

Instructions for Completion of RFP for Engineering Services Guidelines

Purpose of Guidelines

The attached Request for Proposal (RFP) Guidelines were created by the USDA-Rural Development Nevada State Office in conjunction with the listed agencies, through our partnership known as Infrastructure for Nevada Communities, or INC. Our intent is to put you - the rural community, general improvement district or local government - into the driver's seat when it comes to finding the most cost-effective solution to your infrastructure needs.

You have several partners in this effort, including various financing and technical assistance agencies. One of the most important decisions you will make, however, is the engineer or engineering firm you will select to complete the Preliminary Engineering Report (PER) and Environmental Report (ER). It is through the PER and ER that viable alternative means of solving your infrastructure problems are assessed in terms of cost of construction, cost and ease of maintenance and operations, and whether the solution is likely to meet future as well as present day needs. When you decide how to move forward to meet your infrastructure needs, you will be selecting from the alternatives presented to you in a quality PER and ER.

The attached guidelines have been designed to give consulting engineers enough information about your community and your needs for them to determine whether, given their experience and other qualifications, they are suited to the important task of analyzing viable alternatives for you. By asking the consulting engineers to describe their experience and qualifications to you in specific ways (see Evaluation Criteria), you will be able to determine whether the engineer has the ability and willingness to work with your community given your size, financial condition, and goals.

It is recommended that your RFP be only for the PER and ER, rather than for the PER/ER and the design and construction of the facility. In that way you and the selection committee will have the opportunity to thoroughly review the PER/ER and make an informed decision on which alternative will work the best for you, as well as the opportunity to work with your financing partners on the availability of loan and grant funds to meet your needs. Ideally, the engineer you select for the PER/ER will also have the right experience for the alternative you ultimately choose, but if that is not the case you will have the opportunity to solicit again for engineering services for the design and construction phases of the project.

Instructions

1. All items printed in *italics* require completion by you, the entity which is making the request for proposals. Several of them are blanks which are to be filled in with the name of your entity, for example 'Lander County', or 'Silver Springs General Improvement District', and the type of project, for example 'wastewater collection, treatment, and disposal'.
2. Background Information - It is important that you give an adequate amount of background information to allow the engineer to examine alternatives likely to meet your needs. A tour for interested firms may be useful.

3. Scope of Work - If you need a copy of the appropriate Rural Utilities Service (RUS) Bulletin to include with the guidelines, please call the Rural Utilities section of your USDA-Rural Development State Office, or they can be accessed from the web at <http://www.usda.gov/rus>. You will need an adequate number of copies of the PER/ER for all members of your selection committee, as well as for your technical assistance and/or financing agency representatives.

4. Submittal of Proposals and Advertising the RFP - The complexity of the project dictates the amount of time which should be allowed for response to the RFP, but in no case should the response time be less than two weeks, with a more reasonable amount of time being at least 30 days.

The RFP should be sent to those engineering firms with whom you have worked successfully in the past, and those which have been referred to you by your colleagues in other rural communities. It should also be advertised in the legal section of a newspaper with wide circulation located in major cities near your community.

5. Evaluation Criteria - you may have additional important factors that should be taken into account by engineers responding to this RFP, if so, you should describe them in (h) in terms of the engineer demonstrating experience or evidence of competence in those areas.

REQUEST FOR PROPOSALS (RFP) GUIDELINES

FOR THE PREPARATION OF A PRELIMINARY ENGINEERING REPORT (PER) and ENVIRONMENTAL REPORT (ER) FOR PROJECTS SEEKING FUNDING FROM ONE OR MORE OF THE FOLLOWING AGENCIES:

USDA - RURAL DEVELOPMENT
NEVADA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
NEVADA DIVISION OF ENVIRONMENTAL PROTECTION STATE REVOLVING FUND
NEVADA STATE HEALTH DIVISION STATE REVOLVING FUND
NEVADA DIVISION OF WATER PLANNING (AB 198) GRANT PROGRAM
U.S. DEPT. OF COMMERCE - ECONOMIC DEVELOPMENT ADMINISTRATION

PURPOSE:

community name , Nevada desires to seek financial assistance from a selected combination of the above listed agencies to resolve its (water, sewer, solid waste or storm waste water) problems. It becomes necessary for the community to have a Preliminary Engineering Report (PER) and Environmental Report (ER) prepared by a qualified Nevada licensed civil engineer. The community desires to select the best-qualified engineering firm through the Request For Proposals process. The community proposes to select and hire an engineering firm to prepare a PER/ER that will provide the appropriate technical information to help the community to make important decisions on actions which will best ensure its resident's health, and permit the community to experience orderly growth and economic prosperity.

BACKGROUND INFORMATION:

To be completed by the community - briefly provide the following information:

- (a) Location of community*
- (b) population*
- (c) number of families or households in community*
- (d) describe the existing water, sewer, solid waste, storm waste water system (number of service connections, type of treatment systems, etc.) and current problems*
- (e) recent growth trends*
- (f) community's economic base and*
- (g) other community information as applicable.*

SCOPE OF WORK:

The scope of work will consist of the preparation of a Preliminary Engineering Report (PER) and Environmental Report to address the (water, sewer, solid waste or storm waste water) needs of the community. The PER should thoroughly examine all reasonable alternatives, as well as give consideration to options which will improve cost effectiveness in the construction and operation of needed facilities, e.g. sharing of services with other utilities. In addition, the scope of work includes preparation of an Environmental Report examining environmental factors associated with the various alternatives examined in the PER. The PER scope of work is more specifically described in detail in the appropriate RUS Bulletin (guidelines) attached.

- RUS Bulletin 1780 - 2 PER for a Water Facility
- RUS Bulletin 1780 - 3 PER for a Sewerage Facility
- RUS Bulletin 1780 - 4 PER for a Solid Waste Facility
- RUS Bulletin 1780 - 5 PER for a Storm Waste Water Facility
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Procedures for assessing environmental impacts are described in RUS Instruction 1794. All RUS Bulletins as well as RUS Instruction 1794 may be accessed via the internet at <http://www.usda.gov/rus>. The Contractor (engineer) will provide the Town with at least (*fill in*) copies of the final PER/ER. The selected engineering firm must provide a completed PER/ER within 75 to 90 days, depending on complexity of the PER/ER, to be negotiated by community and selected firm.

PROJECT AREA:

The primary project area is the (community site or service territory of utility district). (If the applicant wishes for a larger region to be addressed that must be stated here. If a larger area is identified, include the following sentence:) Sufficient information and analysis should be given to determine whether proposed service to this larger area is feasible, cost effective and practical.

PROJECT CONTACT:

Give name, address, phone number, fax number and e-mail (if available) of the person responsible for receiving proposals.

SUBMITTALS OF PROPOSALS:

Proposals must be submitted to the (*insert appropriate official, e.g. - GID Chairman*) by 5:00 p.m. *date* , at (*give mailing and physical addresses*) . The proposal shall be placed in a sealed envelope marked clearly, “Response to RFP for (*water/sewer/solid waste/storm waste water*) Project”.

EVALUATION CRITERIA:

All proposals will be evaluated on the following criteria:

- Technical qualifications of the engineering firm
- Technical experience with similar projects - demonstrate by providing contacts (name and phone number) & dates of all similar projects completed in small rural communities in the last 5 years.
- Ability to complete the PER in timely manner - demonstrate by providing a listing of key staff (engineering, community relations, financial expertise, and construction management) who will complete this project, along with brief resumes or evidence of their experience in working with similar projects.
- Experience with listed and/or multiple funding sources - demonstrate by providing list of projects completed within the last five years that utilize one or more of the above listed funding sources.

(e) Expertise in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.

(f) Evidence of engineering firm's ability to provide a complete and thorough PER that complies with the RUS Bulletins.

(g) Evidence of firm's ability to design a project appropriate for the community's size, financial strength, and ability to repay the proposed indebtedness and operational costs.

(h) *(Additional criteria of community - fill in)*

SELECTION PROCESS:

Out of all Proposals received by the community, it is expected that the three best will be selected for final consideration. *(determine if selection will be made on submitted information or interview will be needed)*

(The engineering firms under consideration will be notified as to time, date, and location of these interviews in order for the community's selection committee to ask specific questions to each candidate and evaluate their responses.)

NOTE: Prospective engineering firms are advised that no obligation or commitments are incurred by the community in announcing this Request For Proposals. It is the intention that *(community)* after appropriate evaluations and interviews, will select the best qualified engineering firm and enter into an Agreement for such services to complete a PER/ER. The Agreement for Engineering Services to prepare the PER/ER will utilize the prescribed format of the funding agency/agencies. At the option of the community, the selection process may include the future utility system design, inspection, and construction management in addition to the completion of the PER/ER.