

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of Wilton is seeking statements of qualifications for engineering services for its Water and Wastewater Departments.

PART ONE: SCOPE OF SERVICES

The City of Wilton (the “City”) is soliciting qualification statements for engineering services to assist the City with the maintenance of its water and wastewater systems. This includes, but is not limited to, evaluation of the City’s sewer collection and water distribution systems, design engineering, construction testing, and observation engineering services for City projects related to the City’s water and wastewater plants and distribution systems. The funding for these projects is through the City’s associated enterprise funds and other City sources.

Payment for these water/wastewater engineering services may be arranged on the basis of base fees plus percentage fees not to exceed the fees listed, or

The engineering services to be provided will include, but not be limited to the following:

1. Development of Master Plans, Facility Plans and Capital Improvement Plans
2. Distribution and Collection system analysis and Quantitative Modeling
3. Pressure Zone Analysis
4. Raw Water Supply Studies for Groundwater Sources
5. Water and Wastewater Treatment Process Operations and Troubleshooting
6. Fire Protection Systems Flow Analysis
7. Rate Studies and Economic Lifecycle Analysis
8. Integration of Data with Geographic Information Systems (GIS)
9. Permitting / Funding Assistance

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the City Water and Sewer Department (2024)”:

1. Name of Respondent;
2. Respondent address;
3. Respondent telephone number(s)
4. Respondent federal tax identification number; and
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should number and letter responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information:

1. Introduction (Transmittal Letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (Transmittal Letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Iowa;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. Any other information that the Respondent feels appropriate; and
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a municipality or other local public body with Iowa Department of Natural Resources (IDNR) compliant projects. Respondent should include examples of work on similar projects as described in Part One. Respondent should provide a list of completed significant water and wastewater projects completed in the last 5 – 10 years and related IDNR projects. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's current capacity to timely accomplish work for the City.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm in handling the proposed projects.
- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage and name of insurance carrier.
- f. Provide evidence of adequate financial stability. The City reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described herein.
- b. Describe their familiarity with the state and local grants and other funding sources.
- c. Describe their familiarity with submission and administration of Iowa Finance Authority (IFA) funded projects.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Associate Engineers, assigned to act for Respondent's firm in key management and field positions providing the services described in Part One (Scope of Services), and the functions to be performed by each.
- b. Include resumes of each such staff member designated above, including name, position, education, and years and type of experience. Describe, for each such person, the projects relevant to municipal water and/or sewer projects and IFA-funded projects on which they have worked. Provide the names and contact information of contact persons with the municipality with whom these staff members worked on such projects.
- c. Estimate the number of persons to be assigned to handling the City's projects, indicating the number working in Iowa and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The City of Wilton shall evaluate each potential contractor based upon the following criteria:

- A. Professional qualifications necessary for satisfactory performance of required services;
- B. Specialized experience and technical competence in the type of work required;
- C. Current capacity to accomplish the work in a timely manner;
- D. Past performance on contracts with municipalities and other local public bodies in terms of cost control, quality of work, and compliance with performance schedules, including any City projects;
- E. Firm's location and local personnel who will respond to the City's water and wastewater maintenance needs;
- F. Experience of the firm with other types of municipal and IDNR projects; and
- G. Reference from other clients attesting to firm's:
 1. Quality of work, and
 2. Compliance with performance schedules

The firm's submittals will be evaluated and scored. The top firms will be given oral interviews. As a result of the interviews, the City of Wilton will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible. Questions should be addressed to the Jeffrey Horne, City Administrator for the

City of Wilton; contact information listed below. Responses to this RFQ should be hand delivered to City Clerk, at City Hall at 104 E. 4th Street, Wilton, IA 52778, or mailed to the City Clerk at the Wilton City Hall at 104 E. 4th Street, P.O. Box 27, Wilton, IA 52778.

Responses to this RFQ must be received no later than 4:00 p.m. on Friday, March 22nd, 2024.

You may direct any questions to:

Jeffrey Horne
City Administrator
City of Wilton
104 E. 4th Street
Wilton, Iowa 52778
(563) 732-2115
jhorne@wiltoniowa.gov