

City of Ammon, Idaho

Request for Proposals (RFP)
for
BMPO Project Funding
Engineer and Design Professional



1.0 INTRODUCTION

The City of Ammon, Idaho is requesting proposals from candidates (Consultant) engaged in and authorized to submit projects to the Bonneville Metropolitan Planning Organization (BMPO) on behalf of the City of Ammon for the purpose of securing transportation funding for regional infrastructure needs within and serving the Ammon community. The Consultant that is awarded the contract is expected to submit at least five (5) transportation proposals annually to BMPO for funding purposes, among other expectations.

2.0 SCOPE OF WORK REQUESTED

The City of Ammon, Idaho is located on the Snake River Plain in southeast Idaho, Bonneville County, adjacent to Idaho Falls. Ammon has a population of over 16,000, and is a member of the Bonneville Metropolitan Planning Organization (BMPO). As a member of the BMPO, the City of Ammon is authorized to apply for federally allocated transportation funding through BMPO. The majority of the transportation has been allocated to projects not located within or surrounding the City of Ammon. Consultant is expected to change this trend by applying for at least five (5) transportation priority projects each year and to advocate on the city's behalf for programming these projects for funding and construction. Consultant will work closely with the Mayor, City Administrator, City Engineer, and City Council in prioritizing these projects on a regular basis. Projects submitted to BMPO for consideration must meet or exceed the minimum standards for applications as established by BMPO. Consultant will also work closely with BMPO administrative staff, the Technical Advisory Board (TAC), and the BMPO policy board to ensure a project is funded and scheduled for construction. Along with BMPO projects the City would use the Consultant for non-BMPO related transportation projects as needed. Initial contract will be for 12 months from the date of approval by the City Council, after which time the Consultant's performance will be evaluated. If the Consultant has met or exceeded the expectations of the contract, then the City Council will consider the contract for renewal.

3.0 SUBMITTAL REQUIREMENTS

The City of Ammon will accept proposals for BMPO Project Funding Engineer and Design Professional at the office of the City Clerk, Ammon City Hall, 2135 South Ammon Rd, Ammon, ID 83406 until 4:00 PM local time on Thursday, October 29, 2020. Electronic proposals are accepted. Electronic copies shall be emailed to the City Clerk, Kristina Buchan, at kbuchan@cityofammon.us by the deadline listed in this paragraph. No submittals will be accepted after that time and date. Proposals are limited to a maximum length of ten (10) standard 8 ½" X 11" pages.

The City reserves the right to reject any or all proposals, or to accept any proposal, which in its judgment will best serve the City's interests. The City reserves the right to waive any and all

informalities in the submittal process, or within any Statement of Qualifications. The City may require up to ninety days (90) days after opening the proposals to make a final decision. Any questions or requests for clarification related to this Request for Proposals should be submitted in writing to the City Clerk, Kristina Buchan, at kbuchan@cityofammon.us. Answers to the questions submitted shall be posted on the City's website. Only questions formally submitted to the City Clerk will be addressed. Candidates interested in submitting Proposals shall be responsible to check the website for updated responses to questions.

Candidates should include a cover letter with their Proposals, addressed to Mayor Sean Coletti and the Ammon City Council. All costs incurred by the candidate in preparing a response to this Request for Proposals shall be at the submitting parties sole expense.

3.1 SUBMITTAL CONTENT

Submittals are to include the following information: Candidate name, address, telephone and fax numbers, e-mail address, certificate of authority to do business in the State of Idaho, and Name of Principal-in-Charge together with the name of the Project Manager and Organizational Structure assembled to accomplish the project goals.

Submittals will be evaluated and ranked based on the following criteria:

1. Key personnel.
2. Experience with transportation design and engineering
3. Experience working with the Bonneville Metropolitan Planning Organization (BMPO) or any other metropolitan planning organization.
4. Approach to Proposal, including scope of services proposed (including future service enhancements).
5. Past and present successful transportation projects.
6. Past success in obtaining grant funding from state, federal, or other sources for transportation projects.
7. Professional references.

4.0 SELECTION CRITERIA

The City of Ammon will review all Proposals submitted by the time and date specified according to the factors and criteria included within this Request for Proposals. The City will consider the following factors in its review of the Proposals received:

Factor	Weight Given
1. Responsiveness of the written Proposal to the stated purpose and scope of work.	20%
2. Proposal approach, proposed scope of services.	20%
3. Candidate Experience & Qualifications of Personnel.	20%
4. Past successes and performance of the candidate on related and relevant projects.	25%
5. Quality of References and Results of Reference Checks	10%
6. Location of Candidate.	5%

The City may invite up to three top ranking candidates to an interview with City Officials. Interviews are expected to occur during the month of October and November. The candidates invited to interview will focus their presentations on specific qualifications and the content of their proposals.

The best qualified candidate, all factors considered, will be selected for agreement discussions. The City will negotiate an agreement based on the candidate's qualifications and responses to the RFP.

5.0 CONTRACT CONSIDERATIONS

Upon selection, the City of Ammon, Idaho intends to negotiate terms of a Technical Services Agreement with the candidate deemed to serve the best interests of the City. If contract negotiations are unsuccessful, the City reserves the right to negotiate with the next highest-ranked candidate. The City is not under any obligation to award a contract. It is the City's intention for this contract to begin, and subsequent services of the contract, on or after December 1, 2020.

5.1 TERM OF AGREEMENT

The initial term of the agreement is limited to 12 months from the time of approval by the City Council. After 12 months, the City Council will review the performance of Consultant and evaluate whether to renew the contract. Performance considerations may include, but not limited, to the following: 1) Number of projects submitted to BMPO on City's behalf; 2) Number of projects programmed for funding by BMPO; 3) Number of project programmed for construction as a BMPO funded project; 4) Other grant funding opportunities that Consultant has made possible on the City's behalf to fund transportation needs; 5) Non-BMPO related projects completed; and 6) Other considerations related to the contract that the City Council deem important.

5.2 INSURANCE

The Proposer will indemnify and save harmless the City, its officers, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the Proposer in the performance of this contract. The City will not be responsible for the negligence of the Proposer, or any of its agents, employees, or customers.

The Proposer shall procure and maintain for the duration of the contract, insurance for all claims for injuries to persons or damages to property which may arise from or in conjunction with the performance of the work hereunder by the Proposer, his agents, representatives, employees, or sub-contractors. The cost of such insurance shall be borne by the Proposer and a Certificate of Insurance evidencing that such insurance has been procured and is in force will be forwarded to the City before commencement of work hereunder. Said insurance shall be maintained during the entirety of said contract term and shall name the City of Ammon as an additional insured on said policy.

The City may, at any time request proof of current insurance on any one or all of the coverage's required below. The failure to maintain current insurance as required below may result in the termination of the contract, save and except the Proposers obligations to indemnify the city from all claims.

5.3 CANCELLATION CLAUSE

The City intends to enter into a 12-month agreement with the option to renew, based on successful performance of the Consultant, as determined by the City Council.

Either party may terminate for cause or breach of contract at any time.

Either party may terminate the agreement without cause by giving one hundred eighty (180) days' notice.