



PROFESSIONAL ENGINEERING SERVICES REQUEST FOR PROPOSAL



2/18/2022

Professional Services Agreement

Ogden City Corporation is accepting sealed Proposals from Professional Design firms interested in providing engineering services for various municipal projects. Ogden City has an ongoing need for Professional Engineering services for future projects.

Professional Engineering Services Request for Proposal

OGDEN CITY CORPORATION

I. INTRODUCTION

Ogden City Corporation is accepting sealed Proposals from Professional firms interested in providing engineering and design services for various municipal projects. Ogden City has an ongoing need for professional design services for future projects including but not limited to the following areas of expertise:

Engineering Projects (Category) Areas of Expertise

- Project Management Services
- Pre-Design Services
 - Planning/Programming
 - Site Evaluation and Selection
 - Condition Survey and Reports
 - Cost Estimating/Budget
 - Assessments and Reports
- Design
 - General Civil Engineering
 - Road Design
 - Sewer
 - Storm Drain
 - Water Systems and Treatment
 - Surveying
 - Geotechnical Services, including boring, analysis, and peer review
 - Geotechnical Reporting, studies and evaluation
 - Transportation, Traffic Signalization, and Studies
 - Structural
 - Railroad Services
 - Floodplain Evaluation and Management
 - Storm Water and Pollution Prevention
 - Computer Aided Drafting Services
- Construction
 - Administration and Management Services
 - Quality Assurance and Materials Testing
 - Field Engineering and/or Inspection
 - Public Involvement

Facility Projects (Category) Areas of Expertise

- Electrical
- Mechanical
- Building Envelope Integrity (Includes Structural, Water Intrusion)
- Structural (Building/Facilities)
- Environmental Engineering including assessments, remedial design, and oversight
- Site (oversight, Federal and State Compliance, etc.)
- Landscape Architecture

Building Inspection Services (Category) Areas of Expertise

- Structural Peer Review (requires a structural engineer with current licensure)
- Structural inspections with associated reporting (e.g. ASCE 41-13 [Tier 1 Observation/Report] by a licensed engineer, etc.)
- Building Inspection with associated reporting (must be licensed as a Building Inspector in the State of Utah)
- Commercial building plan review (structural and nonstructural, mechanical, plumbing, electrical, energy conservation, accessibility)
- Residential building plan review (structural and nonstructural, mechanical, plumbing, electrical, energy conservation, accessibility)

*Each subsection counts as a category of experience. Applicants may submit based on experience in a subcategory.

For this reason, Ogden City Engineering is accepting sealed Proposals from consulting engineering firms interested in being considered for pool services for future municipal projects.

Upon evaluation of Proposals, engineering firms receiving the highest scores within their categories and areas of expertise may be selected for the engineering pool. Pool services will be for a minimum period of three years. The contract will also allow the option of two one-year extensions if mutually agreed upon.

Firms submitting must have an office or representative in the Wasatch Front area (Northern Utah).

Firms shall submit the following for each category of interest:

- a. Eight (8) sealed Proposals for *Engineering Projects*.
- b. Eight (8) sealed Proposals for *Facilities Maintenance Projects*.
- c. Six (6) sealed Proposals for *Building Inspection Services*.

Within each submittal, the proposal must specifically designate the area of expertise for which the firm wishes to be considered for review purposes. Attached at the end of the document is a checklist for the sections. It is highly recommended these sheets be filled out and returned with the proposal to aid in the review process. By using the checklist provided, it will not count as one of the 15 pages

if it is paper clipped to the outside of the submittal.

Ogden City shall not be held responsible for any oral instructions. Any changes to this Request for Proposal will be in the form of a written Addendum. Ogden City will not be responsible for any costs associated with consultants assembling and submitting any portion of this Request for Proposal.

Any firm wishing to limit access to proprietary information and content within the submitted proposal must complete and submit a Business Confidentiality Claim form along with Proposal. Confidentiality Claim form is included as a separate page at the end of the Request for Proposal.

II. PROPOSAL CONTENT

Engineering and Facilities Maintenance Projects

Each Proposal must include, as a minimum, the following information:

1. List of fields/services (areas of expertise) the company performs;
2. Name, address, email and telephone number of firm submitting the proposal;
 - a. Include the name and resume of the person designated as the firm's representative throughout the duration of the contract.
3. The names, association with the firm, work experience, and level of participation of key individuals that would be directly involved on City projects;
4. The firm's knowledge of and familiarity with Ogden City and its personnel;
5. A chronological list of "In progress" and "Completed" projects accomplished by local (Northern Utah) office or representative for previous 3 years including references; include project name, address, owner, contact name and current telephone number;
6. Investigations, arbitrations, litigations, or claims, which are pending, settled or otherwise, disposed of within the last three years;
7. Evidence of Insurability;
8. Complete Fee Schedule;
9. List of personnel specialties;
10. Additional highlights of submitting firm;
11. Acknowledgment of receipt of addenda (if any).

*Being selected and entering into an agreement does not guarantee consultant will be extended any specific amount of work.

**Proposal may include projects that firm would like to highlight beyond 3 years.

*** Ogden City reserves the right to bid individual future projects separately rather than using pool services.

Proposals are to be no longer than 15 pages. Double sided pages count as two (2) pages. Items listed in an appendix will not count towards the 15-page maximum.

Building Inspection Services

Each Proposal must include, as a minimum, the following information:

1. List of fields/services (areas of expertise) the company performs;
 - a. If applying for Building Inspection, list the names of individuals who will perform inspections and their licensure and certifications.
 - b. If applying for Commercial/Residential Plan Review, list the names of individuals who will perform the review and their certifications.
2. Name, address, email and telephone number of firm submitting the proposal;
 - a. Include the name and resume of the person designated as the firm’s representative throughout the duration of the contract.
3. The names, association with the firm, work experience, and level of participation of key individuals that would be directly involved on City projects;
4. The firm’s knowledge of and familiarity with Ogden City and its personnel;
5. Investigations, arbitrations, litigations, or claims, which are pending, settled or otherwise, disposed of within the last three years;
6. Evidence of Insurability;
7. Complete Fee Schedule;
8. List of personnel specialties;
9. Additional highlights of submitting firm;
10. Acknowledgment of receipt of addenda (if any).

* Being selected and entering into an agreement does not guarantee consultant will be extended any specific amount of work.

** Ogden City reserves the right to bid individual future projects separately rather than using pool services.

Proposals are to be no longer than 15 pages. Double sided pages count as two (2) pages. Items listed in an appendix will not count towards the 15-page maximum.

III. EVALUATION OF PROPOSALS

A team consisting of six or more representatives from Ogden City will perform evaluations of the Proposals. Proposals will be evaluated/scored on quality, not quantity of areas represented. The following criteria will be used to evaluate the proposals:

Engineering and Facilities Maintenance Projects

1. Qualifications of firm’s designated representative;
2. Proximity of the firm’s office and/or representative to Ogden City;
3. Familiarity with Ogden Staff, Projects, and Standards;
4. Consultant experience compared against areas of expertise represented;

5. Client recommendations and accuracy of information provided;
6. Qualifications and experience of key individuals;
7. Ability of the firm to complete projects in a timely manner;
8. Expertise and capabilities of firm;
9. Additional highlights that company offers as part of their service;
10. Evidence of Insurability (pass/fail);
11. Provided Fee Schedule (pass/fail);

Building Inspection Services

1. Qualifications of firm's designated representative including licensure and certifications;
2. Proximity of the firm's office and/or representative to Ogden City;
3. Familiarity with Ogden Staff, Projects, and Standards;
4. Consultant experience compared against areas of expertise represented;
5. Client recommendations and accuracy of information provided;
6. Qualifications and experience of key individuals including licensure and certifications;
7. Ability of the firm to complete projects in a timely manner;
8. Expertise and capabilities of firm;
9. Additional highlights that company offers as part of their service;
10. Evidence of Insurability (pass/fail);
11. Provided Fee Schedule (pass/fail).

A Selection Committee will evaluate each proposal according to the criteria set forth above. The Selection Committee will select firms based on the proposals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to select a firm whose submittal does not meet the above stated submittal requirements. The City reserves the right, and intends, to award contracts to more than one qualified applicant. The City may perform a due diligence process on the firms receiving the highest evaluations.

Incorrect information or reference will be taken into consideration when proposals are scored.

IV. GOVERNING INSTRUCTIONS

This Request for Proposal will constitute the governing document for submitting Proposals, and will take precedent over any oral representations.

V. INSURANCE REQUIREMENTS

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The consultant shall pay the cost of such insurance.

- a. The amount of insurance shall not be less than:
 - i) Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent consultant's liability (if applicable) written on an occurrence form.
 - ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
 - iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
 - iv) Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence .
- b. Each insurance policy required by this Agreement shall contain the following clauses:
 - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
 - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of consultant's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
 - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Consultant's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew

- coverage or to provide evidence of renewal will be treated as a material breach of contract.
- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.
 - f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
 - g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
 - h. Consultant shall include all of its consultants as insured under its policies or shall furnish separate certificates and endorsements for each consultant. All coverages for consultant's consultant shall be subject to all of the requirements stated herein.
 - i. Nothing contained herein shall be construed as limiting in any way the extent to which consultant may be held responsible for payments of damages to persons or property resulting from the activities of consultant or its agents, employees, invitees or consultants upon the Premises during the License Period.

VI. GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall be Licensed Consultants in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, consultant shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows "Criminal History

Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.

- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit of cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

VII. CONTACT INFORMATION

For discussion of this RFP, please contact the office of the City Engineer:
2549 Washington Boulevard, Suite 760, Ogden, UT 84401 or TaylorNielsen@OgdenCity.com and copy Purchasing@ogdencity.com

The question-and-answer period ends at 3 PM on Tuesday, March 7th.

**Please submit questions in writing to the location or email listed above.*

***Submittal Checklist Word Document is available by email request, but will not be available after Monday, March 7.*

VIII. SUBMISSION OF PROPOSALS

No later than 2 PM on March 11, 2022, proposers shall submit the following based on interest and qualifications:

- Eight (8) sealed Proposals for *Engineering Projects*.
- Eight (8) sealed Proposals for *Facilities Maintenance Projects*.
- Six (6) sealed Proposals for *Building Inspection Services*.

The envelope of your submittal must indicate the company's name and the RFP name "**Engineering Services RFP.**"

If the Proposal is submitted by mail or other delivery service, it must be addressed to the Purchasing Office, 2549 Washington Blvd, Suite 510, Ogden UT 84401. It must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

LATE PROPOSALS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, small, women and minority owned businesses, and other disadvantaged business enterprises.

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OGDEN CITY PROFESSIONAL ENGINEERING SERVICES - RFP

COMPANY INFORMATION

Company name:	
Address:	
Telephone number:	
Designated Representative:	

CHECKLIST – ENGINEERING PROJECTS

<input type="checkbox"/>	Project Management Services
Pre-Design Services	
<input type="checkbox"/>	Planning/Programming
<input type="checkbox"/>	Site Evaluation and Selection
<input type="checkbox"/>	Condition Survey and Reports
<input type="checkbox"/>	Cost Estimating/Budget
<input type="checkbox"/>	Assessments and Reports
Design	
<input type="checkbox"/>	General Civil Engineering
<input type="checkbox"/>	Road Design
<input type="checkbox"/>	Sewer
<input type="checkbox"/>	Storm Drain and Storm Water Pollution Prevention
<input type="checkbox"/>	Water Systems and Treatment
<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Geotechnical Services, including boring, analysis, and peer review

Professional Engineering Services Request for Proposal

<input type="checkbox"/>	Geotechnical Reporting, studies and evaluation
<input type="checkbox"/>	Transportation, Traffic Signalization, and Studies
<input type="checkbox"/>	Structural
<input type="checkbox"/>	Railroad Services
<input type="checkbox"/>	Floodplain Evaluation and Management
<input type="checkbox"/>	Computer Aided Drafting
Construction	
<input type="checkbox"/>	Administration and Management Services
<input type="checkbox"/>	Quality Assurance and Materials Testing
<input type="checkbox"/>	Field Engineering and/or Inspection
<input type="checkbox"/>	Public Involvement

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OGDEN CITY PROFESSIONAL ENGINEERING SERVICES - RFP

COMPANY INFORMATION

Company name:	
Address:	
Telephone number:	
Designated Representative:	

CHECKLIST – FACILITY PROJECTS

<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Mechanical
<input type="checkbox"/>	Building Envelope Integrity (Includes Structural, Water Intrusion)
<input type="checkbox"/>	Structural (Buildings/Facilities)
<input type="checkbox"/>	Environmental Engineering including assessments, remedial design, and oversight
<input type="checkbox"/>	Site (oversight, Federal and State Compliance, etc.)
<input type="checkbox"/>	Landscape Architecture

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OGDEN CITY PROFESSIONAL ENGINEERING SERVICES - RFP

COMPANY INFORMATION

Company name:	
Address:	
Telephone number:	
Designated Representative:	

CHECKLIST – BUILDING INSPECTION SERVICES

<input type="checkbox"/>	Structural Peer Review (requires a structural engineer with current licensure)
<input type="checkbox"/>	Structural inspections with associated reporting (e.g. ASCE 41-13 [Tier 1 Observation/Report] by a licensed engineer, etc.)
<input type="checkbox"/>	Building Inspection with associated reporting (must be licensed as a Building Inspector in the State of Utah)
<input type="checkbox"/>	Commercial building plan review (structural and nonstructural, mechanical, plumbing, electrical, energy conservation, accessibility)
<input type="checkbox"/>	Residential building plan review (structural and nonstructural, mechanical, plumbing, electrical, energy conservation, accessibility)