

Appendix S: RUS MN 1780 Guide 39

USDA, Rural Development

RUS MN 1780 Guide 39

REQUEST FOR QUALIFICATIONS (RFQ)

(Rev. 2/05)

Qualification Based Selection for Engineering Services

RFQ Process For RD Applicants

1. Prepare Statement of Work
2. Advertise (Exhibit A)
 - a. Local paper
 - b. ACEC or other trade bulletin
 - c. RD list of Engineering firms
3. Check References
 - a. Engineer's list and RD list of projects
 - b. See attached ACEC guide for questions and interview procedures
4. Interview
 - a. See attached ACEC guide for questions and interview procedures
5. Make Selection
6. Send completed process form to RD
 - a. Exhibit B

EXHIBIT A

QUALIFICATION BASED SELECTION FOR THE PREPARATION OF A PRELIMINARY ENGINEERING REPORT (PER)

PURPOSE:

____ (*community name*), desires to seek assistance 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) prepared by a qualified Minnesota licensed civil engineer. The community desires to select the best-qualified engineering firm through the Request For Qualifications process. The community proposes to select and hire an engineering firm to prepare a PER that will provide the appropriate technical information to help the community 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) 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 Wastewater Facility
- RUS Bulletin 1780 – 4 PER for a Solid Waste Facility
- RUS Bulletin 1780 – 5 PER for a Storm Waste Water Facility
- MN 1780 Guide 6 – Minnesota Preliminary Engineering Report Supplement

Procedures for assessing environmental impacts are described in RUS Instruction 1794 (proposed rule). 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 (*fill in*) copies of the final PER. The selected engineering firm must provide a completed PER within 75 to 90 days, depending on complexity of the PER, 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 RFQ for (*water/sewer/solid waste/storm waste water*) Project”.

EVALUATION CRITERIA:

All proposals will be evaluated on the following criteria:

- (a) Technical qualifications of the engineering firm and any subconsultants

- (b) 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. Community will also conduct its own research of recently completed projects for each firm submitting a proposal.

- © Ability to complete the PER in timely manner – demonstrate by providing a listing of key staff (engineering, community relations, financial expertise, and construction management) and subconsultants who will complete this project, along with brief resumes or evidence of their experience in working with similar projects.

- (d) Experience with multiple funding sources – demonstrate by providing list of projects completed within the last five years that utilize multiple 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.

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 Qualifications. 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. The Agreement for Engineering Services to prepare the PER 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.

EXHIBIT B

(On City Letterhead)

____ (*community name*), have followed MN RD requirements and procedures for the RFQ process in selecting an engineering firm.

We have interviewed the following Engineering firms:

We have contacted the following communities:

We have selected the following Engineering firm:

Signed

Date
