

Wednesday, December 8<sup>th</sup>, 2021

**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ENGINEERING SERVICES 2022**

The City of Maryville will be accepting statements of qualifications from consulting engineering firms to provide professional engineering services related to municipal projects (roads, drainage, utilities, etc.) that fall under the small purchase procurement method. These projects are funded by a mix of local, state, and/or federal funds for which the expected engineering services fee does not exceed \$150,000. The professional services will be accomplished in accordance with the applicable federal, state, and/or local regulations, policies and standards relevant to the respective project(s). Firms submitting statements of qualifications shall be approved by TDOT for services related to state or federal funding. After evaluation of submittals by City of Maryville staff, firms may become prequalified to provide professional services for projects on an as-needed basis.

Summaries of qualifications for services will be received until **2:00 p.m., Wednesday, January 5<sup>th</sup>, 2022** at the offices of Engineering & Public Works, 416 W. Broadway Avenue, Maryville, Tennessee. Proposals mailed for this request should be mailed to Kevin Stoltenberg, PE, City Engineer, City of Maryville, 416 W. Broadway Avenue, Maryville, Tennessee 37801. The submitter shall be responsible for their early delivery. Mailed and hand-delivered summaries should be labeled "Maryville Professional Engineering Services Proposal Enclosed." Requirements for this contract may be obtained from Kevin Stoltenberg, PE, City Engineer, City of Maryville, 416 W. Broadway Avenue, Maryville, Tennessee 37801 (865) 273-3500. The full RFQ is also online at:

<https://www.maryvillegov.com/bid-opportunities.html>

Each submitter shall provide **five (5) copies** of their statement of qualifications, and a pdf version submitted on a USB storage device.

The City of Maryville reserves the right to accept or decline any bid or proposal made on any proposed purchase or contract.

Request for Qualifications

For:

**PROFESSIONAL ENGINEERING SERVICES 2022**

CITY OF MARYVILLE, TENNESSEE

December 8<sup>th</sup>, 2021



City of Maryville  
416 W. Broadway Avenue  
Maryville, Tennessee 37801  
(865) 273-3500  
[www.maryvillegov.com](http://www.maryvillegov.com)

## Request for Qualifications

### **PROFESSIONAL ENGINEERING SERVICES 2022**

CITY OF MARYVILLE, TENNESSEE

December 8, 2021

#### **I. INTRODUCTION**

This request for statements of qualifications is for professional engineering services related to projects that fall under the small purchase procurement method. These projects are typically small projects funded by a mix of local, state, and/or federal funds for which the expected engineering services/consulting fee does not exceed \$150,000.

The professional services will be accomplished in accordance with the applicable federal, state, and/or local regulations, policies and standards relevant to the respective project(s). Firms submitting statements of qualifications shall be approved by TDOT for services related to state or federal funding. After evaluation of submittals by City of Maryville staff, one or more firms may be selected to provide professional engineering services for a respective project.

Projects for which these services are being considered may include, but not be limited to the design or consulting for:

- A. Traffic signal improvements,
- B. ROW Acquisition,
- C. Street resurfacing,
- D. Greenway trail extension(s),
- E. Sidewalk extension(s),
- F. Street & drainage improvements,
- G. Streetscaping/Landscape Architecture
- H. Surveying
- I. Electrical Utility Engineering Services
- J. Fiber Optic Communication Systems
- K. Water and Wastewater Utility Engineering Services
- L. Wastewater Treatment Plant Engineering Services
- M. Water Filtration Plant Engineering Services
- N. CEI (Construction Engineering Inspection) Services
- O. Geotechnical Engineering
- P. Planning Studies

Respondents to this RFQ may be considered for projects for a period of twenty-four (24) months from the deadline of this RFQ.

## II. QUALIFICATION OF FIRMS / SUBMISSION OF PROPOSAL

**NOTE:** On the cover of each proposal shall be a table or list which shall clearly state which engineering services the firm is able to provide. This list will enable staff to more quickly choose appropriate firms to short list for consideration.

Accompanying each proposal shall be supporting data regarding the qualifications of the submitting firm. Such information will be used to determine whether each company is a qualified, responsible engineering consultant. As a minimum, each summary shall include, but not be limited to, the following information;

- A. Satisfactory evidence that the Firm has been in existence a minimum of five (5) years.
- B. Evidence that the Firm's experience derives from projects comparable or larger in size to that expected in these Contracts. Details shall include, but not be limited to, context & description of previous contracts, name of municipality / agency, and the name of the contact person at each municipality / agency.
- C. The names and resumes of the principal officers, partners, and/or officials.
- D. A detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who will be placed in responsible charge of a Contract, if so awarded.
- E. Detailed resume(s), including local address(es) and telephone number(s), of the individual(s) who are expected to be assigned to the work of a Contract, if so awarded, and their experience specific to projects such as those listed in Section I.A through I. P above.
- F. A listing of potential subcontractor(s), if applicable, including information specified in item E above.

## III. DISQUALIFICATION OF FIRMS

Although not intended to be an exhaustive list of grounds for disqualification, the following conditions, among others, may be considered as just cause for disqualification of any one or more firms and the subsequent rejection of their proposal(s).

- A. Lack of competency as revealed by experience statements as submitted and/or other sources and documentation.
- B. Lack of responsibility as shown by past work judged from the standpoint of workmanship.

C. Default on any previous service contracts within the past ten (10) years.

#### IV. DETAILED SERVICE SPECIFICATIONS

The successful firm(s) will provide professional services in full accordance with Federal, TDOT, and local regulations, policies and/or standards including regulations and policies peculiar to the project's specific funding source(s). TDOT's Local Government Guidelines for the Management of Federal and State Funded Transportation Projects, as may be amended from time to time, are incorporated herein by reference.

#### V. ESTIMATION OF CONTRACT COSTS

NO BILLING INFORMATION IS REQUIRED WITH THE INITIAL SUBMITTAL. Firms will be evaluated based on submitted information, interviews with their staff, interviews with past and present clients, and/or other information gathered during the process. Contract negotiations with the Firm(s) selected for final consideration will include establishment of billing rates and "not to exceed" ceilings. If those negotiations fail to result in a contract that is acceptable to the City and the Firm, that firm will be dismissed, the next firm will be called in for negotiations, and this process continued until an acceptable contract is negotiated.

#### VI. PAYMENT

The Firm(s) will invoice the City of Maryville on a monthly basis for services provided under any future Contract. Invoices shall be in accordance with the unit prices set forth in the Schedule contained in the Contract. Payment will be made within twenty (20) days after receipt of acceptable itemized and certified invoices for services rendered.

#### VII. DURATION OF CONTRACT

Project duration for each individual project will be included in the final contract negotiations. Included will be the option to assess liquidated damages for failure to deliver the services within the mutually agreed time period.

#### VIII. COMPLIANCE WITH LAWS

The Firm(s) shall conduct all operations under this Contract in compliance with all applicable laws. The Firm(s) shall comply with all State and Federal regulations pertaining to minimum wage and fair labor standards. The Firm(s) shall not discriminate in hiring or any other practice with respect to gender, race, age, creed, religion, or nationality. The City, its officers, officials, agents, and employees shall be indemnified and held harmless for any failure by the Firm(s) to comply with any applicable laws, rules and/or regulations.

#### IX. EVALUATION OF SUBMITTALS

The City will evaluate each submittal based on its own merits. Each submitter shall provide **five (5) copies** of their statement of qualifications, and a pdf version submitted

on a USB storage device. After review of initial submittals received from this RFQ, the City will develop an initial "short-list" of firms that will be considered as the need for professional services is identified. Each firm from which a proposal was received will be informed of their success or failure after the initial evaluation and development of the initial "short list." When a project is programmed for funding and a need for professional services has been identified, the City may (1) select one Firm with which to attempt final negotiations for a contract or (2) develop a second "short list" of firms for further evaluation. Factors to be considered during initial and subsequent evaluations will include, but not be limited to:

- A. Ability, relevant expertise and experience of the firm's personnel to be used on the project;
- B. Documented success of previous programs and projects similar in nature;
- C. Availability of staff and subcontractors expected to be utilized for the project;
- D. Demonstrated ability to meet schedules without compromising sound engineering practice;
- E. Amount of work presently under contract with the City of Maryville, TDOT and other clients, and
- F. Evaluations on prior projects with the City of Maryville, if applicable.