

**The City of Taylorsville**  
2600 West Taylorsville Boulevard (5320 South)  
Taylorsville, UT 84129

**Statements of Qualifications**

**General Engineering Services**  
**Due October 29, 2020 at 3:00 p.m.**

1. **Introduction.** The City of Taylorsville (the “City”) is requesting Statements of Qualifications (“SOQs”) from qualified proposers (“Proposers”) for general engineering services (“Services”).

1.1. **Intent.** It is the intent of this Request for Statement of Qualifications (this “Request”) is to set forth the minimum acceptable requirements for responses to this Request.

2. **Background Information and Description of Services.** The City requests planning and design services to:

- 2.1. Prepare topographic and property boundary surveys;
- 2.2. Prepare storm drain, transportation, active transportation and similar master plans and studies
- 2.3. Prepare concept and final designs for street, trails, storm drain improvements and other public improvement projects.
- 2.4. Conduct SWPPP inspections
- 2.5. Provide public outreach services
- 2.6. Provide budgeting and cost estimating services
- 2.7. Provide construction materials testing
- 2.8. Prepare structures design
- 2.9. Other services which may be typical of municipal engineering

3. **Submittal Requirements.** Responses are required to be submitted to Jennifer Andrus as listed below no later than 3:00 p.m. on October 29, 2020. Please submit one (1) hard copy and an electronic pdf version to:

Jennifer Andrus  
Taylorsville City  
City Administrator’s Office  
2600 West Taylorsville Blvd.  
Taylorsville, UT 84129

Electronic copies may be submitted on a USB flash drive along with the hard copy or via email to: [rfp@taylorsvilleut.gov](mailto:rfp@taylorsvilleut.gov).

Guidelines for responses are described in Exhibit “A” attached hereto. Any response, modification, or amendment received after the due date and time will be late. No late Responses will be accepted. Responses may be modified or withdrawn prior to the due date and time,

provided any such request is submitted to Jennifer Andrus as listed below in writing prior to the due date and time. SOQs must include the following elements and be signed by an authorized representative of the Proposer:

3.1. Introduction and Executive Summary. A title page, table of contents/outline, introductory letter expressing an interest in providing the Services and an executive summary. The introductory letter should be addressed to:

Jennifer Andrus  
Taylorsville City  
City Administrator's Office  
2600 West Taylorsville Blvd.  
Taylorsville, UT 84129

Include an e-mail address for the primary contact of the Proposer.

3.2. Experience and Qualifications. Describe, in sufficient detail, the Proposer's experience and qualifications that are relevant with respect to the Services, listing personnel to provide the Services in the SOQ constituting the Proposer's agreement that such personnel will actually provide the Services. The SOQ should provide the following information:

- Name of firm, location of offices, number of full-time employees, and agency history.
- Name(s), credentials and experience of the key employee(s) or team members proposed to provide the professional Services for this specific project. Provide an organizational chart outlining who will work on the account and how much of their time will be allocated to the account.
- Experience, special technical capabilities, qualifications and expertise of the firm. The responder should identify similar projects performed for other municipalities and private sector clients. If applicable, provide a case study for a client in a similar circumstance.
- References from at least three (3) clients with specific reference and description to the projects performed for the referencing client. Include two (2) references from the preceding year.

3.3. Action. Summarize any disciplinary actions and suits by or against the Proposer or related entities during the past three (3) years.

3.4. Certification. Complete, sign, and submit the Certification that is attached to this Request.

3.5. Business License. Include a copy of the Proposer's current, valid business license.

4. **Identification of Anticipated Potential Problems.** SOQs should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All SOQs received will be reviewed by a Review Panel. The Review Panel will evaluate each SOQ based on the weighted criteria defined below:

<b>Evaluation Criteria</b>	
	<u>Weight</u>
Qualifications	45%
Experience	40%
References	15%
Total	100%

6. **Selection.** The City intends to select multiple firms to act as “pool” consultants. Firms are welcome and encouraged to submit SOQs for all or limited aspects of the work for which they have expertise. At the City’s discretion, discussions or interviews may be conducted with Proposers that the City determines to be potentially selected for the award. However, SOQs may be accepted without discussion or interview.

6.1. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify, or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. Furthermore, selection as a pool consultant by the City is not guarantee of work and no financial compensation is guaranteed. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than October 22, 2020 at 3:00 p.m. The contact person will endeavor to respond to such requests for clarification or additional information and if the contact person deems, in her sole and absolute discretion, that such response is of general applicability, her response, if any, will be posted on the City’s website at [www.taylorsvilleut.gov](http://www.taylorsvilleut.gov) (which constitutes a written response). Unless, specifically specified in the SOQ, and as allowed by Utah Code, all Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Records Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Records Access Management Act.

7. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the City to provide the Services as project tasks are assigned. If the selected Proposer and the City Attorney’s Office are unable to negotiate an acceptable agreement, then such SOQ shall be deemed withdrawn and another Proposer(s) will be selected and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed. The pool consultant contracts will be for a minimum of two years. Thereafter, consultant’s agreements may continue upon the same terms and conditions for up to three (3) additional years.

8. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact Jennifer Andrus, City Administrators Office, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84129 or [jandrus@taylorsvilleut.gov](mailto:jandrus@taylorsvilleut.gov).

## **Exhibit “A”**

### **[Guidelines]**

1. Electronic submittals shall follow the standard RFP/SOQ printed formats.
2. Color is allowed.
3. 8-1/2” x 11” page sizes.
4. Paginate pages.
5. One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).
6. Size 12 Font.
7. Responses to the RFP shall not exceed eight (8) pages including an executed Certification as outlined below. In addition to the eight (8) page SOQ, proposers may submit up to twelve (12) additional pages and illustrating previous projects designed, planned, or conceived by the proposers and resumes of key employees.
8. Title page, table of contents/outline, introductory letter, executive summary and tabs are not included in the eight (8) page maximum.
9. Hourly rate and reimbursable expense tables are to be submitted in a separate document from the SOQ and does not count toward the eight (8) page maximum.

## CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City officer or employee or former City officer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promises that it will not knowingly influence any City officer or employee or any former City officer or employee to break any applicable ethical standards or rules.

The undersigned Proposer certifies that:

1. The SOQ is made in good faith.
2. The SOQ is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Web Site Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_