

REQUEST FOR QUALIFICATIONS

THIS IS NOT AN ORDER

ADVERTISED RFQ 1213-171 – Electrical On-Call Professional Services

RELEASE DATE: May 2, 2013

Carson City invites qualified firms to submit proposals for Electrical On-Call Professional Services. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Qualifications."

PROPOSALS shall be submitted to the **CARSON CITY FINANCE DEPARTMENT – PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 2:00 p.m. on May 23, 2013.

RECOMMENDATION FOR AWARD will be made by the Public Works Department, based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on the City's website www.carson.ORG/Index.aspx?page=998 and all respondents will be notified by fax of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by the Public Works Department. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified firms to submit proposals for Electrical On-Call Professional Services. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Qualifications." The Contract that will result from this "Request For Qualifications" will include what is indicated in Section 4 of this RFQ.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Qualifications, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.

PROVISIONS AND REQUIREMENTS

- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews in response to this Request for Qualifications.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions will only be received through 12:00 p.m. on May 20, 2013.

Kim Belt
Purchasing and Contracts Manager
Carson Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
e-mail: KBelt@carson.org
FAX: 775-887-2107

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

3 BACKGROUND INFORMATION:

- 3.1 Introduction: 1. Electrical On-Call Professional services required:

1. Provide design services for various electrical improvements related to the public works industrial and building electrical systems.
2. Program review, cost estimating, schematic design, design development, construction documents, bidding, construction administration and project closeout.

PROVISIONS AND REQUIREMENTS

4 SCOPE OF WORK:

- 4.1 The scope of work for the Electrical On-Call Professional Services will include, but is not limited to:
1. Provide design services for various electrical improvements related to the public works industrial and building electrical systems.
 2. Program review, cost estimating, schematic design, design development, construction documents, bidding, construction administration and project closeout.
- 4.2 Required experience for Electrical On-Call Professional Services are:
1. Municipal water and wastewater facilities,
 2. Working with the integration and system operations of SCADA systems,
 3. Building electrical systems under LEED ratings systems,
 4. Emergency power systems and
 5. Photo Voltaic and other renewable energy systems.
- 4.3 Guaranteed payment: The City shall pay the Contractor a guaranteed minimum payment to be specified in the contract.

5 RFQ REQUIREMENTS:

5.1 Submission of RFQ Proposals:

- 5.1.1 A master copy (so marked) of the Proposal and six (6) copies to include a title page showing the RFQ subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear, straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

5.1.3 Proposals shall contain the following information:

5.1.3.1 A Statement of Project Understanding

5.1.3.2 Project Approach

5.1.3.3 Schedule / Time Lines for Completion of project

5.1.3.4 Key Personnel Information:

- a Key Staff, including Project Manager information
- b Relevant Experience
- c Demonstrated Commitment and availability to the project
- d Accessibility to Carson City Staff

PROVISIONS AND REQUIREMENTS

5.1.3.5 Proposers shall send their completed Proposals to the following person at the address indicated. Further, they should indicate the RFQ number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing and Contracts Manager
Carson City Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, Nevada 89701

6 EVALUATION OF PROPOSALS:

6.1 Proposals submitted will be evaluated by the City Review and Selection Committee.

6.2 The Committee may call for **oral interviews**. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected.

6.3 **The following categories will be evaluated in the selection process:**

- Understanding: Proposer demonstrates a thorough understanding of the scope of the project, and its role and responsibilities within the program
- Experience: Proposer demonstrates experience with similar projects, and has an excellent performance record
- Technical Capacity: Proposer demonstrates that the knowledge, skills and abilities to perform the specifications of the RFQ exist within its organization
- Presentation: Proposal is organized and responsive to all requirements of the RFQ, and proposer exhibits confidence regarding the proposed project

7 RIGHT TO REJECT PROPOSALS:

7.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFQ unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.

7.2 Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

7.3 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing and Contracts on or before the designated time and date.

PROVISIONS AND REQUIREMENTS

8 WITHDRAWAL OF PROPOSALS:

- 8.1 Requests to withdraw proposals received after the date and time set for opening and acknowledging proposals will not be considered.

9 CONTRACT TERMINATION:

- 9.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:
 - 9.1.1 Failure to provide sufficient personnel as identified in the RFQ.
 - 9.1.2 Failure to provide the principal Team as submitted.
 - 9.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

10 OBJECTION BY UNSUCCESSFUL PROPOSER:

- 10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 11.2 below. Information on the results of the Committee's evaluation may be obtained upon request and will be emailed to each respondent.
- 10.2 Any objection shall be written and submitted to the Finance Department – Purchasing and Contracts before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

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