



PROFESSIONAL DESIGN SERVICES REQUEST FOR PROPOSAL



4/21/2022

Professional Services Agreement

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

Professional Design 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:

Channel, River, Riparian, Storm, and Flood Related Projects (Category) Areas of Expertise

- Natural Channel Design
 - Review of riparian and river habitats
 - Hydraulics
 - Fluvial Geomorphology
 - Sediment Transport
- Planning and Design
 - Non-Point Source Pollution Reduction
 - Low Impact Stormwater Management
 - Storm Water
 - Habitat Review
 - Recreational Use
- Project Development
 - Land Development and Use
 - Floodplain analysis and connectivity
 - Stormwater
 - Channel morphology
 - Funding and Grant Applications
- Permitting
 - Regulatory agency coordination
 - Regulatory agency permitting
- Hydraulic Analysis
 - Hydrogeographic Analysis
 - Hydraulic models
 - Sediment modeling
 - Flood plain modeling
 - Habitat modeling
- Riparian Habitat Assessment & Wetland Delineation
 - Landscape planning
 - Wetland Delineation

Professional Design Services Request for Proposal

- Riparian condition assessment and review
- Recreation Enhancement
- Construction
 - Administration and Management Services
 - Quality Assurance and Materials Testing
 - Field Engineering and/or Inspection

*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 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. Six (6) sealed Proposals for Channel, River, Riparian, Storm, and Flood Related Projects.

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

Channel, River, Riparian, Storm, and Flood Related 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.

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:

Channel, River, Riparian, Storm, and Flood Related Projects Qualifications of firm's designated representative;

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

Successful firms will be selected through a qualifications-based selection process. 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. CONTACT PERSON

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

**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, May 9.*

VI. SUBMISSION OF PROPOSALS

No later than 10 AM on May 13, 2022; proposers shall submit six (6) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name "Channel, River, Riparian, Flood, and other Related Projects 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.

City offices are closed on holidays.

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.

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 small, local, women and minority owned businesses and other disadvantaged business enterprises.

YOUR LOGO
HERE

OGDEN CITY PROFESSIONAL CHANNEL, RIVER, RIPARIAN, STORM, AND FLOOD RELATED SERVICES - RFP

COMPANY INFORMATION	
Company name:	
Address:	
Telephone number:	
Designated Representative:	

CHECKLIST – ENGINEERING PROJECTS	
Natural Channel Design	
<input type="checkbox"/>	Review of riparian and river habitats
<input type="checkbox"/>	Hydraulics
<input type="checkbox"/>	Fluvial Geomorphology
<input type="checkbox"/>	Sediment Transport
Planning and Design	
<input type="checkbox"/>	Non-Point Source Pollution Reduction
<input type="checkbox"/>	Low Impact Stormwater Management
<input type="checkbox"/>	Storm Water
<input type="checkbox"/>	Habitat Review
<input type="checkbox"/>	Recreational Use
Project Development	
<input type="checkbox"/>	Land Development and Use
<input type="checkbox"/>	Floodplain analysis and connectivity

<input type="checkbox"/>	Stormwater
<input type="checkbox"/>	Channel morphology
<input type="checkbox"/>	Funding and Grant Applications
Permitting	
<input type="checkbox"/>	Regulatory agency coordination
<input type="checkbox"/>	Regulatory agency permitting
Hydraulic Analysis	
<input type="checkbox"/>	Hydrogeographic Analysis
<input type="checkbox"/>	Hydraulic models
<input type="checkbox"/>	Sediment modeling
<input type="checkbox"/>	Flood plain modeling
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Riparian Habitat Assessment & Wetland Delineation	
<input type="checkbox"/>	Landscape planning
<input type="checkbox"/>	Wetland Delineation
<input type="checkbox"/>	Riparian condition assessment and review
Recreation Enhancement <input type="checkbox"/>	
Construction	
<input type="checkbox"/>	Administration and Management Services
<input type="checkbox"/>	Quality Assurance and Materials Testing
<input type="checkbox"/>	Field Engineering and/or Inspection