

CONSULTANT SERVICES REQUEST FOR PROPOSAL

Sanders County has received approval from the Montana Department of Transportation (MDT) to develop a Federal-Aid project titled **Historic High Bridge Renovations – Phase II** – Project MT 45(42) UPN 7508.

The Sanders County Board of County Commissioners is requesting proposals from firms interested in performing design and construction engineering services. This project is being funded by Congressional Appropriation dollars; but, work under this project will be conducted in conformance with MDT's CTEP Manual. As such, all work performed on this project must comply with all applicable requirements under the CTEP Section. The project is generally described as the rehabilitation of miscellaneous bridge support structures/elements, paving/surfacing of access to the bridge and bridge approach, and paving of a vehicle parking area.

The Scope of Work and Technical Requirements of services include the following:

This project is located in Thompson Falls, MT. The Historic High Bridge is located within the Thompson Falls Hydroelectric Dam Historic District. In April, 2010, a Phase I project was completed that undertook primary structural rehabilitation, replacement of the bridge decking, and installation of new bridge railing.

This project will include cleaning and painting of joints, rehabilitation of expansion bearings; replacement of bolts and cotter pins; installation of drainage features along the bottom chord of the truss; clearing and grubbing of existing trees in close proximity to the structure; surfacing of bridge access and approaches; the grading and paving of a vehicle parking area; and, related ancillary work.

The project is being funded by Congressional Appropriation dollars; but, the project will be administered by the MDT CTEP Section. As such, all work performed on this project must comply with the CTEP Manual and the requirements of the CTEP Section.

The Scope of Work will consist of Project Design and Construction Engineering Services as necessary to complete the work and shall include the following:

1. Complete environmental and historical documentation.
2. Prepare engineering drawings and specifications.
3. Prepare construction specifications, drawings and bid packages.
4. Analyze bids and prepare recommendations for award.
5. Observe and approved quality control testing.
6. Perform construction testing.
7. Inspect and approve work in progress and completed.
8. Close out project.

9. Monitor and complete all Federal and State tracking and reporting requirements associated with CTEP provisions and Congressional Appropriations funding, including review of monthly employment and wage reports for any consultants, contractors and subcontractors.

Legal Compliance:

The consultant performing work under the proposed contract is subject to the *MCA 49-3, Governmental Code of Fair Practices; 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964* and *49 CFR 23, Participation of Disadvantaged Business Enterprise in Airport Concessions*.

In accordance with *MCA 49-3-207, Nondiscrimination Provision in All Public Contracts*, the consultant 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 the contract.

In addition, the consultant will not discriminate on the grounds of race, color, sex or national origin in selecting and retaining subconsultants, including procuring materials and leasing equipment. The consultant will not participate, directly or indirectly, in discrimination prohibited by *49 CFR 21*, including employment practices, when the agreement covers a program set forth in Appendix A of the regulations.

Disadvantaged Business Enterprise (DBE) Goals:

Consultant DBE goals have been established for this project. A current list of MDT certified consultants is available from the MDT website. Each firm invited to submit a proposal is required to address this issue.

In accordance with DBE goal setting procedures for the CTEP Section, the following DBE goals have been set for this request:

GOAL: 0%

The percentage listed relates to a percentage of the overall contract amount. The proposal must clearly identify:

- the DBE firm who will perform the work, and
- the specific work to be performed by the DBE.

Method of Payment:

The method of payment that will be considered for these contracted services includes cost plus a fixed fee (for profit) or fixed price/lump sum. The fee for these contracted services will be paid with Congressional (Federal) Appropriation funds administered by the MDT CTEP Section.

Federal Acquisition Regulations:

An overhead rate for the current fiscal year audited in accordance with the Federal Acquisition Regulations (FAR) may be required for the contract.

Proposal Submittal and Content:

Five (5) copies of the proposals must be submitted to: Clerk and Recorder's Office, Sanders County, 1111 Main Street, Thompson Falls, MT, 59873 by 3:00 p.m. June 24, 2011 and the submittal must include the following:

In response to the RFP, the consultant's proposal will follow the outline below and provide the following information:

- I. Describe the specific service the firm will provide (1 page maximum).
- II. Provide qualifications of the project team and technical personnel assigned to work on project.
 - A. Provide an organization chart depicting the personnel to be used on this project, their area of expertise, registration, special training, chain of command and office location(s) (2 page maximum).
 - B. Provide résumés of above personnel, including specific related project experience and identify when applicable experience for each person was obtained (Include in Appendix).
 - C. Provide a specific outline and description of the support services proposed to complete the entire project from start to finish, including subcontractors, drilling, materials testing, labs, special inspections, etc. (1 page maximum).
- III. Provide a brief (but specific) outline of firm's previous projects that relate to this specific project RFP, and any special abilities or experience suiting the firm for work on this project. Identify the time frame (beginning and completion dates) in which projects were completed and experience gained (2 page maximum).
- IV. Describe how the firm proposes to perform the project as defined in the scope of work (2 page maximum).
- V. List as references firm's clients from recent projects that were similar in scope and work (1 page maximum).
 - A. Include client name, contact person, phone number.
 - B. Provide a contract value range.

Evaluation of Proposal Submittals:

All submittals will be evaluated in accordance with the following factors:

- I. **5% – Location:** This criterion may be assigned 0% to 5% weight depending upon the proximity of the firm's geographical locations to the project site.
- II. **40% – Quality of Firm and Personnel:**
 - A. Related experience on similar projects.
 - B. Related experience on CTEP & Federal Aid projects.

- C. Qualifications, experience and training of staff assigned to project.
- D. Clarity of consultant's response and understanding of Sanders County's and MDT's project requirements.
- E. Ability of consultant to identify project-specific issues

III. 40% – Capability and Capacity of Firm:

- A. Ability to meet all technical requirements.
- B. Capability to respond to project, Sanders County and MDT requirements.
- C. Capability to undertake a combination of structural (bridge) and civil (surfacing) improvements in one project.

IV. 15% – Record of Past Performance of Firm in Previous Projects.

- A. Past performance on previous projects similar in scope and nature. (The selection committee shall devise an equitable measure for this rating criterion.)

General:

Include the following on the outside of the response package, "Consultant Selection - Historic High Bridge, Phase II. Sanders County, MT."

Following the review and evaluation of all RFP submittals, the list of interested firms will be narrowed to an appropriate short list. Those selected will then be reviewed. An interview may also be requested to aid in the selection of a consultant.

The award will be made to the qualified proposer whose proposal is deemed most advantageous to the Sanders County Board of Commissioners, all factors considered. Unsuccessful proposers will be notified in writing as soon as possible.

Respondents may review the MDT CTEP Project Application which includes a description of the proposed project including scope of work, location, schedule and other pertinent information by visiting the offices of the Sanders County Board of Commissioners during regular office hours.

This solicitation is being offered in accordance with Federal and State requirements governing procurement of consultant services. Accordingly, the Sanders County Board of Commissioners 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.

For questions, please contact Tony Banovich, PE (owner representative) at 406-672-6700.