

REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
ENGINEERING, MATERIAL TESTING,
INSPECTION, ARCHITECTURE AND LANDSCAPE ARCHITECT SERVICES
FOR THE

CITY OF RENO, NEVADA

Introduction: This request for statements of qualifications (SOQ) is being issued by the City of Reno (Reno). Reno reserves the right to withdraw this request at any time and assumes no financial liability for any costs incurred by parties submitting responses.

Background: Reno has various infrastructure and facility projects that are programmed over the next few years. Projects may include street rehabilitation, storm drainage, parks, facility remodels and new construction, small diameter sanitary sewer rehabilitation, lift station rehabilitation, effluent reuse, asbestos abatement and others.

Purpose: The purpose of this request is to establish a ranked list of consultants interested in providing engineering and consultant services for Reno. All firms will be ranked for each service category listed below. The list will be utilized for calendar year 2009. Firms are encouraged to submit qualifications for disciplines not listed, their expertise in these fields will be documented, however, no ranked list for these categories will be established.

Evaluation Process: Reno will establish a technical committee to review and evaluate the submitted SOQ. The committee will rank submittals for each service category. The approved list will be posted on the City website.

Project Assignments: Projects could be assigned in three different ways:

- 1) An individual project may be assigned to the top eligible firm on the list for the service category
- 2) The three top eligible firms could be invited for short interviews to determine which firm's qualifications best match the project needs or
- 3) Reno may issue Request for Proposals and solicit responses for individual projects from all interested firms nationwide, independent of the SOQ list

Once a firm has been assigned a project for a particular service category, it will be placed at the bottom of the eligibility list. Any firm assigned a project at a later date would next rotate to the bottom of the list. The rotation continues as projects are assigned to firms on that list.

In the event that interviews are held, the top three eligible firms on the list for that service category will be invited for interviews. During the interviews, the firms will be evaluated on their response to questions regarding the following areas:

- a) The firm's understanding of the project and proposed approach to the various tasks.
- b) Firm's experience with similar projects.
- c) Qualification of key personnel
- d) The firm's ability to meet project schedules.

- e) The quality of the firm's sub consultants.
- f) The extent of local resources to apply to the proposed project.

Placement on the SOQ list shall not be construed as a guarantee that work will be assigned to that firm.

Negotiation of Agreements: Following the assignment of a project, Reno shall enter into negotiations with the selected firm to conclude an agreement for the desired scope of services. The agreement negotiations will include the precise definition of the scope of service to be provided and the specified performance period. The consultant will be required to submit a proposal covering compensation requirements for the work, the proposed time schedule to complete the project and any other material that may impact the final agreement. In the event that an agreement cannot be made in the terms of the contract or fees to be charged, Reno will select another consultant firm from the list established. The negotiated agreement including the fee, may be presented to the City Council for approval.

Statement of Qualifications Submission deadline: Responses shall be prepared and submitted in accordance with the requirements of this request. Said responses shall be submitted no later than 4:30 P.M. Local Time, December 1, 2008. Postmarks with December 1, 2008, or earlier will also be acceptable

Guidelines for submitting SOQs: All submittals shall be electronic. Each firm shall submit two compact disks (duplicate copies) with their qualifications in PDF format, along with the form at the end of this document. The firm shall check all service categories they would like to be considered for on this form. Clearly label each disk with the name of the firm and "SOQ 2009". All submittals should be mailed or hand delivered to:

Auro Majumdar, Deputy Director of Capital Projects and Traffic Engineering
City of Reno, Public Works Department
1 E. First St. 9th Floor (physical address)
PO Box 1900 (mailing address)
Reno, Nevada 89505

For further information, please send your inquiries to Peggy Palica at palicap@cityofreno.com, or call (775) 334-3307.

Statement of Qualifications Format: The Statement of Qualifications shall include:

1. Consultant Data Form (1 page)
2. Firm Introduction (3 pages maximum)
3. Brief resumes of the pertinent in-house staff members (5 pages maximum)
4. Category specific information - Please provide the following information for each category you firm wishes to be ranked under: (5 pages maximum for each category)
 - a. List of personnel anticipated to participate in this category of work
 - b. Office location where a majority of work will be performed.
 - c. List of relevant specialized equipment owned by the firm.
 - d. List of sub-consultants to be used.
 - e. Examples of relevant projects performed in the category. Each example should include the general project description, construction cost, consultant fee, owner representative name and phone number, key project personnel employed by your firm. Be sure to clearly define the role your firm had in the project.

Note: All pages shall be 8.5" by 11" and minimum font size shall be 10.

Service Categories

The City of Reno will use the submitted SOQs to generate a ranked list of qualified consultants for each of the following categories:

- Traffic Engineering
- Street Rehabilitation
- Storm Water Quality Management and Watershed Management
- Flood Control – including Hydrology, Hydraulics, Geomorphology
- Environmental Control – Pretreatment
- Wastewater Treatment, Water Reclamation
- Sanitary Sewer Collection Design
- Environmental - Lead, asbestos survey and appraisal
- LEED Commissioning
- Landscape Architecture
- Structural Engineering
- Construction Management
- Geotechnical Engineering – including slope stability, materials testing
- Constructability Review
- Architecture
- Land Surveying

Firms are encouraged to submit their qualifications for Electrical Engineering, Mechanical Engineering and other categories not listed above that will not be ranked.

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CONSULTANT DATA FORM

FIRM NAME	_____	PHONE	_____
		FAX	_____
PRIMARY CONTACT	_____	EMAIL ADDRESS	_____
ADDRESS	_____		
CITY	_____		
STATE	_____	ZIP CODE	_____

- ☐ Traffic Engineering
- ☐ Street Rehabilitation
- ☐ Storm Water Quality Management and Watershed Management
- ☐ Flood Control – including Hydrology, Hydraulics, Geomorphology
- ☐ Environmental Control – Pretreatment
- ☐ Wastewater Treatment, Water Reclamation
- ☐ Sanitary Sewer Collection Design
- ☐ Environmental - Lead, asbestos survey and appraisal
- ☐ LEED Commissioning
- ☐ Landscape Architecture
- ☐ Structural Engineering
- ☐ Construction Management
- ☐ Geotechnical Engineering – including slope stability, materials testing
- ☐ Constructability Review
- ☐ Land Surveying
- ☐ Others (Type in category) _____
- _____
- _____