

**REQUEST FOR QUALIFICATIONS  
FOR  
MUNICIPAL ENGINEERING SERVICES**

**CITY OF WINDSOR HEIGHTS, IOWA**

**July, 2015**

City of Windsor Heights  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324  
(515) 279-3661  
City Administrator Brett Klein  
Public Services Director Douglas Stone  
Planning / Development Director Sheena Neutzman

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**CITY OF WINDSOR HEIGHTS  
MUNICIPAL ENGINEERING SERVICES  
REQUEST FOR QUALIFICATIONS**

**I. Introduction and Purpose of Request**

The City of Windsor Heights located in Polk County and the “heart” of the Des Moines Metro area is seeking statements of qualifications from experienced consulting engineering firms to provide general contracted municipal engineering services.

It is the intention of the City to engage the selected firm to perform day to day municipal engineering work as well as various special projects. The City reserves the right to select an engineer other than the designated City engineer on a specific project basis as determined by the City Council to be in the best interest of the City.

**II. Instructions to Proposing Firms**

A. All proposals shall be submitted to and all other correspondence shall be directed to:

City of Windsor Heights  
Attention: Doug Stone, Director of Public Services  
6800 School Street  
Windsor Height, Iowa 50324  
(515) 645-6827  
[dstone@winsorheights.org](mailto:dstone@winsorheights.org)

B. All proposals must be received no later than 4:00 P.M., on Wednesday, August 5, 2015. Ten (10) copies of all proposals must be provided. The copies shall be sealed and clearly identified with ‘City Engineer’ by the submittal deadline. Neither verbal nor electronic submittals will be accepted or considered valid.

C. Each proposal shall be signed by the principles of the firm.

D. All questions and requests for clarification relative to the RFQ shall be submitted in writing via e-mail or letter to Doug Stone, Director of Public Services no later than Friday, July 31, 2015.

E. Firms shall provide at least five municipal client references specifying entity name, address, services provided, contact person, and telephone number. Firms shall also describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.

F. The proposal shall be limited to a maximum of twenty (20) pages printed on two sides. Maps or larger presentations shall be considered one page.

- G. Material not relevant to this request is discouraged.
- H. Firms are prohibited from contacting any City employee (other than the Public Works Director or City Administrator), the Mayor, or any City Council representative for the purpose of lobbying to secure this agreement. All requests for information shall be made to the Director of Public Services.

### **III. General Information and Content of Proposal**

The City of Windsor Heights is a full-service, metro community of approximately 5,000 residents located at the western border of Des Moines, Iowa.

Windsor Heights is governed by an elected Mayor and a five-member City Council elected to four-year overlapping terms. The firm selected would work extensively with the Public Services, Administration, and the Planning and Development Departments.

The City's annual total budget is approximately \$10 million.

The City has the following departments: Public Works and Parks; Planning and Development; Police; Fire; Clerk and Administration; and a Community and Events Center. The City contracts for library services, sanitary sewer services through the WRA, and water through Des Moines Water Works.

The City Council appoints the City Administrator to serve as the City's Chief Administrative Officer. The City Administrator is responsible for the day-to-day operation of the City, including oversight of contracts and contracted staff. The following elements should be inclusive in your proposal:

1. Cover letter and introduction including the name, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals, etc.
3. A general statement indicating how the candidate envisions being able to provide services to the City of Windsor Heights and a demonstrated understanding of the **high expectations of the City and its residents.**
4. Listing of current and relevant projects in relation to similarities of Windsor Heights.
5. List of current clients for engineering services.
6. Information regarding the candidate firm's current and projected workload and its ability to meet project schedules and be available for staff.
7. Contact information for five references (past or current clients).

8. A fee schedule identifying hourly rates per staff position and flat project rates if applicable.
9. Information on frequency and method for proposed rate changes including any projections for future rates.
10. What services are charged for and what, if any, are considered as part of the scope of services, such as providing maps, responding to emails and phone calls, etc.

#### **IV. Identification and Qualifications of Assigned Personnel**

The ideal firm should have extensive experience in municipal engineering as detailed in the Scope of Services. The qualifications and commitment of the key personnel assigned to this community is critically important in the selection of a firm. Please provide the following in your proposal:

1. The name of the person who will be responsible for the management and administration of an agreement with the City of Windsor Heights together with the name of the person who will serve as a backup and a resume describing each person's experience and qualifications.
2. The names and resumes of the professional staff who will be assigned to this community.
3. An organizational chart identifying team members and their areas of responsibility. A description of the history of the firm and description of the personnel in the proposing office.
4. A statement committing the aforementioned staff to this community.
5. The proposal should detail how the firm and its staff are qualified to complete tasks related to the Scope of Services.
6. The individuals identified must be licensed to provide engineering services in the State.
7. The selected engineering firm / consultant will be required to provide a certificate of insurance showing coverage for liability, workers' compensation and automobile.

#### **V. Scope of Services**

Windsor Heights is searching for a firm that will provide professional contracted services for engineering. The City Engineer will not be an employee of the City of Windsor Heights for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act and Iowa Unemployment Compensation and Workers' Compensation Laws. The general work elements are outlined below.

1. TYPICAL TYPES OF STANDARD ENGINEERING SERVICES
  - a. Prepare preliminary investigations, cost studies, economic analyses and forecasts.
  - b. Special planning and engineering studies.
  - c. Financial/budgetary planning, grant applications.

- d. Graphic illustrations supporting various analyses.
- e. Surveying and mapping (if required).
- f. Specialized engineering analysis and design.
- g. Preparation of construction plans, specifications and contract documents.
- h. On site management of capital improvement projects.
- i. Appraisals, valuations and utility rate analysis.
- j. Street, sidewalk, and curb and gutter design.
- k. Storm water management designs when requested – the City contracts for storm water engineering with a different firm and at this point will maintain that relationship.
- l. Landscaping, park and greenspace design.
- m. Attendance at Design Review meetings, Council Meeting and Planning and Zoning as requested.

2. TYPICAL AREAS OF SPECIFIC PROJECT ENGINEERING SERVICES

- a. Transportation
- b. Bridges and culverts
- c. Dams
- d. Water distribution
- e. Wastewater collection
- f. Land and construction surveying
- g. Land use planning
- h. Drainage and storm sewers
- i. Flood control and land reclamation
- j. Assist with utility and access easements

As requested by the City, the firm will direct engineering services on projects and oversee project management for the construction of the municipal public works projects. The firm may also be requested to prepare or review construction projects and specifications.

The firm may be asked to perform or review feasibility studies, construction inspections, plat review, utility studies, traffic studies, and capital improvements programs. The City may also request that the firm act as City liaison or City representative with private developers and other levels of government. The firm may also be asked to attend internal meetings involving engineering questions or issues.

The firm must be able to effectively perform field inspections, address citizen concerns personally and in writing, make professional public presentations, and provide recommendations to staff and the City Council.

The City Council may decide to solicit specific proposals on a case by case review basis, which are not included in this scope of services.

**VI. Evaluation and Selection**

The firm will be selected based on qualifications and criteria established below.

- A. The City of Windsor Heights reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.
- B. The proposals will be evaluated by a committee made up of City staff, and an elected official. The committee may then narrow the field to three firms who may be requested to participate in an interview process. The committee will then provide their findings to the City Council.
- C. Selection of the firms to be interviewed shall be based on the following criteria:
  - 1. The firm's approach to and understanding of the Scope of Services.
  - 2. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
  - 3. The firm's experience with and expertise in municipal engineering services as listed in the Scope of Services.
  - 4. The experience and qualifications of the firm's staff that will have primary contact with Windsor Heights staff.
  - 5. The firm's commitment to delivering work on time and within budget.
  - 6. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City's infrastructure.
  - 7. The extent to which previous clients have found the firm's services acceptable.
  - 8. The ability of the firm to provide quality municipal engineering services at a reasonable cost.
  - 9. Geographical location in relation to the City of Windsor Heights.
  - 10. Familiarity and experience with the City of Windsor Heights and its staff, Polk County, IaDOT, IaDNR and other State and County agencies and departments that are necessary to collaborate with in carrying out various projects.

The City reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgment of the City is most advantageous to the City and to re-advertise if desired.

The City will review and evaluate all responses to this RFQ. The City may short list the responses to the two or three firms it deems best suited to meet its needs. The selected firms will be notified if necessary for an interview / presentation. Those not selected will be notified by U.S. mail or e-mail.

**VII. Basis for Compensation**

All proposals shall outline the basis for compensation including identification of all rates and reimbursables. The proposal should also address what shall be considered 'billable hours'.

The proposal shall also contain an explanation of how overhead, administration, and related charges are passed onto the client.

The proposal shall also include a recent bill to a municipal client for a public works project that illustrates the program and task detail that would be included in the city of Windsor Heights invoices.

## **VIII. Terms and Conditions**

- A. The City of Windsor Heights reserves the right to cancel or modify the RFQ at any time. No changes, revisions, clarifications, or amendments will be made to this RFQ without notifying all invited firms on record as having received this RFQ. The City of Windsor Heights reserves the right to determine the successful firm.
- B. The City of Windsor Heights reserves the right to formally amend any portion of this Request for Qualifications.
- C. Upon submission, all proposals become the property of the City of Windsor Heights which retains the right to use any ideas presented in any proposal submitted whether or not the proposal is accepted.
- D. Upon selection of a firm, an agreement may be negotiated or both parties may agree to the designation of City Engineer absent an agreement.
- E. The City of Windsor Heights shall not be liable for any costs incurred by any firm responding to this request.
- F. Data contained in the response and all documentation provided therein, become the property of the City of Windsor Heights, without compensation to the respondent, and the data becomes public information upon opening the response.

Consultants are solely responsible for all expenses associated with responding to this RFQ. The City accepts no financial responsibility and will not be liable in any way for any cost incurred in the preparation of documents for this RFQ, or any costs associated with onsite presentations or follow-up questions requested by the City, unless previously agreed to by the City in writing. The City of Windsor Heights is not under any obligation to award a contract, and reserves the right to terminate the RFQ process at any time and to withdraw from discussions with any or all of the consultants who have responded. All documents and materials prepared pursuant to this proposal are the property of the City of Windsor Heights. The City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other material prepared under this process.

If any provision of this Request for Qualifications is invalid, illegal, or unenforceable under any applicable statute or rule of law, the remaining provisions of this agreement

shall remain in force and effect and vendor agrees to substitute for the invalid provision a valid provision which most closely approximated the economic effect and intent of the invalid provision.