

REQUEST FOR PROPOSALS
For Professional Services to the Billings Public Works Department
Engineering Services

SECTION 1 – GENERAL INFORMATION

1.1 Purpose

The City of Billings Public Works Department is soliciting proposals from qualified Consultants to provide engineering and architectural services for the design and construction contract administration of W.O. 23-24 Belknap Office Remodel Phase 2.

1.2 General Submission Information

The Public Works Department intends to award a single contract for engineering and architectural services. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested.

1.3 Questions

Questions regarding this proposal shall be submitted to

City of Billings
Attention: Ken Ard
City Engineer's Office
2224 Montana Avenue
Billings, MT 59101
406-657-8235
ardk@billingsmt.gov

from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., local time, Monday through Friday. A walk through will be performed for all interested parties on Tuesday, September 27, 9:00 a.m, Belknap Service Center, 2251 Belknap Avenue, Billings, MT.

1.4 Preparation Costs

The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2 – RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission

Three (3) hard copies, with one electronic copy emailed, of the proposal must be received by the City prior to 12:00 PM, Friday, October 7, 2022. Proposals shall be mailed or delivered to:

City of Billings, Public Works Department
City Engineers Office
Attention: Ken Ard
2224 Montana Avenue
Billings, MT 59101

Questions may be directed to the same address or by phone at 406-657-8235 or email at ardk@billingsmt.gov

2.7 News Releases

News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the Public Works Department.

2.8 Disposition of Proposals

All materials submitted in response to this RFP become the property of the City of Billings. One copy shall be retained for the official files of the Public Works Department and will become public record after award of the Contract.

2.9 Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

2.10 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.11 Late Submissions

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED IN THE ADVERTISEMENT (12:00 PM, October 7, 2022) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

2.12 Rejection of Proposals

The City of Billings reserves the right to reject any or all proposals if determined to be in the best interest of the City.

SECTION 3 – SCOPE OF WORK

3.1 Type of Services

The type of professional services required by this RFP may include, but not necessarily be limited to:

- A. Preparing preliminary design evaluations and reports, including design study reports, and decisional documents;
- B. Performing design survey;
- C. Performing existing environmental assessments for remodel, if required;
- D. Conducting progress meetings with City personnel as deemed necessary to evaluate design alternatives;
- E. Coordinating with permitting agencies and utilities;
- F. Prepare applications and obtain approval for any required permits or licenses;
- G. Completing design activities, including preparing plans, specifications, and estimates;
- H. Assisting with bidding, bid recommendation, contract award, and preparation of executed contracts;
- I. Monitoring and interpreting construction activities related to the project's design;
- J. Developing a Quality Control/Quality Assurance Plan for construction practices/materials;
- K. Performing on-site and laboratory material/product testing;
- L. Acting as the City's designated field representative during construction;
- M. Documenting construction activities.
- N. Provide record drawings after completion of construction;
- O. Perform two-year warranty follow-up and coordinate with contractor(s) for any warranty issues.

PROJECT NAME: W.O. 23-24 Belknap Office Remodel Phase 2

PROJECT DESCRIPTION:

This project is to remodel and construct approximately six office spaces, a large conference room, and update a breakroom and several restrooms within the Belknap Service Center Building located at 2251 Belknap Ave. The selected architect/engineer under contract will use all existing information and coordinate with City personnel to complete design of the preliminary layout. Recent projects such as a small remodel in the southeast corner, a large user group remodel that serves south, north, and east sides, and an HVAC project have been completed. HVAC, electrical, plumbing work will likely be required to accomplish objective. A roof drain evaluation will need to be completed with recommendations for repair. A parking lot expansion to accommodate users will be required. An updated fire alarm system design throughout the whole building will be required.

The project budget is approximately \$1,000,000.

Project Development Schedule

The proposed project schedule is:

Design: fall 2022/winter 2023

Construction: TBD (Will be coordinated with City personnel during design to determine best time to start construction)

PROJECT COMPONENTS:

Major components of this project may include, but are not necessarily limited to:

- Architectural design
- Structural analysis and design
- Mechanical design
- Electrical design
- Fire alarm system design
- HVAC design
- Instrumentation and Control
- Bidding services
 - Develop opinion of costs
 - Develop complete bid package (plans and specs)
 - Conduct pre-bid meeting
 - Respond to bidders' questions and issue addenda if necessary
 - Assist City with evaluation of bids and recommend award
 - Prepare contracts for Docusign
- Construction Oversight and Contract Administration

SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Proposals shall not exceed three (3) pages in length (**excluding** resumes, title page(s), index/table of contents, attachments, or dividers). Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed (12 pt font or greater), 8½" X 11" sheet of paper. Firms are encouraged to include resumes and any applicable past projects in an appendix that will **NOT** count toward the pages of the narrative.

The submittal shall include a provision under Section 4.4.D - Available Resources for notifying the Department within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the Consultant has been selected. The City reserves the right to approve all personnel changes. The Department also reserves the right to cancel any task request in effect should it determine that the proposed staff is not available or assigned to the task order.

4.1 Title Page (1 Page)

Show the RFP number and project or contract being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Letter of Transmittal (Limited to 1 Page)

- A. Identify the RFP project or contract for which proposal has been prepared.
- B. Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.
- C. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
- D. The letter of each proposal must be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

4.3 Table of Contents (1 Page)

Clearly identify the materials by Section and Page Number.

4.4 Proposal Narrative (Limited to 3 Total Pages)

A. Firm Experience

(0-25 Points)

- 1. Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.

2. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
3. Identify your firm's performance on similar projects, especially noting City work, City work in the project area, and task work of this type. Provide a point of contact for all City work identified. A current telephone number should also be provided if applicable.

B. Project Manager

(0-20 Points)

Provide detailed information on the qualifications and relevant experience of the Project Manager as it relates to the required services. Include project reference contact name(s) and current telephone number(s).

C. Key Project Staff and Subconsultants

(0-20 Points)

Identify key project staff, task leaders, and subconsultants, along with their availability, expected to provide services on behalf of the firm. Resumes should be included, in an appendix that will **NOT** count toward the page count of the narrative, for each of the individuals and subconsultants referenced, which details their relevant experience. Performance on projects, especially City, should be noted.

D. Available Resources and Consultant Location

(0-10 Points)

1. Provide information on personnel resources available to your firm, which indicates that you have access to the services necessary to perform the work in the time available and within the required standard.
2. Describe the firm's location where the primary services are to be provided and the ability to meet in person with department personnel when required during the performance of the Contract.

E. Project Methodology and Approach

(0-25 Points)

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3. Describe overall approach to include special considerations, which may be envisioned in scoping, completing, and managing small tasks. Provide detailed information on Project Manager's role in scoping tasks with the City and working with key staff or task leaders.

F. Total Possible Score (100 Points)

SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS

5.1 Evaluation Criteria

Submittals will be evaluated in accordance with the following criteria:

A.	Firm Qualifications and Experience	0-25 Points
B.	Project Manager	0-20 Points
C.	Proposed Project Staff and Subconsultants	0-20 Points
D.	Available Resources and Firm Location	0-10 Points
E.	Project Methodology and Approach	0-25 Points
Maximum Score		100 Points

A committee of individuals representing the City of Billings will perform evaluation of the proposals. The committee will rank the proposals as submitted.

The City of Billings reserves the right to award a single Contract solely on the written proposal.

The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranking firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract Award.

SECTION 6 – CONTRACT NEGOTIATION PROCESS

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Billings. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Billings reserves the right to reject any and all proposals submitted.