

Richmond City

Request for Statement of Qualifications

From Professional Engineering Firms for Engineering Design,
Planning, Construction Management, Surveying, Grant Writing,
and Environmental Services.

HollyJo Karren
90 South 100 West
Hkarren@richmondutah.org

February 1, 2024

Richmond City is seeking Professional Engineering Statements of Qualifications (SOQs) from professional engineers licensed in the State of Utah. The Client will select a firm to provide in-house, at minimum, the following services:

- Engineering Design
- Planning
- Studies and Evaluations
- Project Management
- Construction Management and Inspection
- Surveying
- Grant Writing and Management
- Environmental Services including NEPA Compliance
- Public Involvement
- Geographic Information Services

Richmond City will assemble a selection committee to determine the consultant pool for the above services. The recommended list will be forwarded to council for approval

The SOQ should contain the following information:

1. Letter of Introduction – Clearly state the subject categories that your firm is qualified to provide. Provide the name, title, address, and telephone number for the primary contact for the Statement of Qualifications.
2. Experience and Qualifications
 - a. Project Manager – Identify the Project Manager who would be responsible for the category of work. Provide a list of relevant experience.
 - b. Key Personnel – Identify the key personnel including name, proposed roles, and responsibilities and qualifications of persons in your firm including who would be assigned to key positions in the execution of this work.
 - c. Project Experience – Briefly describe or list projects executed by your firm that demonstrate relevant experience in desired areas of service.
 - Must list at least 10 similar projects in the past 5 years
 - d. Experience and qualifications on managing and administering federal and state grants or loan programs.
 - Demonstrate experience with the US Bureau of Reclamation and the USDA-Natural Resource Conservation Service
 - e. References – Provide at least 3 references including name, address and phone number from current or ongoing projects similar to those identified above, or projects completed within the last five years.

Please limit your submittal to a maximum of 20 pages.

Evaluation Criteria

Key Personnel Experience	30%
Project Experience	20%
Experience with Grant Acquisition and Management	30%
References	20%

Statements of Qualifications must be received no later than **3:00 p.m., local time, on Friday, February 16, 2024**. Statements of Qualifications must be in a pdf format and submitted via email to:

HollyJo Karren, Interim City Administrator
Hkarren@richmondutah.org
(435) 258-2092

Questions regarding the Statement of Qualifications may be directed to HollyJo Karren, Interim City Administrator prior to February 16, 2024.

NON-DISCRIMINATION:

The Client hereby notifies all firms that no person or organization shall be discriminated against on the basis of race, religion, color, age, sex or national origin in consideration for an award issued pursuant to this advertisement. To the extent, Respondent intends to subcontract any of the work subject to this RFQ, the Respondent must include this notice in any agreements with subcontractors. Additionally, minority business enterprises are encouraged to submit responses to this invitation.