REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES

**COLUMBIA FALLS GATEWAY TO GLACIER SAFETY AND MOBILITY IMPROVEMENT PROJECT**

**CITY OF COLUMBIA FALLS, MONTANA**

**FY 2022 RAISE**

The City of Columbia Falls (“City”) is soliciting Proposals from qualified consultants for professional engineering services on the Columbia Falls Gateway to Glacier Safety and Mobility Improvement Project funded by a FY 2022 RAISE grant.

# I. INSTRUCTIONS TO APPLICANTS / SUBMISSION PROCEDURES

Respondents are required to submit their response to this Request for Proposals no later than **2:00 p.m. on Tuesday, May 28, 2024.** Mail or hand deliver proposals to:

City of Columbia Falls

City Clerk

130 6th Street West

Columbia Falls, Montana 59912

**Respondents shall submit FIVE (5) hard copies and one electronic copy in PDF format on a flash drive of their response to this Request for Proposals** (hereafter **“**RFP”). Responses to this RFP are to be delivered in a sealed envelope clearly labeled:

**“Response to Request for Proposals**

**Columbia Falls Gateway to Glacier Safety and Mobility Improvement Project”**

The responding firm with address and contact information shall be clearly displayed on the sealed envelope.

All questions concerning this request, or the scope of work should be directed to Susan Nicosia, City Manager, (406) 892-4384 or email: nicosias@cityofcolumbiafalls.com.

Respondents are encouraged to attend a non-mandatory pre-proposal meeting at **2:00 PM on Tuesday, May 14, 2024,** at City Hall Council Chambers, 130 6th St. West, Columbia Falls.

**II. PROJECT DESCRIPTION and SCOPE OF WORK**

**General Project Description**

The Columbia Falls Gateway to Glacier Safety and Mobility Improvement Project is a capital infrastructure improvement and expansion project funded primarily with Federal funds from the United Stated Department of Transportation (DOT) and therefore is subject to the Federal laws and regulations associated with that program.

The project will fund reconstruction of approximately 1.3 miles of roadway, approximately 1.7 miles of new sidewalks, and nearly one mile of buffered multi-use pathways, numerous intersections, parking, and ADA access improvements in the core downtown region of Columbia Falls. The following are key project elements:

13th Street West – 12th Ave West to 4th Ave West (Project Section 1 in application): Reconstruction of the paved surface of the roadway to include driving and turning lanes, curb and gutter, and buffered sidewalk and multiuse path. The city’s aged water main will be replaced before reconstructing the roadway.

4th Avenue West – 3rd St West to 13th St West (Project Sections 2, 3 and 4 in application):

* 13th St West to US Hwy 2: Reconstruction of paved sections of roadway to include buffered sidewalk and multiuse pathway, parking, and driving lanes;
* US Hwy 2 to 7th Street West: Reconstruction of the roadway to include three driving lanes, parking with curb and gutter, buffered multiuse pathway and sidewalk on one side of the street and buffered sidewalk on other;

7th St West to Truck Route/3rd St West: Reconstruction of paved sections of roadway to include buffered multiuse pathway and sidewalk on one side of the street and buffered sidewalk on the other side of the street, parking lane with curb and gutter and three driving lanes.

The city’s aged water main will be replaced in all Sections with this project before reconstructing the roadway.

7th Street West – 4th Ave West to Nucleus Ave (Project Section 5 in application): Reconstruction of the paved section of roadway and aged water main replacement. Improvements will include curb, gutter and sidewalk on each side of the roadway.

**Scope of Work**

The project will be delivered through a standard Design – Bid – Build (DBB) process. The selected team will be responsible for providing all the technical needs including but not limited to the following:

**Preliminary Engineering**

* Engineering Design Development
* Environmental Studies and NEPA document preparation
* Surveying/Geotech
* Public Outreach
* Final Design and bid documents

**Construction**

* Engineering – Construction Services Management
* Agency Coordination and Permitting
* Project Closeout

The City will be the grant administrator. Consultant will aid the City in coordinating RAISE funding requirements throughout the entirety of the project. Invoices and documentation shall be appropriately developed. Consultant shall participate in review meetings with RAISE personnel as required. The project is funded through a RAISE grant in addition to local funds.

The project schedule and deliverables will be developed and negotiated prior to executing the contract amendment but will align with the Award Dates and Schedule established in the RAISE contract. Additional tasks may be added to the work during negotiations or by contract amendment.

**Standards, Specifications, and Policies**

Work is expected to follow the Montana Public Works Standard Specifications (MPWSS), City of Columbia Falls Public Work Standards and all other applicable local, state, and federal requirements.

**III. PROPOSAL CONTENTS**

The proposal must contain the information listed in this section. The proposal is **limited to twenty (20) pages**, not including the required appendices. A single cover jacket/title page is allowed if desired and will not count in the page limit. Each page is defined as one side of a letter size sheet (no larger than 8 ½” x 11”), with a minimum font size of 11. Evaluation of information will begin with the first page immediately following the cover jacket/title page, and every page will be counted, in order, from that point forward, including any table of contents or divider pages the firm wishes to include. Once the page limit is reached, any information included thereafter will be removed and not considered or scored. Please organize your proposal in the same order and numbering format as shown below, which will assist the committee in reviewing your proposal:

# Questions

1. **Team Qualifications**
	* Provide a discussion on how the team you propose to use for this project (including subconsultants, if used) is best qualified to respond to the requirements of this project. Discussion should focus on the requirements for this specific project, particularly your team’s expertise and experience, as it relates to the work described in the “Scope of Work” section above.

# Previous Project Experience

* + Provide examples of previous related project experience as it relates to these services.

# Key Personnel

* + Identify key personnel assigned to the project, location, and professional licensure of staff that satisfy the requirements for this contract.
	+ Include an organizational chart of your team for this project.
	+ Include a discussion on the current and projected workload of key personnel, the effects that workload would have on your ability to successfully deliver this project, and your overall plan for delivering this project in a timely manner.

# Project Approach

* + Describe your understanding of the project, related projects, and requirements of the RAISE Grant.
	+ Describe your approach to project management and project delivery.
	+ Discuss the challenges you foresee as they relate to this project and its requirements, your strategy for addressing these challenges, and your specific experience in implementing the strategies identified.
	+ Describe your approach to public involvement.
	+ Describe your quality assurance/quality control process.

# Appendix A: Resumes

Include brief resumes for the key personnel to be assigned to the project.

# Appendix B: References

Submit references that includes a minimum of three (3) separate projects from the past five

(5) years. If applicable, you may submit multiple projects for a single client. Each project must pertain to work similar to the proposed scope of services. Include client name, a currently employed primary contact person, an alternative contact person, corresponding valid phone numbers and emails for both contacts, a range of contract values, and a brief description of the work performed.

##### IV. PROPOSAL EVALUATION

Respondents’ Proposals will be evaluated according to the following listed criteria (see 18-8-204(2), MCA) and weight of each factor:

1. Qualifications of firm(s) – 150 Points
2. Qualifications of proposed personnel – 150 Points
3. Capability to meet time (include present and projected workloads) and budget requirements – 175 Points
4. Proposed method to accomplish the work – 250 Points
5. Related experience on similar projects – 200 Points
6. Quality of proposal/Conformance to proposal requirements – 75 Points

All Proposals will be evaluated using the following basic scoring methodology:

* + Outstanding/Exceptional response: 90-100% of the available points
	+ Good response: 70-90% of the available points
	+ Average response: 50-70% of the available points
	+ Poor response: 30-50% of the available points
	+ Qualifications not clearly met: 0-30% of the available points

The City of Columbia Falls reserves the right to narrow the list of responding firms to an appropriate short list. Short-listed firms may be asked to provide a supplemental proposal, interview, or presentation. Scores from the proposals, supplement project proposals (if used), and interviews (if used) will be tabulated to make final selection.

**VII. COST AND AWARD PROCEDURE**

The City of Columbia Falls utilizes a “qualifications based” selection process to select the most qualified firm and negotiate a contract with the firm determined to be the most qualified at a price which is determined to be fair and reasonable. Costs will not be discussed until the top ranked respondent has been selected for contract negotiations. The provisions of 18-8-205(1) and (2), MCA, will be applied to the contract negotiations.

The City will enter negotiations with the Consultant deemed most qualified as determined through the proposal scoring evaluation procedures described in Article IV. Should a suitable Contract agreement not be reached with the highest rated consultant, the City will enter negotiations with the second highest rated consultant and so forth until an agreement is reached with a qualified firm.

The City of Columbia Falls reserves the right to accept or reject any and all qualification statements, or parts of statements; waive technicalities; and to make its decision on the basis of merit, appropriateness, and any other factor. Unless all statements are rejected or the solicitation is canceled, a contract will be awarded to the firm whose qualifications best meet the requirements and criteria set forth in this solicitation with whom a Contract agreement can be reached.

By submitting a proposal, the Consultant warrants that neither the firm nor any of the proposed sub-consultants are on the federal System for Award Management Excluded Parties List. Consultants will be subject to Federal and Montana nondiscrimination laws and regulations.