Request for Qualifications

Non-Project Specific (NPS) Engineering Services

I. Purpose
Weld County is soliciting proposals from qualified consultants for non-project specific (NPS) engineering services to assist and supplement the Public Works Department.

II. Scope of Services
The work scope will generally consist of engineering services related to various Public Works tasks, including but not limited to: review of right-of-way plans, grading, and access permits, drainage plans, grading plans, traffic studies, plans and profiles, cross sections, and construction plans in accordance with the Weld County Code. There may also be CDOT and non-CDOT style Project Management required per Weld County Code. The selected bidder will be required to communicate with Weld County frequently and to operate in full compliance with the Weld County Code. The selected bidder will operate as an independent contractor and must supply their own equipment, hardware, software, and office space. The selected bidder must be available for phone calls and occasional on-site meetings. All work will be at the request of Weld County and there is no minimum amount of work guaranteed.

A. Requirements
The consultant will be expected to provide a full range of engineering services including those services listed and described as follows:

Permits
Review and process documents associated with right-of-way, grading, or access permits in accordance with the Weld County Code. Including review of drainage reports, traffic studies, grading plans, and construction plans.

Surveying
Provide the labor and equipment necessary for performing field surveying of existing features and produce base-mapping needed for road and bridge designs. Boundary surveys, land ownership mapping, title research, and parcel legal descriptions may also be required. Construction staking per approved Weld County designs.

Road and Bridge Design
Tasks will generally include detailed road and bridge design including horizontal and vertical layout, hydrology, hydraulics, floodplain modeling, structural analysis, and plans preparation. The consultant shall be familiar with all the requirements necessary for completing bid documents following both CDOT and Weld County design criteria and standards.

Traffic Engineering
Tasks will generally include signing investigations and recommendations, level of service calculations, warrant studies, capacity calculations and recommendations, obtaining traffic counts, traffic modeling, and review of detailed traffic impact studies that may relate to private developments or transportation improvements.
**Construction Inspection**
Provide the labor and equipment necessary for performing construction inspection duties including documenting the work and ensuring the contractor is meeting all the contract requirements. The construction inspector shall have all the qualifications and be capable of performing the duties and fulfilling all the requirements of a CDOT Local Agency Project.

**Administration and Meetings**
Consultants will be required to attend meetings with Public Works staff, BOCC presentations, and possibly help conduct public meetings. Consultants shall clearly demonstrate their knowledge and capabilities to perform the engineering design services as described above. Work is to be conducted in close coordination with County Public Works staff.

**B. Consultant Selection Schedule (Anticipated)**

- RFQ Advertisement Issued--------------------------- November 7, 2018
- Consultant Qualifications Due --------------------- November 28, 2018 (10:00 AM)
- Consultant Shortlist ------------------------------------ December 10, 2018
- RFP and Pre-Proposal Meeting--------------------- December 12, 2018 (10:00 AM)
- Consultant Proposals Due --------------------------- January 2, 2019
- Consultant Interviews (optional) & Selection----- January 7, 2019

Consultant qualification submittals for the above stated services will be received at the Office of the Weld County Purchasing Department in the Weld County Administrative Building, 1150 O Street Room #107 Greeley CO 80631 until: **Wednesday, November 28, 10:00 a.m. (Weld County Purchasing Time Clock).** Please contact Don Dunker, Project Manager, at 970-400-3749 with questions regarding this RFQ. The consultant shall deliver five (5) hard copies of their submittal to the Weld County Purchasing Department by the due date. Limit the total length of your qualifications submittal to a maximum of 15 pages.

**RFQ Selection Criteria**
Professional firms will be evaluated on the following criteria. These criteria will be the basis for review of the qualification submittals. The rating scale shall be from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating.
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<tr>
<th>WEIGHT</th>
<th>QUALIFICATION</th>
<th>STANDARD</th>
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<tbody>
<tr>
<td>5.0</td>
<td>Project Team</td>
<td>Qualifications, years of relevant experience, and proven abilities of key team personnel. Experience on similar projects as a working team.</td>
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<td>5.0</td>
<td>Overall Firm Capabilities</td>
<td>Firm's size in relation to the project size, organizational structure, production facilities, and assets. Capabilities of sub-consultants which will be a part of the project team. Firm's size in relation to the project size, organizational structure, production facilities, and assets.</td>
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<td>4.0</td>
<td>Performance on Similar Projects</td>
<td>Demonstrated ability to produce successful results, meet projects schedules, meet project budgets, and fulfill project goals on similar projects.</td>
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<td>3.0</td>
<td>Work Location Familiarity</td>
<td>Project team's work location relative to the project site location. Key team member's familiarity with Weld County and the goals of the Department.</td>
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<td>3.0</td>
<td>Project Approach</td>
<td>The firm has described a logical approach towards ensuring a successful completion of the project. The firm has demonstrated a clear understanding of the project.</td>
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