



City of Whitefish

Department of Public Works

1005 Baker Avenue | PO Box 158

Whitefish, MT 59937

(406) 863-2460 | Fax (406) 863-2419

CITY OF WHITEFISH, MONTANA

REQUEST FOR PROPOSALS

Proposals Due: Friday 03/16/18 4:00 PM

Contact: Karin Hilding, Senior Project Engineer

Phone Number: (406) 863-2450

Email Address: khilding@cityofwhitefish.org

ANNOUNCEMENT

In accordance with Title 18, Chapter 8 (MCA) and adopted City policy for consultant selection, The City of Whitefish, Montana (City) is seeking Proposals from qualified consulting engineering firms to provide engineering services for the State Park Reconstruction Project. This project involves roadway, water, sanitary sewer, and storm sewer elements. Proposals are due by **Friday, March 16, 2018.**

PROJECT OVERVIEW

The State Park Road Reconstruction Project will involve the design and construction of approximately 4,650 feet of State Park Road, starting near Highway 93 and continuing north to the BNSF railroad tracks. The scope of work will include surveying, engineering design, public relations and construction management services; water distribution, wastewater collection and storm water collection system improvements; coordination with and possible relocation of private utilities; a new bicycle/pedestrian trail along the full length of the project; and new street lights. The project may also include Right-of-Way acquisitions.

The funding will be provided by local Resort Tax funds.

The City's goal is to award a consultant contract in May 2018. Construction is expected to begin in 2019 depending on the availability of funds and may be scheduled in two phases over two construction seasons.



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REQUIRED SERVICES

The work to be performed by consultant shall include, but not be limited to, the following services:

- Work closely with city staff as requested to confirm criteria for the project. Discussion and presentation of the project to the City Council may be required.
- Produce a detailed topographical survey for the project depicting important features, lot corners, utilities, etc.
- Conduct (or subcontract) soil investigations as necessary to determine soil type, condition and suitability.
- Prepare preliminary design drawings for discussion including a site plan and cross sections sufficient to depict the project.
- Prepare preliminary estimates of construction costs for the project.
- Upon approval of the final design, the selected firm shall produce a complete set of construction documents including, but not necessarily limited to, construction-grade drawings, written specifications, and final cost estimates.
- Administration of the public bidding process.
- Provide construction administration services necessary to confirm that the project complies with the plans and specifications of the bid.
- Provide the City with electronic copies of documents generated during the design and construction of the project along with an as built survey of the completed project.

FORMAT AND CONTENT OF SUBMITTAL

Five (5) copies of the firm's proposal shall be submitted to the Whitefish Public Works Department, 1005 Baker Ave, PO Box 158, Whitefish, MT 59937, no later than **4:00 PM Friday, March 16, 2018**. Faxed or emailed proposals will not be considered.

In order to be responsive, all proposals must follow the format and contain information listed in this section. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present a complete and effective response to the solution are not desired.

1. **Cover Letter** – Provide a letter of transmittal introducing your firm.
2. **Overview** - Provide an abstract of your firm's submittal summarizing the nature of the proposal and demonstrating your understanding of the projects.
3. **Key Personnel** – Include brief resumes of the staff who will be assigned to the project. Discuss experience and how experience will be applied to this project.
4. **Experience** – Provide details of up to three (3) prior projects your firm has completed which relate to this assignment.



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5. **References** - Provide names and telephone numbers of three (3) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

EVALUATION, SELECTION PROCESS AND CONTRACT NEGOTIATIONS

Proposals will be ranked by a Selection Committee and the three highest ranked engineering firms will be invited to present their proposal to the committee. Contract negotiations will begin with the highest ranked firm as soon as possible following the interviews. If the City determines acceptable terms cannot be reached, the City will terminate negotiations and continue with the next highest ranked firm. The City may choose to expand an engineering contract resulting from this selection process to include similar or related work.

Each Proposal will be ranked according to the following criteria.

- 30% - Overall quality of the proposal including clarity of the submittal and responsiveness to the Request for Proposals
- 30% - Qualifications of personnel who would be assigned to the project and the project team's experience, as a group, with design and construction oversight of municipal Public Works projects
- 20% - Prior experience with similar projects
- 10% - The firm's past work for the City of Whitefish
- 10% - Office location for personnel who would be assigned to the project

Questions may be referred to Karin Hilding - Senior Project Manager, by telephone at 406-863-2450, or by email at khilding@cityofwhitefish.org.

ADDITIONAL CONSIDERATIONS

- City reserves the right to reject any or all proposals.
- City reserves the right to request clarification of information submitted and to request additional information from the firm(s).
- If a contract and fee cannot be successfully negotiated with the selected firm, the City may choose to enter into negotiations with another prospective firm, or it may re-advertise for new proposals.
- The successful consultant shall provide and maintain professional liability, worker's compensation, property damage, errors and omissions, and any additional lines of coverage required by the City.

Advertisement
2/27/18 First
3/08/18 Second