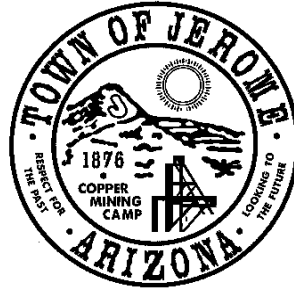


TOWN OF



JEROME

**Request for Qualifications
Municipal Engineering Services**

Submission Deadline

**3:00 P.M. Local Time
Tuesday, July, 23 2024**

Submit Proposal To

**Brett Klein, Town Manager
Town of Jerome
P.O. Box 335
600 Clark Street
Jerome, Arizona 86331
Phone: (928) 634-7943
Fax: (928) 634-0715
Email: b.klein@jerome.az.gov**

Request for Statements of Qualifications(RFO):
Town Engineering Services – July 23, 2024

The Town of Jerome is seeking a qualified consultant(s)/firm to provide on-call engineering and surveying services on an as-needed basis beginning on or about August 15, 2024. The selected firms/individuals shall be knowledgeable in all areas of public works design and construction, including grading, drainage, paving, hydrologic analyses, sanitary sewer, traffic control and striping, field surveys and legal descriptions, as well as CAD drafting for exhibits and maps.

The Town of Jerome may be in receipt of federal funds for projects. Therefore, all services shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations, as applicable to the regulatory agency.

Interested firms should submit a Statement of Qualifications (SOQ) which includes a one-page cover letter plus a maximum of ten (10) additional pages (not including resumes, front or back cover, and dividers) to address the SOQ criteria. No appendices shall be allowed, except for a resume appendix. **DO NOT** submit information regarding fees, price, man-hours or any other cost information with this Statement of Qualifications and Experience. Submittals containing this information will not be considered.

Please address the cover letter to Brett Klein, Town Manager/Clerk, Town of Jerome, P.O. Box 335, 600 Clark Street, Jerome, Arizona 86331-0335. There will be no pre-submittal meetings. **One original and five copies** of the submittal shall be provided, along with a digital copy on a flash drive. Faxed and email submittals will not be accepted. The outside of the submittal package shall be labeled, “REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING SERVICES.” Also include on the outside submittal package label the following information: name of submitting firm including mailing address, name of contact person, telephone number, fax number, and email address.

Submittals shall be accepted at the Town Clerk’s Office until 3:00 p.m., Arizona time, Tuesday, July 23, 2024. **Late submittals will not be considered.**

Town of Jerome is An Equal Opportunity Employer
DBE/MBE/WBE Encouraged

Brett Klein
Town Manager/Clerk

TOWN OF JEROME

REQUEST FOR STATEMENTS OF QUALIFICATIONS (SOQ)

MUNICIPAL ENGINEERING SERVICES

1. INTRODUCTION AND BACKGROUND

The Town of Jerome is seeking qualified professional consultants/firms to provide on-call engineering services on an as-needed basis beginning on or about August 15, 2024. The selected firms/individuals shall be knowledgeable in all areas of public works design and construction, including grading, drainage, paving, hydrologic analyses, sanitary sewer, traffic control and striping, field surveys and legal descriptions, as well as CAD drafting for exhibits and maps.

The Town of Jerome may be in receipt of federal funds for projects. Therefore, all services shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations, as applicable to the regulatory agency.

Submittals will be accepted at the Town Clerk's Office until 3:00 p.m., Arizona time, Tuesday, July 23, 2024. Late submittals will not be considered.

2. SCOPE OF WORK

The firm selected shall provide the following services to the Town during the contract period:

- A. Shall serve as and perform all functions of the Town Engineer for the Town of Jerome. The contract will include all types of engineering services, with an emphasis on general civil engineering, roadway design and water/wastewater engineering.
- B. Shall attend meetings of the Town Council as requested or required.
- C. The Town reserves the right to contract with additional firms or individuals as may be necessary or recommended in dealing with specialized circumstances or issues.

3. SOQ SUBMITTAL REQUIREMENTS

SOQ correspondence and/or questions shall be directed in writing to Brett Klein, Town Manager/Clerk, Town of Jerome, b.klein@jerome.az.gov Phone (928) 634-7943.

- A. The SOQ must include a one-page cover letter plus a maximum of ten (10) additional pages (not including resumes, front or back cover, and dividers) to address the SOQ criteria. No appendices shall be allowed, except for a resume appendix. DO NOT submit information regarding fees, price, man-hours or any

other cost information with this Statement of Qualifications and Experience. Submittals containing this information will not be considered.

- B. Please address the cover letter to Brett Klein, Town Manager/Clerk, Town of Jerome, P.O. Box 335, 600 Clark Street, Jerome, Arizona 86331-0335.
- C. There will be no pre-submittal meetings.
- D. **One original and five copies** of the submittal shall be provided, in addition to a digital copy on a flash drive. Faxed or emailed submittals will not be accepted.
- E. The outside of the submittal package shall be labeled, "REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ON-CALL ENGINEERING SERVICES." Also include on the outside submittal package label the following information: name of submitting firm including mailing address, name of contact person, telephone number, fax number, and email address.
- F. **SOQ SUBMITTAL CRITERIA:** Statement of Qualifications must include:
 - 1. Cover letter: One-page summary which includes the qualifications of the firm.
 - 2. Team member qualifications as demonstrated by experience: One or more pages indicating the experience and qualifications of the team members. Demonstrate special expertise, qualifications and experience via similar projects completed by the Firm's team member to include projects with characteristics substantially similar to typical and atypical municipal projects. List and describe at least five completed projects which demonstrate the team members' experience with relevant projects. **The principal engineer(s) who will be assigned to the Town must be clearly identified.**
 - 3. Firm's qualifications and experience in serving as Town Engineer or providing consulting services to municipalities or governmental agencies.
 - 4. Location of office(s) where team members are based.
 - 5. General qualifications and experience, including current major clients, especially municipalities, counties and/or other government agencies. Areas of specialization should be listed and areas in which the firm COULD NOT represent the Town clearly indicated.
 - 6. Previous experience / ability and capacity to service the projects: One or more pages listing projects with client contracts, construction costs, start and completion dates for projects done within the past five (5) years. Describe current workload and availability of sufficient staff to handle Town of Jerome's needs / project. Document that each individual and / or firm is appropriately licensed or registered to perform the provided engineering services in the State of Arizona as required by the Board of Technical Registration.

7. Description of quality management and customer satisfaction plan / practices.
8. Client References: Identify the names and current contact information of client user group(s) and / or facilities project management contacts with firsthand, personal knowledge of the firm and individuals, which helps establish the respondent's qualifications and experience.
9. Demonstrated capability of being responsive to include returning of calls or emails of a general nature within 24-hours, and of an emergency nature in a timely fashion. There are times when an immediate response is required and there should be a protocol for facilitating such need.

It is understood that any firm or individual responding to this RFQ shall have sufficient staff to be able to serve the Town without delay whenever engineering services are required.

It is further understood that the successful respondent proposer shall not assign, transfer, convey, sublet, or otherwise dispose of the contract to any other person(s), company or other entity without prior written consent of the Town.

DO NOT include fee or pricing related to the services requested in this RFQ.

5. PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated with consideration given to:

1. Proximity to the Town of Jerome;
2. Demonstrated competence, qualifications and experience of the engineering team;
3. Qualifications and background of the firm with respect to municipal engineering; and
4. General quality and responsiveness of the proposal itself.

References will be contacted by the Town in order to provide additional background information.

The Town shall, based on the criteria and relative weight of the selection criteria listed herein, select persons or firms to be interviewed in establishing the final list, depending on number of qualified respondents.

6. SELECTION PROCESS

Proposals which are incomplete or submitted after the deadline will not be considered.

The Town Council, or a sub-committee thereof, will review and evaluate each submitted proposal. The top proposals will be selected and, at the Town's option, will be scheduled for an oral interview/presentation.

Once a firm/individual is selected, a professional services contract will be negotiated.

The final negotiated contract will then be submitted to the Town Council for review and approval.

7. COST OF SOQ PREPARATION

The Town does not reimburse the cost of developing, presenting or providing any response to this solicitation. SOQs submitted for consideration should be prepared simply and economically, providing sufficient information in a straightforward and concise manner. The firm/individual is responsible for all the costs incurred in responding to this Request for Qualifications. All materials and documents submitted in response to this RFQ become the property of the Town of Jerome and shall not be returned. Moreover, in accordance with applicable law, all submissions become a public record available for review.

8. CONFIDENTIAL AND PROPRIETARY INFORMATION

Respondents may designate portions of a SOQ as proprietary information. A statement advising the Town of this fact shall accompany the submission and such information shall be clearly identified wherever it appears.

9. RESERVATION OF RIGHTS BY THE TOWN

The Town expressly reserves the right to undertake any of the following if deemed advantageous to the Town: reject any or all SOQs; withhold the award for any reason; terminate the RFQ process at any time; reissue the RFQ; extend the timeframe for submission; request more information from any or all of the respondents; waive or decline to waive irregularities in any SOQ or in the RFQ process; and decline to enter into a contract with any of the respondents.

10. SUBMITTAL TIME AND PLACE

Proposals will be received by the Town Manager until 3:00 P.M., local time, on Tuesday, July 23, 2024. Proposals shall be directed to:

Town Manager
Town of Jerome
P.O. Box 335, 600 Clark Street
Jerome, AZ 86331

The Town of Jerome reserves the right to accept or reject any and/or all proposals received and to negotiate with qualified respondents. The recommended respondent may be required to participate in negotiations concerning the nature and extent of services to

be provided, and pricing therefore. The results of such negotiations shall be incorporated into the final agreement between and the Town and the respondent(s).