Monroe City Corporation

"Little Green Valley"

Johnny C. Parsons, Mayor

REQUEST FOR QUALIFICATIONS

MONROE CITY

PROFESSIONAL ENGINEERING SERVICES

SENIOR CITIZENS CENTER

Issue Date: August 27, 2024

Submission Deadline: 3:00 pm MDT September 10, 2024

Monroe City Attention:
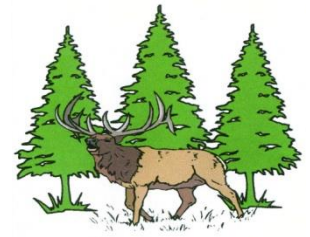
Allison Leavitt, City Recorder

10 North Main Street

Monroe, Utah 84754

Introduction

Monroe City is soliciting statements for qualified engineering firms that have experience and support capabilities to provide engineering services for civil related improvement projects. The City is currently looking for professional engineering services for the preparation of construction documents for a new senior citizen's center.

Background

Monroe City anticipates using property they currently own near the intersection of Jones Road and 100 West Street in Monroe to construct a new senior citizen center. The building will replace their existing senior citizen center. This building will support various activities and events. The City would like to develop a new single story senior center that will better support community activities, provide accessible access, and parking. This building will also house the senior citizen meal program.

Scope of Work

Provide professional services for the Senior Citizens Building or other miscellaneous engineering projects as requested and directed by the Mayor, members of the City Council, or City staff. Such services may include, but not limited to:

1. Conduct a building programming analysis for the proposed Senior Citizens Building. The program will identify the building spaces and requirements for the building and site. The analysis will also include a concept building, site layout, and an Opinion of Probable Cost (OPC).
2. Conduct a geotechnical investigation for the proposed building site. The investigation shall include subsurface exploration, laboratory testing, engineering analysis, and design recommendations for the construction of the proposed building and site improvements.
3. Conduct survey services that may include topographic mapping, boundary survey, UAV mapping, and construction staking.
4. Preparing specifications, detailed construction drawings, contract documents, legal survey for rights-of ways and easement for this or other requested civil projects.
5. Assisting in the solicitation, analysis, and procurement of contractors to perform construction and/or other services related to this or other requested civil projects.
6. Providing on-site and/or off-site supervision and evaluation of quality control for this or other requested civil projects, coordination and scheduling of contractors and required inspections, conducting periodic inspections, and preparation and submission of reports regarding the progress of this or various projects to or on behalf of the City.
7. Prepare concept reports, feasibility studies, cost estimates, proposed funding plans, and other written materials regarding this or other related projects.
8. Assist in the procurement of funding for this or other requested projects.
9. Advising and/or representing the Mayor and City Council on various matters concerning ongoing or contemplated civil projects including proceedings before funding agencies, regulatory agencies, judicial bodies, public audiences, etc. when necessary.

Proposal Requirements

All proposals should include the following elements:

1. Cover Letter/Executive Summary (up to 5 points)
    a. Name of firm and the location of the firm's offices and the office where the majority of the work for Monroe City will be performed.
    b. The age of the firm and the average number of employees of the firm over the past five years.
    c. The names of key members of the consulting team.
    d. A summary of the consultant's previous work experience and qualifications.
    e. Signature of authorized representative.

2. Experience and Qualifications of the Consultant/Team (up to 20 points)
    a. The education, training, and qualifications of the key members of the firm and key employees, to be assigned to this project.
    b. Experience of the firm reflecting technical capabilities, project experience, and funding experience in conjunction with this project.

3. Understanding of Project Scope (up to 25 points)
    a. The respondent shall demonstrate its capacity to deliver comprehensive, professional plans and documents. The respondents shall outline a work program describing the steps to be completed in executing the scope of work. The firm may identify additional planning and scope elements the firm believes will be beneficial to the City.

4. Proposals should be no longer than ten (10) pages, exclusive of resumes.

5. One paper hardcopy, sealed and delivered to the Monroe City Recorder at 10 North Main Street, Monroe, UT 84754 before 3:00 p.m. on Thursday September 10th, 2024. No statements of qualifications will be accepted after 4:00 p.m.

Monroe City reserves the right to accept or reject proposals including the right to reject all proposals and re-solicit if necessary.

Selection Criteria

The City will review and evaluate each qualification and submission. The City reserves the right to obtain clarification or request additional information. Proposals will be evaluated and ranked according to the following criteria:

Criteria	Points
Cover Letter/ Executive Summary	1-5
Experience and Qualifications	1-20
Understanding of Project Scope	1-25

Schedule

Item	Date
RFQ Issued	August 27, 2024
Question Deadline	September 6, 2024, by 1:00 p.m. MDT
Proposal Due	September 10, 2024, by 3:00 p.m. MDT
Award	September 10, 2024

Proposal Coordinator

The City's coordinator for this project will be Council Member, Janet Cartwright. Questions concerning this solicitation should be directed to:

Janet Cartwright
Cartwrightandboh@aol.com