## REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING, DESIGN, AND CONSULTANT SERVICES FOR THE

## CITY OF RENO, NEVADA

This request for statements of qualifications (SOQ) is being issued by the City of Reno (Reno).

Reno has various infrastructure and facility projects currently anticipated during the next few years which will require professional, design or engineering services. Projects may include street rehabilitation, storm drainage, park development, facility remodels, new facility construction, sanitary sewer rehabilitation, lift station rehabilitation, effluent reuse, asbestos abatement and others. Additionally, unanticipated projects may arise which would require services in other disciplines.

**Purpose:** The purpose of this request is to establish a list of consultants interested in providing engineering and consultant services for Reno.

Reno anticipates a need for consultants in the following service categories within the next two years and, therefore, will generate ranked lists for these categories:

## **RANKED CATEGORIES**

- Construction Inspection
- Digester Evaluation, Design and Operation
- Geotechnical Engineering & Materials Testing
- Land Surveying
- Environmental Services
- Sanitary Sewer Collection Design
- Sanitary Sewer Lift Station Design and Rehabilitation
- Storm Water Quality
- Water Reclamation Facility Electrical Power Distribution
- Water Reclamation Master Planning

SOQs for many other service categories will be gathered and documented but they will not be ranked. Firms are encouraged to submit qualifications for unranked disciplines and their expertise in these fields. The following is a partial list of disciplines which will be gathered. Categories not listed may also be submitted. Please see <a href="http://reno.gov/2014SOQ">http://reno.gov/2014SOQ</a> for a complete listing of all service categories.

**Project Assignments:** Projects may be assigned in three different ways:

- 1) An individual project may be assigned to the top eligible firm on the ranked list for the service category,
- 2) Three eligible firms from a ranked or unranked list could be invited for short interviews to determine which firm's qualifications best match the project needs, or
- 3) Reno may issue a Request for Proposals and solicit responses for individual projects from all interested firms nationwide, independent of the SOQ list.

Once a firm has been assigned a project for a particular ranked service category, it will be placed at the bottom of the eligibility list and the next firm will be eligible for a future assignment. The rotation continues as projects are assigned to firms on that list.

Placement on the SOQ list shall not be construed as a guarantee that work will be assigned to that firm.

**Negotiation of Agreements:** Following the assignment of a project, Reno shall enter into negotiations with the selected firm to conclude an agreement for the desired scope of services. The agreement negotiations will include the precise definition of the scope of service to be provided and the specified performance period. The consultant will be required to submit a proposal covering compensation requirements for the work, the proposed time schedule to complete the project and any other material that may impact the final agreement. In the event that an agreement cannot be made in the terms of the contract or fees to be charged, Reno will select another consultant firm from the list established. The negotiated agreement, including the fee, may be presented to the City Council for approval.

**Statement of Qualifications Submission deadline:** Responses shall be prepared and submitted in accordance with the requirements of this request. Said responses shall be submitted no later than 4:30 P.M. Local Time, December 11, 2013. Postmarks with December 11, 2013, or earlier will also be acceptable.

**Guidelines for submitting SOQs:** SOQs are required to be submitted on the City of Reno Statement of Qualification forms. Forms are available for download at <a href="http://reno.gov/2014SOQ">http://reno.gov/2014SOQ</a>.

Each firm shall submit one (1) CD or Flash Drive. The CD or Flash Drive shall contain all ranked and unranked qualification forms in PDF format. Additionally, submit four (4) paper copies of each <u>ranked</u> category. No paper copies are required for unranked categories. Clearly label the CD or Flash Drive with the name of the firm and "SOQ 2014".

All submittals should be mailed or hand delivered to:

Charla Honey, Engineering Manager City of Reno, Public Works Department 1 E. First St. 8<sup>th</sup> Floor (physical address) PO Box 1900 (mailing address) Reno, Nevada 89505

For further information, please send your inquiries to Peggy Palica at <a href="mailto:palicap@reno.gov">palicap@reno.gov</a>, or call (775) 334-3307.

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