

REQUEST FOR PROPOSALS

THIS IS NOT AN ORDER

ADVERTISED RFP 1415-104 On-call Engineering Review Assistance

RELEASE DATE: November 18, 2014

Carson City invites qualified firms to submit proposals for **On-call Engineering Review Assistance**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

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 December 16, 2014.

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 e-mail of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by the Carson City 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 **On-call Engineering Review Assistance**. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 of this RFP.
- 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 Proposals, 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 Proposals.
- 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 December 12, 2014.

Kim Belt, CPM
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:

Introduction: Carson City is experiencing an increase in workload from private development submittals and desires to engage a consulting engineering firm to augment staff for its permitting review function.

4 SCOPE OF SERVICES:

- 4.1 The scope of services for the **On-call Engineering Review Assistance** will be cooperatively developed by the selected consultant and City Staff. Planned contract length to be 12 months.

Submittals should demonstrate related past experience and be familiar with local development codes and development processes.

PROVISIONS AND REQUIREMENTS

5 RFP REQUIREMENTS:

5.1 Submission of RFP Proposals:

5.1.1 A master copy (so marked) of the Proposal and three (3) copies to include a title page showing the RFP subject; the firm's name, address, telephone number and e-mail 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 10 pages in length not including company brochures. Company brochures are provided as attachments to the 10 pages referenced above.

5.1.3 Proposals shall contain the following information:

5.1.3.1 Demonstrated Experience with similar projects

5.1.3.2 Familiarity with local development codes and processes

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

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

Kim Belt, CPM
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.

PROVISIONS AND REQUIREMENTS

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:**

- 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 RFP exist within its organization
- Presentation: Proposal is organized and responsive to all requirements of the RFP, 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 RFP 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.

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 RFP.

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.

PROVISIONS AND REQUIREMENTS

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 10.2 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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