

REQUEST FOR QUALIFICATIONS

TO: DESIGN PROFESSIONALS
FROM: Lance Bates, City Engineer
SUBJECT: City of Ammon Master Utility Plan
Ammon, ID 83406

Submittals will be received at City of Ammon building at 2135 S. Ammon Rd., Ammon, ID 83406 until December 20, 2013 at 5:00 p.m.

Questions that arise as a result of this Request for Qualifications should be addressed to:

Lance Bates, City Engineer
2135 S. Ammon Rd.
Ammon, ID 83406
(208) 612-4028

Existing City information including utility maps, building plans and maps, and facilities maintenance conditions assessments are available for review.

The project will be funded from City funds outlined in current fiscal year budgets for water, wastewater, streets, and other funds as appropriate.

The Design Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

This project is for the Master Utility and Infrastructure Plan, Phase I, for the City of Ammon Original town-site and surrounding areas.

This master plan project will include five key parameters:

Step 1: Information gathering, infrastructure and facility assessments, civil engineering and specific ALTA survey studies, traffic studies, utility capacity studies, storm water studies, identify existing systems, as well as current functions future functions.

Step 2: Develop a master plan with stakeholders; this will include coordination of up to three stakeholder workshops. Primary stakeholders will include City of Ammon staff; secondary stakeholders may include Rocky Mountain Idaho Power, local school administration, and the business owners and property owners in the vicinity. Each workshop may require follow-up meetings with primary stakeholders to refine the outcomes of the workshops.

Step 3: Area-wide input will be sought through a survey set up through the City of Ammon website for feedback and the Design Professional will coordinate questions and responses for refining the master plan. City of Ammon reviews will be concurrent during Step 3. In addition to the survey that is part of this scope, the Planning Department will be soliciting information from the residents with specific concerns about non-infrastructure related items. The Planning Director will be providing this information so that it will be incorporated into the study as well.

Step 4: City of Ammon approvals for amending their comprehensive plan and related zoning ordinances for consistency with the Original Ammon Master Plan. This step may require coordination and presentations at a pre-application meeting with city staff, a planning & zoning public hearing, and city council hearings.

Step 5: Conclude area-wide master plan presentation to City Council in a regularly scheduled meeting. The Final Master Plan presentation will identify five, ten, and fifteen year plans.

REQUIRED SERVICES

The City is requesting submittals for complete master planning design services including civil engineering consulting services and comprehensive assessments to identify at a minimum the following areas of a city master plan:

- Utility Infrastructure Planning, including water, wastewater, storm-water
- Infrastructure Planning of transportation systems, including asphalt, curb/gutter, and sidewalks including bicycle paths and/or shared used paths
- Ensuring Safety and Security
- Enhancing Residential Parking
- Improving Technology Infrastructure

Master planning shall be consistent with the City of Ammon Strategic Plan, as well as giving ideas to enhance the short and long term strategic plan goals.

A total project budget of \$75,000.00 has been established to include fees, contingencies, ALTA surveys, and design documents for the master plan. A complete cost estimate will be required for each step per the "DESCRIPTION OF PROJECT".

The Design Professional will be required to meet monthly with the City Engineer and other City staff for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of each master planning step, and project completion.

The Design Professional shall be licensed to practice engineering in the State of Idaho.

The Design Professional will be responsible for completing the five steps identified in the Project Description noted above and design for five, ten, and fifteen year plans, and identification of a priority project to be completed within the first two years.

The Design Professional shall make a minimum of one (1) presentation to the City Council in a regularly scheduled meeting.

The Design Professional shall produce the following major written products for review by the City Departments and City Council:

1. A preliminary report to the Engineering and Public Works Departments after Step 1 has been completed.
2. A five, ten, and fifteen year Master Plan will be presented to the Departments and to the City Council.
3. A final report at the conclusion with a project identified to take place within two years to the City Council.

QUALIFICATION STATEMENT CONTENT

A. Basic Qualifications: Provide basic data relative to firm's size, history, personnel, special expertise, and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data. The City of Ammon reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

B. Specific Qualifications: List the team expected to accomplish this work including anticipated consultants. The team should have a significant presence in the local area, understanding of local demographics, the City of Ammon, and Bonneville County land use planning and development processes. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and *give* their qualifications. Provide a list of at least *three* (3) projects, with brief descriptions, which show ability to complete projects of this scope.

C. Approach to Project: Include a statement of your approach to this specific project, including design philosophy, understanding of City of Ammon vision, strategic plan and alternative concepts and methods for consideration. Limit to two pages.

D. Past Performance: Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable.

E. Examples of Work: Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Design Professionals who *have* done work for the City of Ammon in the past *five* years, a reference to the

project or projects will be sufficient in lieu of examples.

F. Special Requirements: Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: previous master planning documents, local improvement districts, urban renewal projects, and other potential grant sourced projects similar in nature.

G. Format: To assist evaluation it is desirable to format the submittal similar to the headings listed *above*. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to master planning projects. Performance on past projects with the State of Idaho and other clients is a highly important factor. A limit on the number of pages included is not given, however, it should be noted that larger and longer proposals do not get extra attention nor appear more relevant to the project.

Submit eight (8) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the Engineering, Public Works, City Council and Broadband Department will rank the submittals and at least *two* (2), but not more than *five* (5), firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score. Local experience with Ammon will be highly factored into the final ranking.

PROPOSED DATES: *preliminary*

Receive RFQ Submittals December 20, 2013

Oral Interviews – expected January 2014

Review of candidates at City Council – expected February 2014

Negotiate Contract – expected February 2014

Step 1: Information Gathering, Specific ALTA civil engineering study, site assessments, March – June 2014

Step 2: Workshops, Spring and Summer 2014

Step 3: Website feedback and modifications; Summer 2014

Step 4: City of Ammon approvals; Fall 2014

Step 5: Final Master Planning Phase II documents presented to City Council; August 2014