

# ADVERTISEMENT FOR REQUEST FOR PROPOSALS

**BRIGHAM CITY CORPORATION ([www.brighamcity.utah.gov](http://www.brighamcity.utah.gov)) located at 20 North Main Street Brigham City, Utah is requesting proposals for Municipal Engineering Services and is seeking to select a qualified professional consultant to act in the capacity of City Engineer.**

PROPOSALS MUST BE RECEIVED NO LATER THAN: **5:00 p.m., May 25, 2012.** Proposals received after this time will not be evaluated.

The purpose of this Request for Proposals (RFP) is to obtain proposals from qualified Civil Engineering firms or individuals to provide general engineering consulting services for Brigham City Corporation.

## **1. Administrative Background**

Brigham City Corporation is a municipal corporation of the State of Utah. Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah comprising an area of twenty four (24) square miles. The 2010 Census population of Brigham City was 17,899. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services. The City manages and maintains 12 parks and an 18-hole golf course, and operates a recreation program that serves Brigham City and neighboring communities, and provides a variety of activities.

Brigham City anticipates significant expansion in the next 20 years as a result of natural growth and migration. All utilities are owned and operated by Brigham City Corporation with the exception of natural gas and a portion of electrical energy purchased from PacifiCorp. The City has developed a twenty five (25) year Capital Improvements Project plan in excess of forty five million dollars.

## **2. Minimum Qualifications**

Proposals will only be accepted from professional engineering firms properly licensed in the State of Utah with multiple years of municipal engineering experience in the majority of the following professional disciplines:

- a) Civil Engineering
- b) Land use design and planning
- c) Structural design
- d) Environmental planning
- e) Landscape architecture
- f) Traffic planning and engineering
- g) Surveying

## **3. SERVICE EXPECTATIONS**

Respondents should understand that development review turnaround times, project design and development schedules, contract performance and management, etc. are critically important in maintaining a vibrant and first class community willing to expand for future growth. It is imperative that adequate professional staff is available to accommodate our present and future needs.

Any contract resulting from this RFP will be between Brigham City Corporation and the successful consultant. The initial contract will be for a period of five (5) years, with an option for

a three year extension at the City's sole discretion. The City reserves the right to contract with other qualified professional firms or individuals for similar services during the period of the contract.

All proposals must contain the following information:

- a. Company name and contact information.
- b. Resumes or background descriptions of all key personnel.
- c. Information on experience related to general engineering consultant services for municipal work. A minimum of five (5) complete references must be submitted.
- d. If associates or subcontractors are normally used, a list of and their qualifications must be included.
- e. A summary of the approach the respondent will use to work with Brigham City Corporation staff to provide engineering services and ensure that project communications will be conducted efficiently and that project timelines will be met.
- f. A current fixed fee schedule identifying the work classification and hourly rate for all employees along with reimbursable expense rate schedules for their firm.

#### **4. CRITERIA FOR SELECTION**

Proposals will be evaluated by a selected committee of Brigham City personnel knowledgeable about various engineering disciplines. The top three (3) to five (5) respondents may be interviewed to determine their likelihood for meeting the municipal engineering services of Brigham City. Proposals will be evaluated on evidence of understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Engineering Qualifications: 20%  
The respondent shall provide a conceptual outline of a process to fulfill the City's purposes as expressed in this RFP to include experience, lead engineer, sub-consultants, office location and availability.
2. Key Staff/Management: 25%  
Respondent shall identify their key staff and technical specialists by role highlighting their understanding of municipal services and commitment to service delivery.
3. Experience/Project Team: 25%  
The respondent shall detail previous work experience in analysis, planning, and design of projects for municipalities to include team organization for project delivery and capacity.
4. References: 15%.  
Respondent shall provide three (3) references from municipalities with similar operations.
5. Current Fixed Fee Schedule and rate: 15%  
Each respondent shall include a fixed fee schedule identifying the work classification and hourly rate for all employees along with reimbursable expense rate schedules for their firm.

#### **5. SUBMITTAL PROCESS**

Respondents must submit one (1) original and ten (10) complete copies of the proposal to:

**General Engineering Consultant Services  
Attn: Mary Kate Christensen  
Brigham City Corporation 20 N. Main Street  
Brigham City, UT 84302**

Submissions must be received no later than **5:00 p.m., May 25, 2012**. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Proposals shall be submitted at the time and place indicated in the Request for Proposals and shall be submitted in a sealed envelope appropriately marked with the Proposal title and the name and address of the Respondent. **Please ensure that your proposals do not exceed twenty-five (25) pages of information excluding reference material.** If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

#### COST OF PREPARATION OF RESPONSE

Costs incurred by any entity or individual in the preparation of their response to this Request for Proposals are the responsibility of the responding entity or individual and will not be reimbursed by the Brigham City Corporation.

#### CONTINGENCY

Respondents should be aware that this project is contingent on allocation of funds in the FY2012-2013 Brigham City Corporation budget.

#### CANCELLATION

Brigham City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Brigham City Corporation's best interest. In no event shall Brigham City Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

#### CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

**Bruce Leonard, City Administrator**  
**Brigham City Corporation**  
**P.O. Box 1005**  
**20 N. Main Street**  
**Brigham City, UT 84302**  
**Email: [bleonard@brighamcity.utah.gov](mailto:bleonard@brighamcity.utah.gov)**  
**Phone (435) 734-6614**

#### PROPOSALS ARE PUBLIC RECORDS

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Brigham City Corporation as a result of this Request for Proposals.

#### REJECTION OF PROPOSALS

Brigham City Corporation reserves the right to reject any or all responses to this Request for Proposals.

#### CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.