

# RFQ: Badger Creek Review

---

## REQUEST FOR QUALIFICATIONS ENGINEERING AND CONSULTING SERVICES

### 1) PURPOSE OF REQUEST

- i) The County of Teton in the State of Idaho ("County") is soliciting responses to this Request for Qualifications (RFQ). This response, or Statements of Qualifications (SOQ), and performance data from engineering and consulting/professional firms will be in connection with performing professional services for Teton County with respect to Badger Creek for hydraulic and hydrologic review for two bridge locations, pursuant to Title 67, Chapter 23.20.

### 2) PROJECT LOCATION:

- i) Badger creek is located at 10,000N and will include the drainage from the source to the bridge located at the intersection of Badger Creek and 10,000N (next to BYUI) and downstream from there to the bridge adjacent to the intersection of 10,000N and 3,000W. Both bridges with respect to the quantity of flow and scouring design will be included in this project.

### 3) TIME SCHEDULE

- i) The County will follow the following general timetable:
  - (a) Issue RFQ 10/28/2010.
  - (b) Deadline for Submittal of Responses to RFQ (SOQ OPENING):
    - (i) The deadline for submitting the responses (SOQ) is Wednesday, November 10, 2010 at 10:00am local time.
    - (ii) The SOQ OPENING will occur at the Board of County Commissioners Room, Monday, November 10, 2010 at 10:30am local time.

### 4) INSTRUCTIONS TO PROPOSERS

- i) All responses shall be sent to:

Louis Simonet / County Engineer  
Teton County  
150 Courthouse Drive  
Driggs, ID 83422  
(208) 354-0245

Or hand delivered to the County Clerk/Recorder office at 150 Courthouse Drive, Driggs, Idaho.
- ii) Please place three (3) copies of your SOQ in a sealed envelope and clearly label "SOQ for Badger Creek" and the name of the respondent.
- iii) Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.

## RFQ: Badger Creek Review

---

- iv) An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.
- v) Any questions concerning the County's RFQ process shall be directed to Louis Simonet / County Engineer at (208) 354-0245 or emailed to [lsimonet@co.teton.id.us](mailto:lsimonet@co.teton.id.us). (See section 6)
- vi) Required information: To be selected, a Statement of Qualifications must demonstrate that the Respondent is highly qualified by expertise and experience to perform the Services. A Statement of Qualifications should emphasize the Respondent's qualifications and experience regarding all aspects of the Services. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the Proposal.
  - (1) Cover Letter: letter should introduce your team, identify the single point of contact, and provide the contact telephone number and address of the project manager. This letter should include a statement committing the personnel and resources identified in the proposer's submittal. It should also include:
    - (a) Full, correct legal name and type of business entity.
    - (b) Address (street and mailing)
    - (c) Name of respondent's representative for purposes of notice or other communications regarding the RFQ.
    - (d) Telephone, Facsimile numbers and email addresses of the office and the representative.
  - (2) Team experience and qualifications with hydraulic design and modeling: describe how your firm/team is organized as well as projects of similar size and scope that the team has completed or is currently engaged in for hydraulic calculations with respect to bridges. Projects should demonstrate recent experience with all applicable code requirements, standards and specifications and show that the respondent is qualified for this type of project. Include any relevant certifications or licenses.
  - (3) Team experience and qualifications with hydrologic design and modeling: describe how your firm/team is organized as well as projects of similar size and scope that the team has completed or is currently engaged in for hydrologic calculations with respect to bridges. Projects should demonstrate recent experience with all applicable code requirements, standards and specifications and show that the respondent is qualified for this type of project. Include any relevant certifications or licenses.
  - (4) Project manager: Identify the project manager who will be responsible for the quality and timeliness of the respondent's work and ensuring the appropriate discipline leads and resources are available and dedicated to the project. Describe the project manager's previous experience, including hydrologic and hydraulic experience, experience managing similar projects and qualifications with respect

## RFQ: Badger Creek Review

---

to hydrologic and hydraulic projects. Include any relevant certifications or licenses.

- (5) Familiarity with local (Teton County) conditions and local requirements for bridge hydraulics. Provide a written narrative demonstrating familiarity with the hydraulics within Teton County, the local codes and standards involved and the firms' approach to accomplishing other relevant projects. Identify significant features and potential issues that might be encountered and the firm's approach to address those issues.
- (6) Familiarity with local (Teton County) conditions and local requirements for bridge hydrology. Provide a written narrative demonstrating familiarity with the drainages within Teton County, the local codes and standards involved and the firms' approach to accomplishing other relevant projects. Identify significant features and potential issues that might be encountered and the firm's approach to address those issues.
- (7) Quality Control and Timeliness: Describe the firm's procedures for scope change control, schedule and cost control, and quality control. Specifically list qualifications for schedule control for the quick completion of the project. If subconsultants are on the team, describe the firms' control measures regarding subconsultant work.
- (8) Affirmative Action Program: Provide evidence that the consultant has established and implemented an Affirmative Action Plan and has experience with DBE requirements associated with federal grants.

### **5) SELECTION CRITERIA/PROCESS**

- a) A Scoring committee will be formed consisting of three people from the County. Each component of the qualifications package will be evaluated based on the information in the Scoring Table and this RFQ.
- b) All scores will be totaled and returned to the Board of County Commissioners within 45 days of SOQ opening.
- c) The Board of County Commissioners will select, at a timeline of their choosing, the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required.
- d) All firms/teams who submit SOQs will be notified of the Board of County Commissioners choice.
- e) Final approval of any selected firm/team is subject to the action of the Board of County Commissioners.

## RFQ: Badger Creek Review

SCORING TABLE					
	Criteria	Available Score	Weight	Score	Weighted Score*
1	Cover Letter	1 = complies with req. 0 = does not comply	5%		
2	Team Experience with Hydraulic design and modeling for bridges.	1 to 10, where 10 is highest score	10%		
3	Team Experience with Hydrologic design and modeling for bridges.	1 to 10, where 10 is highest score	10%		
4	Project Manager with Hydraulic and Hydrologic experience.	1 to 10, where 10 is highest score	25%		
5	Familiarity with Teton County Bridge Hydraulics and code requirements.	1 to 10, where 10 is highest score	20%		
6	Familiarity with Teton County Hydrology and code requirements.	1 to 10, where 10 is highest score	20%		
7	Quality Control and Schedule Control	1 to 10, where 10 is highest score	5%		
8	Affirmative Action Program	1 = complies with req. 0 = does not comply	5%		
<b>Total:</b>					

\*To get weighted score, multiply score by weight. Example: if Score is 7 for 15% = 105  
All totals from each committee member will be summed for a final score for each respondent.

### 6) TERMS AND CONDITIONS

- a) The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.
- b) The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.
- c) The County reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- d) Any RFQ response may be withdrawn up until the date and time set above for opening of the RFQ responses.
- e) The County reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.
- f) The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
- g) Firms and teams may submit written questions concerning this RFQ to the Contact Person for receipt no later than 5:00 PM local time on November 8, 2010. Questions may be submitted to Louis Simonet via email to [lsimonet@co.teton.id.us](mailto:lsimonet@co.teton.id.us) or by facsimile at (208)354-8778. Questions received after the stated deadline will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ, if any, shall be made in

## RFQ: Badger Creek Review

writing only and issued in the form of an Addendum to the RFQ and highlighted in the RFQ. All addenda will be noticed on the County website at [www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov).

- h) The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

### 7) PROPOSED SCOPE OF SERVICES

The respondent will be responsible for the hydrologic and hydraulic design of two bridges on badger creek. The bridges are: (see also Figure 1)

Bridge #1: The intersection of Badger Creek and W10,000N adjacent to the BYU facility

Bridge #2: The intersection of Badger Creek and N3,000W adjacent to the intersection of 10,000N and 3,000W. This is downstream from the first bridge

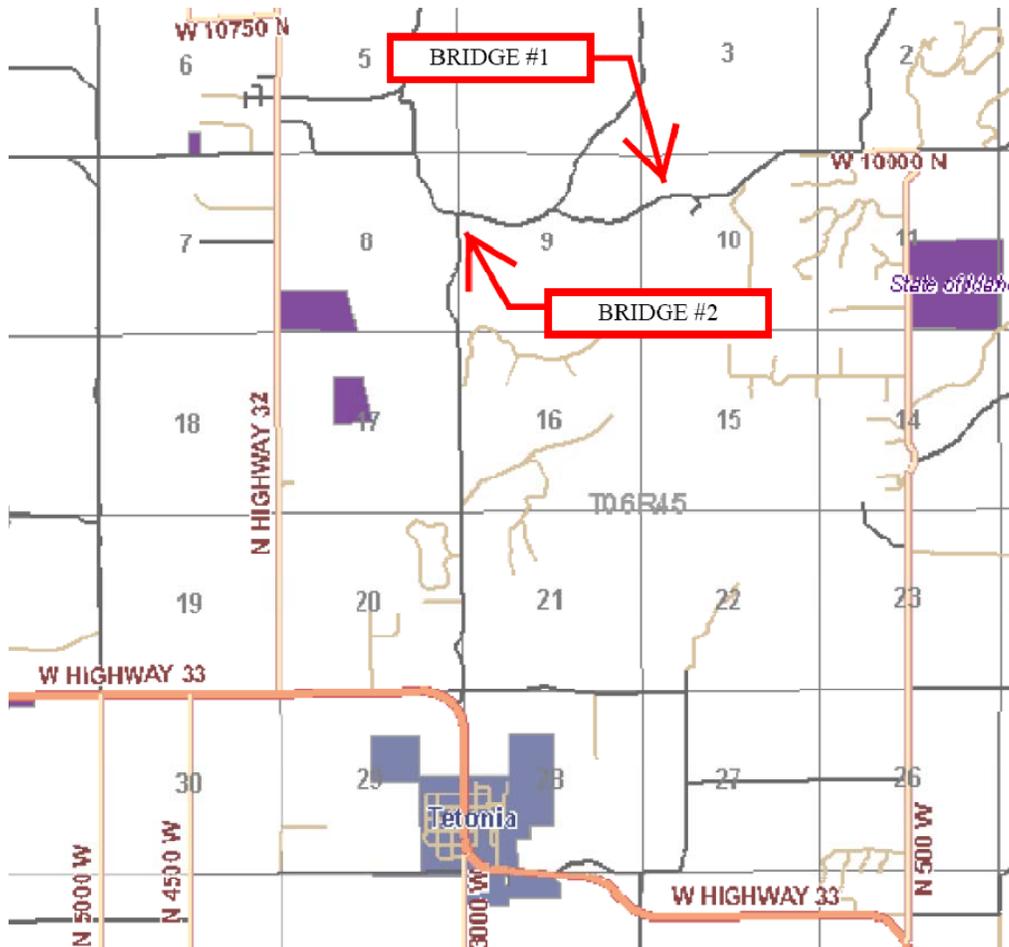


Figure 1: Project location

The county will provide the structural design of the bridges and the permitting.

## RFQ: Badger Creek Review

---

Once the amount of flow is determined by the respondent for Bridge #1, the county will determine, with consultation with the respondent, the type of bridge. The county will then design the bridge and the respondent will then design the bridge protection. The county will then obtain the permits for its construction.

This same process will be followed for Bridge #2.

The respondent will be required to work closely with the county to provide the required designs in a timely manner.

### **8) COMPENSATION**

- a) Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the County will negotiate a contract which it determines is fair and reasonable. If the County is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will be terminated in writing and the County will begin negotiations with the next highest ranked firm.
- b) Payment by the County for the services will only be made after a Contract is negotiated and services have been performed.

### **9) PUBLICATION**

- a) This RFQ does not need to be published according to IC 67-2320 and IC 67-2805, since the amount of the contract will be less than \$100,000. A minimum of 3 professional consultants will be notified of this RFQ.