

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Stanley is seeking assistance with engineering services for infrastructure improvements related to a community housing project and park improvements.

The City of Stanley is soliciting proposals for engineering services to assist the City with preparing a Preliminary Engineering Report, design engineering, and construction observation of infrastructure for a city community housing project and for city park improvements. Federal and/or State of Idaho programs compliance requirements may apply. The agreement will be on a lump sum, fixed price or cost reimbursement "not to exceed" basis, with payment terms to be negotiated with the selected offeror.

The services to be provided will include:

1. Facility Planning Study, pre-design, design, engineering, and construction observation of the construction project. Project design to include all structural, mechanical, electrical, public water system, sewer system, and related systems. Coordination with the City of Stanley, HUD, Housing Facilitator, and ICDBG.
2. Required or necessary site surveying.
3. Preparation of drawings, specifications, and project cost estimates. Updating cost estimates as necessary and coordinating with administrator on all specification requirements.
4. Preparing bid documents in conformance with applicable federal and/or state requirements and applicable building codes. Supervising the bid advertising, conducting pre-bid meeting, issuing of addendum, preparation of bid tabulation, assisting in bid opening, and advising on bids.
5. Advise on issuing Notice of Award and Notice to Proceed. Conducting and coordinating with the City, the Administrator, and the contractor on the pre-construction conference and the progress meetings.
6. Consulting with the City regarding construction progress and meeting the design and specification requirements.
7. On-site observation of construction work, submittal review, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and submitting approved requests to the City and the Administrator in a time sensitive manner.
9. Prepare punch list. Provide reproducible plan drawings (as built) to the City upon project completion both electronically and as hard copies.
10. Conducting final inspection and testing.

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in the parentheses:

- 1) Capability to Perform Project – the firm’s history, areas of expertise, address of office that will manage project, length of time in business, firm’s legal structure, firm’s knowledge of project objectives and implementation requirements, firm’s commitment to provide necessary resources to perform, and complete the project. (30 Points)

2) Relevant Project Experience – should include a description of other projects executed by the firm that demonstrate relevant experience. A list of all public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm’s performance on the project. Information regarding the firm’s experiences with state and federal funding agencies. (30 Points)

3) Qualifications of the Project Team – should include résumés for the key people assigned to the project including sub consultants. Key personnel roles and responsibilities should be identified for this project. Demonstrate specific experience relating to the project and ability of project team to address the project objectives. Identify the project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact. (25 Points)

4) Project Approach and Schedule – should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider. (15 Points)

Award will be made to the most qualified offeror who is deemed most advantageous to the City of Stanley, all evaluation criteria considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to:
Steve Botti, Mayor
City of Stanley
345 Eva Falls Ave
Stanley, ID 83278

All responses must be received at Stanley City Hall by 1 pm, Thursday, April 24, 2025. A digital version of the response may be submitted to cityclerk@cityofstanleyid.gov. Please state “City of Stanley Housing and Park infrastructure Project Engineering Services Proposal” on the outside of the response package. Offeror must provide 6 copies of the Proposal. Proposal shall be limited to 4 double sided pages of text, excluding cover letter, table of contents, and resumes.

This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. The City of Stanley reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.