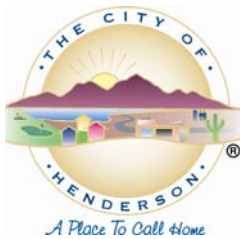


Professional Consultant Services
Request for Statement of Qualifications

REVISED
Packet for the term
April 2008 to April 2011



DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
Jonna Sansom, P.E., Engineering Services Manager



REQUEST FOR STATEMENT OF QUALIFICATIONS REVISED MARCH 2008

The City of Henderson is in search of the most qualified firms to provide professional expertise and consultant services for infrastructure projects that will be needed in the next few years. When selecting firms to provide services within the listed service categories for upcoming City of Henderson projects, the City will utilize submitted Statements of Qualifications (SOQ's) in accordance with the City's Consultant Selection Procedures (Federal and Non-Federal - see attached). The SOQ list will be maintained for a period of three (3) years at which time all SOQ's will be required to be updated. If changes within your company necessitate re-submittal, this may be done at any time during the three year period.

Please note that the City has revised the service categories and will require a new submittal should your firm wish to be considered for upcoming projects. The service categories are as follows: Bidability/Constructability, Buildings, Construction Management–Engineering Projects, Construction Management–Architectural Projects, Electrical Engineering, Environmental Services, Flood Control Engineering, Geotechnical Engineering/Materials Testing, Landscape Architecture, LID (Local Improvement Districts), Material Testing and Inspection, Parks, Partnering Facilitators, Pavement Condition Evaluation, Structural Engineering, Surveying – Construction Staking, Surveying – Land Surveying, Traffic Study and Modeling Engineering, Traffic Design Engineering, Transportation Design and Coordination, Wastewater Infrastructure Design and Coordination, Wastewater Lift Station(s), Water Infrastructure Design and Coordination, Water Pump Station(s), Water Reservoir(s).

This letter is being sent to your firm as notification to submit a Statement of Qualifications in accordance with the attached "*Request for Statement of Qualifications*" for consideration of inclusion on the City of Henderson Statement of Qualifications list as previously discussed. **Only one (1) copy** of the Statement of Qualifications must be submitted in a sealed envelope addressed to Jonna Sansom, P.E., Engineering Services Manager, Public Works Department, Engineering Services Division, 240 Water Street/PO Box 95050, Henderson, Nevada 89009-5050 and referenced as "Professional Consultant Services Statement of Qualifications". **The deadline for submittal is April 30, 2008.**

The City of Henderson looks forward to hearing from your firm. Should you have any questions, please feel free to contact Nancy Martinez, Engineering Services, Secretary II at (702) 267-3068 or nancy.martinez@cityofhenderson.com.

Sincerely,

Jonna Sansom, P.E.
Engineering Services Manager
City of Henderson
Public Works Engineering Division
240 Water Street MS 112
PO Box 95050
Henderson, NV 89009-5050

REQUEST FOR STATEMENT OF QUALIFICATIONS LIST

REVISED MARCH 2008

The City of Henderson Public Works Department occasionally turns to the private sector in search of the most qualified firms to provide professional expertise and consultant services for various infrastructure projects. When selecting firms to provide additional professional consulting services for upcoming Infrastructure projects, the City has chosen to utilize submitted Statements of Qualifications (SOQ's) which will be maintained in an unranked alphabetical order by firm.

GENERAL REQUIREMENTS

The City of Henderson is requesting submitted Statements of Qualifications (SOQ's) from interested firms to provide professional consulting services for a variety of infrastructure projects. **The City will accept submitted Statements of Qualifications (SOQ's) from firms mailed to the Public Works Department, Engineering Services Division, Attn: Jonna Sansom, P.E., Engineering Services Manager, 240 Water Street/PO Box 95050, MS 112, Henderson, Nevada 89009-5050, Monday through Thursday from 7:30 AM to 5:30 PM. The deadline for submittal is April 30, 2008. The City will also accept revisions, updates and submittals of new firms continuously during the period of April 2008 through April 2011.** Should your firm wish to be considered for more than one service category, provide the qualifications for each service category as described in Section C of the submittal instructions and submitted in one binder with each service category tagged appropriately. **One (1) copy** of the SOQ must be submitted in a sealed envelope and referenced as "Professional Consultant Services Statement of Qualifications."

SOQ content must be completed in accordance with the submittal instructions. Failure to comply with the instructions may result in rejection of the submitting firm.

SERVICE CATEGORIES

Service categories are as follows:

Bidability/Constructability
Buildings
Construction Management – Engineering Projects
Construction Management – Architectural Projects
Electrical Engineering
Environmental Services
Flood Control Engineering
Geotechnical Engineering/Materials Testing
Landscape Architecture
LID (Local Improvement Districts)
Material Testing and Inspection
Parks
Partnering Facilitators
Pavement Condition Evaluation
Structural Engineering
Surveying – Construction Staking
Surveying – Land Surveying
Traffic Study and Modeling Engineering
Traffic Design Engineering
Transportation Design and Coordination
Wastewater Infrastructure Design and Coordination
Wastewater Lift Station(s)
Water Infrastructure Design and Coordination
Water Pump Station(s)
Water Reservoir(s)

Bidability/Constructability

Provide professional services with the ability to perform detailed plan and specification reviews to identify errors, omissions and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where significant cost savings could be realized and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

Buildings

Provide professional services for architectural services, including subconsultants as necessary, for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, and restorations. Basic services may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management. Firms should also include experience in LEED certified projects, design-build projects, and construction management-at-risk projects. This category is limited to firms where a principal of the firm is a Nevada registered Architect.

Construction Management – Engineering Projects

Provide a resident project representative(s) and licensed project engineer and/or project manager for water treatment plants, wastewater treatment plants, electrical substations, transportation, and flood control construction projects. Inspect and document contractor's work, prepare pay requests and change orders, as required. Services may include professional communication as a liaison with the general public, sub-contractors, utilities, other governmental agencies, and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of Henderson claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. Preference may be given to those firms that exhibit construction claims experience.

Construction Management – Architectural Projects

Provide professional services as a resident project representative(s) for construction of parks and building facilities. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of Henderson claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Preference may be given to those firms that exhibit construction claims experience.

Electrical Engineering

Provide professional services for the design of trail lighting, sports field lighting, park lighting, and any other items that may require electrical service. Design may include plans, specifications, and bid documents.

Environmental Services

Provide professional services for the preparation of Phase I and II Environmental Site Assessments, the investigation of soil and groundwater contamination, preparation of technical documents for regulatory agency submittal, and remediation system alternative selection and design. Services may also include but not be limited to the following: environmental permitting, environmental clean-up and restoration, environmental sample collection and testing, preparation of environmental assessments and impact statements, environmental modeling, asbestos and other hazardous material abatement consulting, biological, botanical, paleontological, archeological, and waters of the U.S. assessments.

Flood Control Engineering

Provide professional services for the design and construction of both open channel and closed conduit storm water collection and conveyance facilities. Design may include plans, specifications, and bid documents of inlets, transition structures, culverts, and associated hydrology and hydraulics for off-site and/or on-site, and proposed and/or future conditions. Design may include right-of-way/easement acquisition.

Geotechnical Engineering/Materials Testing

Provide professional services for the investigation of on-site/off-site soil and rock properties and make recommendations on the use of those materials for structures normally associated with utility, transportation, and flood control facility improvements. Services may also involve conducting and/or documenting results of plant and/or field sampling, inspecting and performing standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures.

Landscape Architecture

Provide professional services for the design of landscaping and irrigation for neighborhood parks, trails, and roadways. Design may include plans, specifications, and bid documents.

LID (Local Improvement Districts)

Provide professional services for the formation and administration of assessment districts for new developments. Services may include the major components of a local improvement district (LID) formation, reapportionment services, and acquisition audits. The formation of a LID may include preparation of an engineer's report, construction drawings, certification of right-of-ways, bid document review, inspection and materials testing, pay request review and verification, and assessment allocation determination. Design may include right-of-way/easement acquisition.

Material Testing and Inspection

Provide professional services to conduct plant and/or field sampling, inspection and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed. List any certifications of personnel or firm including ACI, IHMM, A2LA, IAS accreditation, or any others.

Parks

Provide professional services in landscape, engineering, and minor architectural design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects, to include new construction, renovations, and restorations. Basic services may include programming, reports, studies, surveys, master planning, urban planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management. This category is limited to firms where a principal of the firm is a Nevada registered Landscape Architect or Civil Engineer.

Partnering Facilitators

Provide professional services in conducting partnering workshops to establish trust and team building between stakeholders for Public Works projects. Provide facilitating services including: meeting logistics, stakeholder interviews, discussion mediation, and debriefing sessions. The facilitators will be responsible for establishing stakeholder responsibilities, determining communication lines among the parties, preparing meeting agendas, and providing meeting minutes. Facilitating services may be required for the duration of a project, necessitating quarterly follow-up sessions among the stakeholders.

Material Testing and Inspection Conduct plant and/or field sampling, inspection and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed. List any certifications of personnel or firm including ACI, IHMM, A2LA, IAS accreditation, or any others.

Pavement Condition Evaluation

Provide professional services necessary to prioritize and provide a work program for the preservation and rehabilitation of a major street network. This work will include collecting data to determine ride comfort / quality, visual surface distresses, traffic loading and structural adequacy of each pavement section.

The work will also include a network analysis which will include an analysis to determine pavement performance, a proposed rehabilitation strategy, a proposed rehabilitation needs year and a benefit / cost calculation.

Structural Engineering

Provide professional services for the design of structures associated with transportation or flood control improvements, such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls, and related structures. Design may include preparation of plans, specifications and bid documents.

Surveying – Construction Staking

Provide professional services that may include the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a major project is to be constructed. Also includes the establishment of necessary site-specific construction elevation benchmarks and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed major project improvements.

Surveying Land Surveying (Boundary/Topographic/Alignment)

Provide professional services in the establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the boundary resolution, identifying and addressing ownership issues within the scope of the land surveyor's authority, the preparation of legal descriptions and exhibits of the area surveyed and acquisition areas, preparation of right-of-way plans/records of surveys, and the measurement of the earth's contours and of fixed works to include horizontal/vertical ground control and aerial mapping.

Traffic Study and Modeling Engineering

Provide professional services in the analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Model and simulation requires knowledge of specialized transportation modeling software such as, but not limited to: CORSIM, HCS, SYNCHRO and TRANSCAD applications.

Traffic Design Engineering

Provide professional services in the design of traffic signals, traffic control plan design, intelligent transportation systems (ITS), pavement markings, traffic calming, signs, other traffic control device plans, preparation of geometric design and delineation plans. Traffic calming involves public presentations, analyses, and implementation of neighborhood traffic calming needs. Design could include all engineering services required for the preparation of plans, specifications and bid documents.

Transportation Design and Coordination

Provide professional services for the design of standard arterial roadways typically four to eight lanes wide with right-of-way widths of 80 to 120 feet. Design may include preparation of plans, specifications and bid documents of streets and/or road repair together with pavement, curb and gutter, sidewalks, streetlights, drainage improvements and etc. Design may include right-of-way/easement acquisition.

Wastewater Infrastructure Design and Coordination

Provide professional services for the pre-design and/or design of construction plans, specifications and bid documents for interceptors and/or collection systems. Design may include right-of-way/easement acquisition, hydraulic and service area analysis.

Wastewater Lift Station(s)

Provide professional services for the pre-design and/or design of construction plans, specifications and bid documents for wastewater lift stations. Design may include electrical, mechanical, and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

Water Infrastructure Design and Coordination

Provide professional services for the pre-design and/or design of construction plans, specifications and bid documents for transmission mains and/or distribution systems including all appurtenances. Design may include right-of-way/easement acquisition and hydraulic analysis.

Water Pump Station(s)

Provide professional services for the pre-design and/or design of construction plans, specifications and bid documents for water pump stations. Design may include electrical, mechanical and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

Water Reservoir(s)

Provide professional services for the pre-design and/or design of construction plans, specifications and bid documents for water reservoir(s). Design may include electrical, mechanical, and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

SUBMITTAL INSTRUCTIONS

REVISED MARCH 2008

The Statement of Qualifications (SOQ) shall be **one binder** including the following: **One (1) cover letter, organizational chart(s), and 3 – 5 pages per service category.** Interested firms are requested to submit **one (1) copy** of their SOQ in the order prescribed below, dividers are recommended:

- A. One cover letter – listing all Service Categories addressed in your SOQ - not to exceed one (1) page;
- B. Organization Chart - if necessary one per Service Category may be included;
- C. Qualifications (all areas are to be addressed - and should be in the order listed below):
 - Brief resumes of key personnel who would be assigned to the project(s) and identification of their responsibilities as well as the amount of time they have been employed with the firm.
 - Relevant experience of similar projects. Descriptions should include: start and completion dates, cost estimates, bid amounts, actual construction amounts, number and percentage of change orders, and references.
 - Qualifications and experience of the probable team members and other pertinent information demonstrating the firms' ability to perform work rapidly, efficiently, and economically.
 - Special expertise in techniques of problem analysis and resolution applicable to similar project(s).
 - Ability to coordinate work with private, local, state, and federal agencies.

The SOQ submitted will be reviewed by City staff and will be evaluated entirely upon the SOQ submitted. Any other material submitted will gladly be accepted, but may not be evaluated. Factors used in evaluating the qualifications statement are in accordance with the City's consultant selection procedures and will be as follows:

- Relevant Experience
- Qualifications of the Firm and Staff
- Special Expertise
- Ability to Coordinate Work with Private and Public Agencies
- Geographic Location of Office Within Las Vegas Valley

As projects requiring professional services are identified, selection of a firm(s) will be in accordance with the latest revision of the Public Works Procedures for Selection of Consulting Firms.

We look forward to receiving your SOQ for the above service categories. Should you have any questions, please contact Nancy Martinez, Engineering Services, Secretary II at (702) 267-3068 or email nancy.martinez@cityofhenderson.com.

**CITY OF HENDERSON
PUBLIC WORKS DEPARTMENT**

**PROCEDURES FOR SELECTION OF CONSULTING FIRMS
(FOR FEDERALLY FUNDED PROJECTS)**

CONSULTANT FEES UNDER \$100,000—STANDARD PROJECTS

For consulting services where fees are estimated at \$100,000 or less, those firms on the City's qualification list for such services will be considered for the project. The City will maintain qualification lists for standard type services as deemed necessary. These lists will periodically be updated and firms added or subtracted from the lists as new or updated qualification statements are submitted and reviewed.

Services will be requested from a consultant on a rotating basis so that similar standard type projects will be distributed among consultants, subject to acceptable past performance with the firm, or as otherwise determined by the Public Works Director to be in the City's best interest.

A firm selected for a project will be invited to attend a pre-project meeting, or a telephone interview will be conducted. If this pre-project meeting is favorable, a request will then be submitted to the City of Henderson City Council for authorization to negotiate a contract or service agreement with that firm. The negotiated contract will be subject to approval by parties as shown below:

<u>Contract/Agreement Fees</u>	<u>Required Authorization(s)</u>
Up to \$10,000	Public Works Director
Up to \$49,999	City Manager
Above \$50,000	City Council

CONSULTANT FEES OF \$100,000 TO \$350,000—STANDARD PROJECTS

For consulting services where fees are estimated to range between \$100,000 and \$350,000, those firms on the City's qualification for such services will be considered for the project, unless otherwise determined by the Public Works Director to proceed in another manner. Staff will select three (3) to five (5) firms for consideration for the project, depending on the type of project and the qualification and the qualification statements on file. A request will be submitted to the City Council for authorization to conduct oral interviews/presentations for the purpose of determining the top-ranked firm.

The firms selected to make oral presentations will be informed in writing. The letter will identify the City's contact person for the project and all firms selected to make a presentation. The letter will contain a draft Statement of Work and will describe what parameters the review committee will use in evaluating the oral presentations. Any contact with City of Henderson staff or officials other than the designated contact person may result in that firm's disqualification.

Following the oral presentations, if City staff decides to continue with the project using outside services, the results of the oral presentation process will be forwarded to the City Council for authorization to negotiate a contract or service agreement with the top-ranked firm.

CONSULTANT FEES OF \$350,000 OR GREATER—OR SPECIAL PROJECTS

For consulting services where fees are estimated to be above \$350,000 or if the project is determined by the Public Works Director to be of a special, non-standard nature, those consulting firms believed by the City to have the necessary expertise to perform the required services will be sent a "Request For Proposal" (RFP). If it is decided by the Public Works Director that an adequate number of local firms are not available, or if other factors warrant, then consulting firms outside the State of Nevada may be solicited for Qualification Statements.

This RFP will identify the City's contact person. It will also include as much information concerning the project as available and will indicate what factors will be used to evaluate the submittals.

Upon receipt of the RFPs, a review committee will evaluate the submittals. The review committee will consist of City staff, staff from other local entities, or a combination thereof. The top firms may be invited to participate in an oral interview/presentation. The final evaluations will incorporate any requested RFPs and the results of the oral presentations deemed appropriate by the City.

The results of the review process will be forwarded to the City Council together with a recommendation to negotiate a contract or service agreement with the review committee's top-ranked firm. Should another similar project become available during the following year, the top remaining firms may, if deemed appropriate by the City, be invited to submit an RFP and/or to make an oral presentation on that project.

GENERAL COMMENTS FOR ALL PROJECTS

1. If an agreement cannot be reached on the scope of services and compensation, negotiations with the top-ranked firm will be formally terminated, and negotiations with the second-ranked firm will commence upon City Council approval.
2. Failure to follow all instructions given by the City may result in a firm's disqualification.
3. To insure that all firms are treated fairly and receive the same information, the City will designate a contact person for each project. Contacting any other City staff or City officials referencing the project during the selection process may be grounds for disqualification of a firm.

**CITY OF HENDERSON
PUBLIC WORKS DEPARTMENT**

**PROCEDURES FOR SELECTION OF CONSULTING FIRMS
(FOR NON-FEDERALLY FUNDED PROJECTS)**

CONSULTANT FEES UNDER \$50,000—STANDARD PROJECTS

For consulting services where fees are estimated at \$50,000 or less, those firms on the City's qualification list for such services will be considered for the project. The City will maintain qualification lists for standard type services as deemed necessary. These lists will periodically be updated and firms added or subtracted from the lists as new or updated qualification statements are submitted and reviewed.

Services will be requested from a consultant on a rotating basis so that similar standard type projects will be distributed among consultants, subject to acceptable past performance with the firm, or as otherwise determined by the Public Works Director to be in the City's best interest.

A firm selected for a project will be invited to attend a pre-project meeting, or a telephone interview will be conducted. If this pre-project meeting is favorable, a request will then be submitted to the City of Henderson City Council for authorization to negotiate a contract or service agreement with that firm. The negotiated contract will be subject to approval by parties as shown below:

<u>Contract/Agreement Fees</u>	<u>Required Authorization(s)</u>
Up to \$10,000	Public Works Director
Up to \$49,999	City Manager
Above \$50,000	City Council

CONSULTANT FEES OF \$50,000 TO \$250,000—STANDARD PROJECTS

For consulting services where fees are estimated to range between \$50,000 and \$250,000, those firms on the City's qualification for such services will be considered for the project, unless otherwise determined by the Public Works Director to proceed in another manner. Staff will select three (3) to five (5) firms for consideration for the project, depending on the type of project and the qualification and the qualification statements on file. A request will be submitted to the City Council for authorization to conduct oral interviews/presentations for the purpose of determining the top-ranked firm.

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CONSULTANT FEES OF \$250,000 OR GREATER—OR SPECIAL PROJECTS

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