirements and Qualifications:**

The City is seeking a qualified engineering firm qualified to prepare the application, design the project, complete environmental requirements, and oversee construction to completion. This includes submitting all reports, forms, and documents to complete funding, permitting, and other necessary approvals. These services will be extended to other grant/funding opportunities and water projects identified by the City.

The proposing firm should also have completed similar projects that have included drought resilience, water, water reuse, and other projects of this nature. The firm should have experience working with BOR, NRCS, USDA, and other local and state funding agencies.

The qualifications that will be evaluated for selection will be based on the following:

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Firms shall provide in their response a list of references on all similar projects that are in the process or have been completed by the firm in the last five years. All references shall be for projects in which the firm was the prime firm and held a contract directly with the owner.

It is the firm's responsibility to provide adequate references in compliance with this RFQ. Please include the following:

|                   |   |
|-------------------|---|
| Owner Name:       | Name of Company/Institution   |
| Point of Contact: | Person who will be able to answer any customer satisfaction question. |
| Phone Number:     | Phone number of the contact we will be surveying.                     |
| Project Name:     | Name of the project.  |
| Location:         | City and state where the work was performed.                          |

Demonstrate the following:

- Proof of experience working with federal, state, and local funding agencies.
- Understanding of environmental permitting and approvals.
- A list of experience with similar work.
- Proof of familiarity and success with grants and funding solutions.
- Key team member qualifications

## II. EVALUATION CRITERIA

The following criteria will be used in ranking each of the firms. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the qualifications. Weights have been assigned to each criteria in the form of points.

- **Experience 50 points**
  - What experience does the team have in working with BOR, NRCS, and USDA programs, preparing environmental documents, and understanding the needs, reporting processes, and design requirements of the different Federal Agencies?
  - What experience does the firm have working with government permits and approvals?
  - What familiarity does the firm have with grants and funding solutions?
- **Past Project References 20 Points**
  - Demonstrated experience with similar projects and reference contact information.
- **Strength of Team 30 Points**
  - The consultant's team is comprised of individuals experienced in similar projects who have worked together on previous similar projects.
  - The team includes qualified professional engineers, grant writers and managers, environmental specialists, public involvement specialists, and other disciplines necessary to complete the project successfully.

**Total Possible Points 100**

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**A Request for Qualifications may not include a request for a price or a cost component for the professional design services. Please do not include a price or a cost component.**

### **III. SUBMISSION AND CONTACT INFORMATION**

Communication during the selection process shall be directed to the Smithfield City at the following email address: [cgiles@smithfieldcity.org](mailto:cgiles@smithfieldcity.org). All questions or requests for information regarding the project shall be submitted to the City no later than May 17, 2020 at 12:00 pm MDT.

All required submittals and Qualifications must be submitted and received in person, email, or mail, no later than May 21, 2020 at 5:00 p.m. MDT. All Qualifications submitted after this date and time will not be accepted or scored.

#### **Qualification Submission Schedule and Format:**

- **Due Date:** All Statement of Qualifications will be submitted to Smithfield City, no later than **5:00 PM MDT, May 21, 2020**
- **Submitting Qualifications:** All submittals must be submitted via email, personally delivered, or received by mail on or before **5:00 PM May 21, 2020** Deliver to 96 South Main Smithfield, UT 84335 or [cgiles@smithfieldcity.org](mailto:cgiles@smithfieldcity.org).
- **Submittal Format:** Submittals will be no more than 12 pages, size 8.5x11 excluding resumes and references, which may be included as an appendix. Minimum font shall be 11 pt. font.

### **IV. AWARD**

The City shall award a contract to the qualified design professional whose Statement of Qualifications (SOQ) was awarded the highest score by the evaluation committee, which the City determines to be fair and reasonable and the most advantageous to the City, taking into consideration factors set forth in the RFQ. The selection will be awarded with reasonable promptness to the responsible applicant. No other factors or criteria will be used in the evaluation, except for what has been identified above.

The contract file shall contain the basis on which the award was made. Smithfield City can reject any or all SOQ's, and it can waive any informality or technicality in any SOQ received if Smithfield City believes it would serve the best interest of Smithfield City. During the evaluation process, only authorized Smithfield City selection committee members will see SOQs.

#### **Fee Negotiation:**

Following the selection of the engineering firm by the Selection Committee and prior to the award of the design agreement, the City will negotiate the final agreement fee with the selected firm. Should Smithfield City **be unable to agree** to a satisfactory contract with the selected firm at a price determined to be fair and reasonable to the City and its co-sponsors, discussions with

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that firm shall be formally terminated. Negotiations may then be undertaken with the second-ranked firm.

This process will be repeated until an agreement is reached or the City determines that it is in the best interest of the City to initiate a new selection process.

**V. AWARD NOTICE**

Smithfield City anticipates making a selection and notify awarded firm by June 1<sup>st</sup>, 2021.