

REQUEST FOR PROPOSAL FOR GENERAL ENGINEERING SERVICES

The City of Laurel is soliciting proposals for engineering services to assist the City in general municipal engineering services which may include preparing or updating the capital improvements plan and/or other planning documents; preparing or amending preliminary engineering reports (PERs) in accordance with the State's uniform preliminary engineering report guidelines; writing grants and providing grant administration; designing water, sewer, culverts, roadways, stormwater conveyance and other general municipal improvements; and providing construction administration associated with such improvements. In addition, services may be required for conducting needs surveys, income surveys, and SID formation.

Where grant funds or state or federal funds are to be used, all plans and specifications and construction administration are to be in strict compliance with all applicable requirements under the applicable funding program. Payment terms will be negotiated with the selected offeror.

The services to be provided may include:

- Evaluating the water, wastewater or stormwater system and prior studies concerning these systems;
- Evaluating road conditions and required improvements based on need;
- Assistance with trail and/or park design or enhancement;
- Researching population trends and projecting population growth;
- Evaluation of water and/or wastewater flows and future projections based on future changes in landscape and population;
- Evaluation of alternatives for solving system deficiencies including use of life cycle cost comparison, public opinion and environmental considerations; and if a PER is conducted it shall be in full compliance with requirements of the Uniform Application PER Guidelines for applicable Projects;
- Providing a detailed description of proposed municipal improvements;
- Providing a detailed cost analysis including operation and maintenance costs associated with the selected alternative(s) for proposed municipal improvements;
- Developing a funding package and presentation of anticipated costs per user;
- Assistance with public hearings and advertising to ensure public participation;
- Assistance with all facets of SID formation;
- Assistance with development of Impact Fees;
- Conducting needs surveys, income surveys, and capital improvements planning;
- Assistance with designing system improvements and construction engineering;
- Preparing the construction bid package in conformance with applicable funding agency requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening and issuing the notice to proceed;
- Conducting the preconstruction conference;
- Conducting field staking, on-site supervising of construction work and preparing inspection reports;
- Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body and following approval, submit requests to funding agencies and track requests when applicable;
- Providing reproducible plan drawings to the City upon project completion and providing said drawings;
- Conducting final inspection and testing;

- Submitting certified “as built” drawings to the Montana Department of Environmental Quality and applicable funding agencies; and/or
- Preparing an operation and maintenance manual in compliance with guidelines set by the State.

There is no guarantee that the City will require any number of the above and the City will reserve the right to seek additional assistance from other firms for some of the above if the City finds this to be in the City’s best interest.

Responses should include:

1. The firm’s legal name, address and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project, including a designated primary and secondary contact for the project;
4. A description of the firm’s prior experience, including up to five similar or larger locations where the firm has performed as the municipal engineer, and the name and contact information of a local official knowledgeable about the firm’s performance; and
5. A description of the firm’s current work activities and how these would be coordinated with the needs of the City of Laurel, as well as the firm’s anticipated availability during the term of the agreement.

Responses are to be limited to no more than 12 pages, plus a description of up to five past projects with reference phone numbers and resumes of staff to be assigned to the project.

Respondents will be evaluated according to the following factors:

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| 1. Qualifications of the Professional Personnel to be Assigned to the Project | 25% |
| 2. Consultant Capability to Meet Time and Project Budget Requirements | 15% |
| 3. Proximity to Laurel | 10% |
| 4. Present and Projected Workloads | 10% |
| 5. Related Experience on Similar Projects | 20% |
| 6. Recent and Current Work for the City | 20% |

The selection of the Engineer may be based only on an evaluation of the written responses or the City may decide to interview firms and will select offers to interview based on an evaluation of the written responses. The award will be made to the most qualified offeror or offerors whose proposal is deemed most advantageous to the City of Laurel, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Kurt Markegard, Public Works Director, City of Laurel, P.O. Box 10, Laurel, MT 59044 or by calling (406)628-4796. All responses must be received no later than 5:00 p.m. on August 8, 2014. Please state “City of Laurel Engineering Services Proposal” on the outside of the response package and provide 8 copies of your proposal.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the City of Laurel 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.