

TOWN OF EAGAR
REQUEST FOR QUALIFICATIONS
ENGINEERING SERVICES- Robertson Hollow



May 2022

Proposal Due: June 30, 2022 No Later Than 3:30 pm
Prepared by Clerks Office
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Eagar, AZ 85925
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1. INTRODUCTION

The Town of Eagar invites consulting firms to submit a Request for Qualifications (RFQ) to be considered to provide general engineering services to the Town for a DEMA project “Robertson Hollow”.

Proposals will be received by the Town Manager until 3:30 P.M., local time, June 30, 2022. Proposals should be directed to Jessica Vaughan, Town Clerk, Town of Eagar, P.O. Box 1300, Eagar, AZ 85925, or hand-delivered to the Town Clerk at 22 W. 2nd Street, Eagar, Arizona.

3. SCOPE OF WORK

For the Purpose of this solicitation, the following services may be included but not limited do:

- General engineering services on request including but not limited to civil, electrical, mechanical, and structural engineering.
- Review of private development plans for the conformance of Town’s public infrastructure standards related to roads, water, sanitary sewer, stormwater, landscaping, flood projects, and parks.
- Assistance with updating or developing design guidelines and standard specifications.
- Assistance with updating or modifying master plans, and the comprehensive plans.
- Construction oversight and inspection of public infrastructure installed by private development, including geotechnical testing and other quality control.

Depending on the technical abilities of the selected firm, the Town may request additional services such as code compliance, planning review, landscape plan review, and other related services.

Consultant(s) that are awarded a contract will be expected to provide all engineering services as per the directions of the Town. Nothing in this RFQ requires, or prohibits, the Town from selecting a sole source consultant for any other specific project and services.

4. PROPOSAL SUBMISSION AND CONTENT

Interested firms must submit two copies of their proposals in sealed envelopes to the Town Clerk, Town of Eagar, P.O. Box 1300, Eagar, AZ 85925. Material must be received no later than 3:30 p.m., MST, June 30, 2022. The outside of the envelope should be clearly marked as “Request for Qualifications – Engineering Services” and shall include the name of the interested firm.

Proposals should contain direct responses to the following requests for information and be organized so that they are readily identifiable. Responses should be as thorough and detailed as

possible so that the firm's capabilities may be properly evaluated, and shall, at a minimum, contain the following information:

A. Individual Engineering Staff Technical Qualifications.

1. Provide a brief profile of the firm, including the types of services offered;
2. Describe the firm's experience in performing work of a similar nature to that solicited in this RFQ and highlight the participation in such work by the key personnel proposed for assignments to the Town.
3. Describe any specialized skills, training, or background in Engineering .
4. Provide a reference list of three current and/or former municipal clients that the Town may contact regarding the offer or its performance. The list shall include client name, agency, address, email address and phone number as well as the date(s) of service.

B. Engineering Organization/Local Office Technical Qualifications.

1. State whether the firm is national, regional or local. Describe the organization, size and structure of the firm.
2. State the address of the local office that will provide the Services to the Town.
3. Identify key personnel proposed to perform the specified tasks and include major areas of sub-consultant work.

C. Engineering Fee.

1. While fees are not a primary evaluation criterion, firms should be prepared to present and discuss pricing proposals for this type of engagement. The proposal should contain all pricing information relative to performing the Services described in this RFQ. Include the method used for charging for any additional services that may be requested by Town staff or as a result of the specific recommendations.

5. PROPOSAL OPENING

All information contained in the proposals shall be deemed as exempt from public disclosure based on the Town's need to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The proposals shall not be open for public inspection until after the contract award. Prices shall not be read.

VI. EVALUATION CRITERIA

Award shall be made to the offeror whose proposal is determined to be the most advantageous to the Town, based upon the evaluation criteria listed below. The evaluation factors are listed in their relative order of importance.

- Qualifications.
- Experience of the firm in providing engineering services, especially the technical ability of assigned staff.
- Other municipalities currently utilizing the firm's engineering services.
- Compatibility of the firm's approach to work with the Town's needs.
- The firm's ability to provide engineering services within required timeframes.
- Cost considerations.