



CITY OF SANDPOINT  
REQUEST FOR QUALIFICATIONS (RFQ) No. 20-3170-1  
**ENGINEERING SERVICES - GREAT NORTHERN ROAD**  
ISSUED: 06/01/2020

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|----------------------|---|
| RFQ Title:           | Engineering Services – Great Northern Road  |
| Location:            | City of Sandpoint, Idaho  |
| Purpose:             | The purpose of this solicitation is to procure a qualified, professional engineer(s) to design roadway, drainage, and utility improvements along Great Northern Road from Baldy Mountain Road to Woodland Drive (approximately 1.3 miles). Initial scope of services is limited to Preliminary Engineering. |
| Project Budget:      | \$75,000.00 (Phase I, Preliminary Services)   |
| Submission Deadline: | 2:00:00 p.m. Pacific Daylight Time, Thursday, June 18, 2020   |
| Questions Deadline:  | 2:00:00 p.m. Pacific Daylight Time, Thursday, June 12, 2020   |
| Submissions:         | <i>(3) hard copies and (1) thumb-drive, pdf copy to:</i><br>City of Sandpoint, Municipal Clerk<br>1123 Lake St.<br>Sandpoint, ID 83864  |
| Written Inquiries:   | Cheryl Hughes<br>Procurement and Contracts Officer<br><a href="mailto:chughes@sandpointidaho.gov">chughes@sandpointidaho.gov</a>  |
| RFQ Contents:        | A. Purpose<br>B. Background<br>C. Recent Resource Documents and Data<br>D. Scope of Services<br>E. SOQ Format and Content<br>F. Review and Evaluation of SOQs<br>G. Project Schedule<br>H. Submissions and Inquiries<br>I. Additional Terms<br>J. Protest to Owner  |

## A. Purpose

The City of Sandpoint (Sandpoint) is requesting Statements of Qualifications (SOQ) from Consultants to provide professional engineering services of Great Northern Road, located in Sandpoint, Idaho. This solicitation is governed by Idaho Code § 67-2320 and shall be administered accordingly.

The purpose of the project is to resolve existing roadway, drainage, and utility challenges along Great Northern Road from Baldy Mountain Road to Woodland Drive (approximately 1.3 miles). The initial scope of services is limited to concept development and preliminary design (approximately 30% complete plans and specifications), including opinions of probable cost, to more fully assess existing conditions, determine the most viable solution, and assist in establishing budgets and future phasing approaches.

The total available project budget for Phase I, Preliminary Engineering Services is \$75,000.

## B. Background

In accordance with the 2010 Amended Northern Urban Renewal Plan (Plan), significant public infrastructure improvements on Great Northern (GN) Road, between Baldy Mountain Road and Woodland Drive, are critical to effectively enhance economic development and to help stimulate private development. The latest Plan supports the original (2005) considerations for this corridor, specifically, it identified (7) proposed areas of improvements:

1. Roadway widening
2. Roadway section enhancements to accommodate heavier loads
3. Pedestrian facilities
4. Storm water collection
5. Sewer collection
6. Lighting and Landscape
7. Right-of-Way Purchases

The original (2005) cost estimates totaled \$7,872,984 for all improvements, including right-of-way acquisition.

The Plan contemplates a variety of core ideas, specifically noting reconstruction of GN Road and inadequacies of Baldy Mountain Road and Woodland Drive. The Northern Revitalization Project is a multi-faceted, phased infrastructure improvement project that will resolve current challenges associated with drainage, transportation, and utilities.

**DRAINAGE:** portions of GN Road and adjacent private properties, including the BNSF railroad, experience flooding and standing water throughout much of the year, primarily due to insufficient capacity and near flat topographical conditions, both contributing to lack of flow and discharge. As a result, several of the adjacent private properties along the east side of GN Road have commented that wetlands are developing as a result of poor drainage and that wetlands could negatively impact their ability to invest on the property. The adjacent BNSF mainline tracks to the west of GN Road (serving approximately 40-60 trains per day) have been comprised by stormwater on multiple occasions. Past attempts to resolve drainage issues in the area have not been substantively effective because a collective solution is necessary given the volume of runoff, topographical conditions, and lack of infrastructure (piping, catch basins, curbs, etc.). A Stormwater Master Plan has not been developed for this area/drainage basins.

In 2019, lidar survey was performed and confirmed existing elevations may significantly impact engineering and costs related to mitigating current drainage challenges. Boundary surveys to verify right-of-way limits have recently been conducted and are in the process of being finalized.

**TRANSPORTATION:** the last adopted (2009) Urban Area Transportation Plan (UATP) identified a capital improvement project (No. S-064) to reconstruct GN Road from its current two-lane configuration to a three-lane configuration. The GN Road surface is currently 24-feet wide in most areas and is functionally classified as a collector. Current roadway is without curbs, shoulders, pedestrian accommodations, or adequate lighting. The UATP provides GN Road as an Arterial 3-B1 with (2) 2-foot wide shoulders, (2) 12-foot wide vehicle travel lanes, 14-foot wide center turn lane, 12-foot wide shared use path, 8-foot wide sidewalk, and planting/snow storage on both sides, totaling a 70-foot wide right-of-way (ROW), in addition to a 10-foot wide drainage/utility easement on both sides of the ROW. The City is currently developing a comprehensive Multimodal Transportation Master Plan that may provide additional data and guidance; however, significant changes are not anticipated due to the increased volume of trips on GN Road associated with development. Furthermore, the current roadway section (base and asphalt) was not designed to accommodate the heavy truck traffic common in the industrial zoned area. GN Road is a frequently traveled by bicyclist traveling between Sandpoint and Schweitzer Mountain/Village. The lack of lighting, sidewalks, shoulders, poor drainage, and failing roadway conditions, among other factors, negatively impacts safe travel by users, especially during the spring and winter months. The multitude of railroad grade crossings on and adjacent to this section of roadway pose additional and unique challenges to motorists, emergency services, pedestrians, and bicyclist. While the intersection at GN Road and Baldy Mountain Road is woefully inadequate and unsafe due to narrow conditions and sight/visibility issues, all intersections along the corridor require enhancements to meet design standards. This project does not contemplate extending GN Road south to Hwy 2.

**UTILITIES:** the City is currently conducting utility Master Plans that will identify potential water distribution and sewer collection capacity deficiencies that may result from updated modeling and growth projections. Much of the existing utility infrastructure along GN Road is at the end of its useful lifespan and requires replacement. In recent months, multiple and significant leaks have occurred on the 16" steel, water mainline, causing the road closures and service disruptions.

The first phase of the project will include preliminary considerations to more fully assess existing conditions, determine the most viable solution, and assist in establishing budgets and future phasing approaches. The current NURA maturity date ends on September 30, 2029. It is anticipated that the total cost (engineering/construction/management) to complete all necessary improvements will exceed forecasted NURA revenues and that supplemental funding may be required to complete the project.

### **C. Scope of Services**

The Consultant's Scope of Services, Preliminary Engineering Services, constituting Phase I of the overall project, will generally include the following tasks. The City reserves the right to (a) award future engineering phases of the project to the selected Consultant or (b) issue a separate RFQ for future engineering phases of the project.

*TASK 1 - Concept Development*

- A. Consult with Owner to define and clarify Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility, and any budgetary limitations, and identify available data, information, reports, and site evaluations.
- B. Coordinate with private utilities, such as electrical and fiber optics, to assist the Owner in evaluating infrastructure objectives by others.
- C. Identify potential solution(s) to meet Owner's Project requirements, as needed.
- D. Visit the Site, or potential Project sites, to review existing conditions and facilities.
- E. After consultation with Owner, recommend to Owner the solution(s) which in Engineer's judgment meet Owner's requirements for the Project.
- F. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project to be designed or specified by Engineer, including but not limited to mitigating measures identified in an environmental assessment for the Project.

**Task 1, Deliverable:** Prepare a report (the "Concept Report") which will, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and Engineer's recommended solution(s). For each recommended solution Engineer will provide the following, which will be separately itemized: opinion of probable Construction Cost; proposed allowances for contingencies; the estimated total costs of design, professional, and related services to be provided by Engineer and its Consultants; and, on the basis of information furnished by Owner, a tabulation of other items and services included within the definition of Total Project Costs.

*Task 2 - Preliminary Design Phase*

After acceptance by Owner of the Concept Report and selection by Owner of a recommended solution:

- A. Prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings (approximately 30% complete), outline of technical specifications, and written descriptions of the Project.
- B. Provide any necessary field surveys and topographic and utility mapping for Engineer's design purposes. At a minimum, provide utility mapping by contacting utility owners and obtaining available information.
- C. Visit the Site as needed to prepare the Preliminary Design Phase documents.
- D. Advise Owner if additional reports, data, information, or services are necessary.
- E. Based on the information contained in the Preliminary Design Phase documents, prepare a revised opinion of probable Construction Cost, assist Owner in tabulating

the various cost categories which comprise Total Project Costs, and consider phasing approaches and timelines.

**Task 2, Deliverable:** furnish electronic Preliminary Design Phase documents, opinion of probable Construction Cost, and recommended project phasing approach.

*Services are intended to begin immediately upon City Council approval of a contract with the selected consultant, following the negotiation of a contract acceptable to Sandpoint. The Agreement terms and conditions shall be a modified-version of the EJCDC E-500 contract form.*

#### **D. SOQ Format and Content**

The SOQ shall contain the sections listed below and shall respond fully to all requirements of the RFQ. SOQs are limited to 12 single-sided (8-1/2" x 11") pages, not including a cover page or dividers, no less than 11-point font. Submittals which do not address the items in this section may be considered incomplete and may be deemed non-responsive by the Review Committee.

1. **LETTER OF INTEREST:** Provide a letter of interest signed by an authorized Consultant representative. Acknowledgement of any Addenda. Inclusion of all the items indicated above will constitute a passing score for this section (1-page maximum).
2. **STAFF QUALIFICATIONS:** The SOQ shall include a biography of key individuals proposed to be assigned to the project with emphasis on a designated Project Manager. The Project Manager should be the individual conducting the day-to-day activities on this project. The Project Manager is not the principal-in-charge unless the principal is actually performing the work.

Project Manager's Minimum Qualifications: the Project Manager shall have at least 5 years of project-related experience (type of experience is more important than location of experience). Special emphasis shall be provided to the individual's background, qualifications, certifications, experience on related and/or similar projects. At least three (3) client references, including name, description of past working relationship, and current contact information, shall be listed.

Provide details on any other key individuals that are proposed to perform a significant amount of work on the project. Professional engineering licenses, including discipline and state of licensure, shall be designated for each individual. All known design-professional sub-consultants needed to complete the project (individual or firm) must be identified in the Staff Qualifications.

Inclusion of all the items indicated above with a clear representation of each team member's competency and successful past experience with related and/or similar projects will constitute a passing score for this section (4-pages maximum).

3. **RELATED PROJECT EXPERIENCE:** The SOQ shall include detailed profiles of similar and relevant projects that the Consultant and proposed team members have substantially completed in the last ten (10) years including project name, date, description, and location. For each project, indicate which proposed team members worked on the project and describe the role/work they performed and their levels of involvement. Clearly explain how the past project profiles are relevant and comparable to this project. Describe innovative approaches on past projects that may be applicable to this project. (3-pages maximum).

4. **MANAGEMENT APPROACH & SCHEDULE:** The SOQ shall include a project-specific discussion regarding the Consultant’s management approach, including coordination and monitoring of project schedule, cost, scope, communications, quality, available resources and any other management issues that the Consultant feels should be addressed. List proposed project staff commitments on other projects in relation to their availability for this project. The Consultant shall provide a detailed project schedule for the Phase I Scope of Work and associated tasks. (2-pages maximum).
5. **PROJECT UNDERSTANDING:** The SOQ shall include a general description of the Consultant’s understanding of the project. Include the Proposer’s approach to achieving the Scope of Services provided in the RFQ, including details to implement the tasks, any foreseeable challenges, and risk mitigation measures. Include any assumptions, suggested revisions to the scope or services, and list any additional documents or resources necessary to complete the Work (2-pages maximum).

**E. Review and Evaluation of SOQs**

Responses to this RFQ will be evaluated and ranked by a Review Committee consisting of Sandpoint Staff. Selection will be based on the following criteria (100 points total):

- |                                   |             |
|-----------------------------------|-------------|
| 1. COVER LETTER                   | (PASS/FAIL) |
| 2. STAFF QUALIFICATIONS           | (PASS/FAIL) |
| 3. RELATED PROJECT EXPERIENCE     | (40 points) |
| 4. MANAGEMENT APPROACH & SCHEDULE | (30 points) |
| 5. PROJECT UNDERSTANDING          | (30 points) |

Sections 1 and 2 of the SOQ will be evaluated on pass/fail criteria. Failure to achieve a pass rating on the components of these sections may result in the SOQ being declared non-responsive and the Proposer being disqualified. All other sections of the SOQ will be evaluated and scored on a qualitative basis.

Final ranking and selection may be made after oral interviews of the top two or three Proposers at the discretion of the Owner. If applicable, the oral interviews will be scheduled within one weeks after the SOQ due date and will be factored into the final scoring.

**F. Project Schedule**

The following is a schedule of project milestones; all dates are subject to change.

| Milestone                         | Date                    |
|-----------------------------------|-------------------------|
| Issue RFQ                         | Monday, June 1, 2020    |
| Questions Due, 2:00 PM (PST)      | Friday, June 12, 2020   |
| SOQ Due Date, 2:00 PM (PST)       | Thursday, June 18, 2020 |
| Evaluation, Interviews, Selection | June 18-25, 2020        |
| City Council Contract Approval    | July 1, 2020            |
| Estimated Notice to Proceed       | July 3, 2020            |
| Estimated Completion Date         | To Be Negotiated        |

## G. Submissions and Inquiries

Sandpoint encourages disadvantaged, minority, and women-owned Consultants to respond.

Submit three (3) hard copies and one (1) electronic pdf copy of your Statement of Qualifications (SOQ) to:

City of Sandpoint, Municipal Clerk  
1123 Lake Street  
Sandpoint, Idaho 83864

SOQs will be received until **2:00 p.m. local time Thursday, June 18, 2020.**

Any questions regarding this project should only be directed in writing no later than June 12<sup>th</sup>, 2020 at 2:00:00 PM local time to Cheryl Hughes, Procurement and Contracts Officer, at [chughes@sandpointidaho.gov](mailto:chughes@sandpointidaho.gov).

## H. Additional Terms

1. By the submission of a SOQ, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.
2. Respondent, by submission of a SOQ, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice. Respondent further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.
3. City assumes no liability for disclosure of proprietary material submitted by respondents. SOQ submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.
4. No stipends will be provided for providing a response to this RFQ.
5. The issuance of this SOQ does not constitute an assurance by City that any contract will actually be entered into by the City, and expressly reserves the right to:
  - Waive any immaterial defect or informality in any response or response procedure
  - Reject any and all proposals
  - Reissue the RFQ
  - Invite additional respondents to the proposal
  - Request additional information and data from any or all respondents
  - Extend the date for submission of responses
  - Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

#### **I. Protests to Owner**

- Prior to a submission of a protest relating to or arising from the solicitation for RFQ, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions.
- Protests shall be concise and logically presented to facilitate review by the City. Failure to substantially comply with any of the requirements of this section may be grounds for dismissal of the protest.
- Protests shall include the following information:
  - A. Name, address and fax and telephone numbers of the protester;
  - B. Solicitation or contract number;
  - C. Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester;
  - D. Copies of relevant documents;
  - E. Request for a ruling by the City;
  - F. Statement as to the form of relief requested;
  - G. All information establishing that the protester is an interested party for the purpose of filing a protest; and
  - H. All information establishing the timeliness of the protest.
- Protests based on alleged apparent improprieties in the RFQ Documents and solicitation procedures or evaluation and award criteria shall be filed at least ten (10) calendar days before the SOQ submittal date. Failure to promptly file a protest based on solicitation procedures or evaluation and award criteria shall be deemed a waiver of the right to pursue a protest. In all other cases, protests shall be filed no later than five (5) calendar days after the basis of protest is known or should have been known, whichever is earlier, but no later than ten (10) days after the SOQ due date.
- Action upon receipt of protest:
  - A. Upon receipt of a protest before award, a contract may not be awarded, pending resolution of the protest, unless contract award is justified, in writing, to be in the best interest of the City.
  - B. If award is withheld pending City resolution of the protest, the City will inform the proposers whose SOQs might become eligible for award of the contract. If appropriate, the proposers will be requested, before expiration of the time for acceptance of their SOQs, to extend the time for acceptance to avoid the need for re-solicitation. In the event of failure to obtain such extension of time, consideration should be given to proceed with award.

- C. Upon receipt of a protest within ten (10) days after contract award, the City shall immediately suspend performance, pending resolution of the protest, including any review by an independent higher level official, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Owner.
- D. Pursuing a protest does not extend the time of obtaining a judicial stay, injunction or other remedy.
- E. The City shall make its best efforts to resolve protests within 20 days after the protest is filed. To the extent permitted by law and regulation, the parties may exchange relevant information.
- F. City protest decisions shall be well-reasoned, and explain the City's position. The protest decision shall be provided to the protestor using a method that provides evidence of receipt.