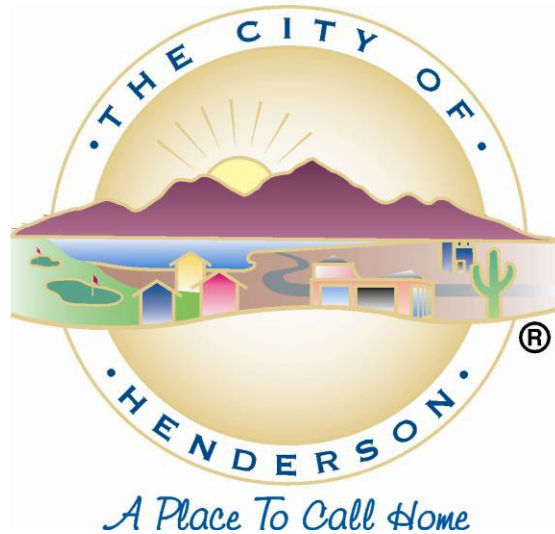


**Professional Services
Request for Statements of Qualifications
RFQ 172-20**



DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF UTILITY SERVICES

DEPARTMENT OF PARKS & RECREATION

Professional Services Request for Statements of Qualifications

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INTRODUCTION

The City of Henderson (City) is requesting Statements of Qualifications (SOQs) from interested firms to provide professional services for a variety of potential project needs. The City is continuously in search of qualified firms to provide professional expertise for various project needs. When selecting firms to provide services within the listed service categories, the City will utilize submitted SOQs which will be maintained in an unranked alphabetical order by firm.

GENERAL REQUIREMENTS

This RFQ will remain open indefinitely and the City will accept Statements of Qualifications (SOQs) submitted through the Nevada Governmental eMarketplace (NGEM) on an on-going basis, until further notice. Should a firm wish to be considered for more than one service category, please provide a separate page of qualifications for each service category, as described in the submittal instructions.

Firms that wish to make revisions and updates to SOQs submitted in response to this RFQ should do so through this same RFQ event in NGEM. Updates and revisions will also be accepted on a continuous basis, until further notice.

While this request for Statements of Qualifications will remain open for new and revised submittals, effective July 31, 2020, the previous list of firms, currently used by the City, will no longer be valid, and all selections will be made from the new list created as a result of this RFQ.

SOQ content must be completed in accordance with the submittal instructions.

SERVICE CATEGORIES

1. ADA assessments
2. Buildings – Office Space, General
3. Buildings – Tenant Improvements
4. Buildings – Recreation Centers/Aquatic Centers
5. Buildings – Fire Stations
6. Buildings – Police Stations
7. Construction Cost Estimating
8. Construction Management – Architectural Projects
9. Construction Management – Engineering Projects
10. Electrical Engineering-Public Works, Parks & Recreation
11. Electrical Engineering-Utility Services
12. Environmental Services
13. Flood Control Engineering
14. Geotechnical Engineering/Materials Testing
15. Landscape Architecture
16. LID (Local Improvement Districts)
17. Construction Quality Assurance and Special Inspections
18. Mechanical Engineering and Piping/Plumbing Design
19. Pavement Condition Evaluation
20. Structural Engineering
21. Surveying – Construction Staking
22. Surveying – Land Surveying
23. Traffic Study and Modeling Engineering
24. Traffic Design Engineering
25. Transportation Engineering Design and Coordination
26. Utility Infrastructure
27. Utility Wastewater Infrastructure Design and Coordination
28. Utility Wastewater Lift Station(s)
29. Utility Water Infrastructure Design and Coordination
30. Utility Water Pump Station(s)
31. Utility Water Reservoir(s)
32. Building Commissioning

SERVICE CATEGORY DETAILS

1. ADA Assessments

Provide professional services to review existing conditions and/or design drawings and provide a written report summarizing ADA and accessibility improvements required.

2 – 6. Buildings – All Categories

Provide architectural services, including subconsultants as necessary, for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, and restorations. Basic services may include programming, space needs analysis, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management. Firms should also include experience in LEED certified projects, Green Globes Certifications, design-build projects, and construction management-at-risk projects. This category is limited to firms where a principal of the firm is a Nevada registered Architect.

7. Construction Cost Estimating

Provide detailed plan and specification review services to identify and estimate construction costs for budgetary and/or comparison use.

8. Construction Management – Architectural Projects

Provide a resident project representative(s) for construction of parks and building facilities. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies, and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the firm should be capable of evaluation and enhancement of existing City claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Preference may be given to those firms that exhibit construction claims experience.

9. Construction Management – Engineering Projects

Provide a resident project representative(s) and licensed project engineer and/or project manager for the following types of projects:

- a. Public Works – Flood Control
- b. Public Works – Transportation
- c. Utilities – Water Treatment Plants
- d. Utilities – Wastewater Treatment Plants
- e. Utilities – Water or Reclaimed Water Reservoirs
- f. Utilities – Water or Reclaimed Water Pumping Stations
- g. Utilities – Water or Reclaimed Water Transmission Mains

- h. Utilities – Wastewater Lift Stations
- i. Utilities – Wastewater Interceptors
- j. Utilities – Electrical Substations

Inspect and document contractor's work, coordinate as-built efforts, prepare pay requests and change orders, as required. Services may include professional communication as a liaison with the general public, sub-contractors, utilities, third-party inspection firms, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, firm should be capable of evaluation and enhancement of existing City claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. Preference may be given to those firms that exhibit construction claims experience.

10. Electrical Engineering – Public Works, Parks & Recreation

Provide design services for building electrical components, trail lighting, roadway lighting, sports field lighting, park lighting, and any other items that may require electrical service. Design may include light level analysis, plans, specifications, and bid documents.

11. Electrical Engineering-Utility Services

Provide services for the assessment, pre-design and/or design (including conduit and cable schedules, motor control center (MCC) layouts, arc flash analysis, load studies, single line diagrams, process control descriptions, program logic controller (PLC) programming, PLC wiring instructions, ladder logic diagrams, loop diagrams, panel layout drawings), construction plans, specifications, bid documents, coordination with other utility agencies, bidding assistance and engineering support during construction for water and wastewater facilities including pumping stations, reservoirs, lift stations, and treatment plants in the following areas:

- a. Power (or Power Systems Engineering) - Generation, transmission, and distribution of electricity as well as the design of a range of related devices. These include transformers, electric generators, electric motors, high voltage engineering, and power electronics.
- b. Control - This includes environmental controls and communication networks to implement controllers, electronic circuits, digital signal processors, microcontrollers, and PLCs may be utilized.
- c. Signal Processing - Analysis and manipulation of digital or analog signals for communications, controls, telecommunications, and electronics
- d. Telecommunications – Includes the transmission of information across a communication channel such as a coax cable, optical fiber, or free space.
- e. Electronics - Includes the design and testing of electronic circuits that use the properties of components such as resistors, capacitors, inductors, diodes, and transistors to achieve a functionality.

- f. Microelectronics - Design and microfabrication of very small electronic circuit components for use in an integrated circuit, i.e., for semiconductor transistors, resistors, capacitors, etc.
- g. Computers - Design of computers and computer systems and may work on a system's software.

12. Environmental Services

Provide services for the preparation of Phase I and II Environmental Site Assessments, the investigation of soil and groundwater contamination, preparation of technical documents for regulatory agency submittal, and remediation system alternative selection and design. Services may also include but not be limited to the following: environmental permitting, environmental clean-up and restoration, environmental sample collection and testing, preparation of environmental assessments and impact statements, environmental modeling, asbestos and other hazardous material abatement consulting, biological, botanical, paleontological, archeological, and waters of the U.S. assessments.

13. Flood Control Engineering

Provide design and construction services for both open channel and closed conduit storm water collection and conveyance facilities. Design may include plans, specifications, and bid documents of inlets, transition structures, culverts, and associated hydrology and hydraulics for off-site and/or on-site and proposed and/or future conditions. Design may include right-of-way/easement acquisition.

14. Geotechnical Engineering/Materials Testing

Provide services for the investigation of on-site/off-site pavement, soil and rock properties and make recommendations on the use of those materials for structures normally associated with building, utility, transportation, and flood control facility improvements. Services may also involve conducting and/or documenting results of plant and/or field sampling, inspecting and performing standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures.

15. Landscape Architecture

Provide landscape architecture services for analysis, planning, and design. Services include parks, campuses, streetscapes, plazas, building sites, trails, and projects that define community through the built and natural environments. Responsibilities may include programming, estimating, reports, studies, master planning, urban planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management. This category is limited to firms where a principal of the firm is a Nevada registered Landscape Architect (preferred) or Civil Engineer.

16. LID (Local Improvement Districts)

Provide formation and administration services of assessment districts for developments. Services may include landscaping, the major components of a local improvement district (LID) formation, reapportionment services, and acquisition audits. The formation of a LID may include preparation of an engineer's report, construction drawings, certification of right-of-ways, bid document review, inspection and materials testing, pay request review and verification and assessment allocation determination. Design may include right-of-way/easement acquisition.

17. Construction Quality Assurance and Special Inspections

Provide Quality Assurance and special inspection services for construction projects. Typical projects may include roadways, landscaping, lighting, trails, and pedestrian bridges. Conduct plant and/or field sampling, inspection and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed. List any certifications of personnel or firm including ACI, IHMM, A2LA, IAS accreditation, or any others. Experience with Clark County Guidelines is preferred.

18. Mechanical Engineering and Piping/Plumbing Design

Provide engineering services related to the design and specification of various mechanical, piping, and plumbing systems. Items such as, but not limited to, facility/plant equipment specifications drawings and layouts, process and water piping drawings and specifications and isometric drawings, fabrications drawings for specialty equipment and components, equipment maintenance and operation analyses including cost analyses, purchasing packages, construction bid documents, QA/QC plans for installation, equipment/process startup procedures, detailed plans and specifications, equipment live and dead loads and vibration , piping and equipment support design including anchor bolt reactions, etc.

19. Pavement Condition Evaluation

Provide services to prioritize and provide a work program for the preservation and rehabilitation of a major street network. This work will include collecting data to determine ride comfort / quality, visual surface distresses, traffic loading and structural adequacy of each pavement section.

The work will also include a network analysis which will include an analysis to determine pavement performance, a proposed rehabilitation strategy, a proposed rehabilitation needs year and a benefit / cost calculation.

20. Structural Engineering

Provide design services for structures associated with buildings, transportation, or flood control improvements, such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls, and related structures. Design may include preparation of plans, specifications and bid documents.

21. Surveying – Construction Staking

Provide survey services that may include the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a major project is to be constructed. Also includes the establishment of necessary site-specific construction elevation benchmarks and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed major project improvements.

22. Surveying – Land Surveying (Boundary/Topographic/Mapping)

Provide survey services for the establishment of boundaries, alignments, limits of rights- of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work includes the boundary resolution, identifying and addressing ownership issues within the scope of the land surveyor's authority, the preparation of legal

descriptions and exhibits of the area surveyed and acquisition areas, preparation of right-of-way plans, records of surveys, parcel maps, final maps, topographic surveys and horizontal/vertical control for aerial mapping.

23. Traffic Study and Modeling Engineering

Provide analysis of traffic operation, analysis of traffic flows, travel demand modeling and traffic simulation. Model and simulation require knowledge of specialized transportation modeling software such as, but not limited to: CORSIM, HCS, SYNCHRO, VISSIM, and TRANSCAD applications.

24. Traffic Design Engineering

Provide design services of traffic signals, traffic control plan design, intelligent transportation systems (ITS), pavement markings, traffic calming, signs, other traffic control device plans, preparation of geometric design and delineation plans. Traffic calming involves public presentations, analyses, and implementation of neighborhood traffic calming needs. Design could include all engineering services required for the preparation of plans, specifications and bid documents.

25. Transportation Engineering Design and Coordination

Provide design or rehabilitation services of single or multi-lane roadways. Design may include preparation of plans, specifications and bid documents of streets including pavement, curb and gutter, sidewalks, streetlights, drainage improvements, ADA improvements, etc. Design may include right-of-way/easement acquisition.

26. Utility infrastructure

Provide the following services: condition assessment; calculations; alternative and risk analysis; peer review; structural repair, modification, or replacement recommendations; pre-design and/or design of construction plans, specifications, and bid documents; bidding assistance; and engineering support, submittal review, clarification responses, testing, special inspections, documenting and report writing during construction for utility water and wastewater wood, steel, and concrete structures above and below ground.

27. Utility Wastewater Infrastructure Design and Coordination

Provide services for condition assessments, pre-design and/or design of construction plans, commissioning plans, process engineering, specifications, bid documents, coordination with other utility agencies, bidding assistance, and engineering support during construction for interceptors and/or collection systems. Design may include right-of-way/easement acquisition, hydraulic and service area analysis.

28. Utility Wastewater Lift Station(s)

Provide services for condition assessments, pre-design and/or design of construction plans, commissioning/startup plans, process engineering, specifications, bid documents, coordination with other utility agencies, bidding assistance, and engineering support during construction for wastewater lift stations. Design may include electrical, mechanical, and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

29. Utility Water Infrastructure Design and Coordination

Provide services for condition assessments, pre-design and/or design of construction plans, commissioning/startup plans, process engineering, specifications, bid documents, coordination with other utility agencies, bidding assistance, and engineering support during construction for transmission mains and/or distribution systems including all appurtenances. Design may include right-of-way/easement acquisition and hydraulic analysis.

30. Utility Water Pump Station(s)

Provide services for condition assessments, pre-design and/or design of construction plans, commissioning/startup plans, process engineering, specifications, bid documents, coordination with other utility agencies, bidding assistance, and engineering support during construction for water pump stations. Design may include electrical, mechanical, and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

31. Utility Water Reservoir(s)

Provide services for condition assessments, pre-design and/or design of construction plans, commissioning/startup plans, process engineering, specifications, bid documents, coordination with other utility agencies, bidding assistance, and engineering support during construction for water reservoir(s). Design may include electrical, mechanical, and structural design calculations and sealing of those designs by a registered professional engineer in each specific field of expertise.

32. Building Commissioning

Provide fundamental and/or enhanced Building Commissioning services for new construction projects and recommissioning/retro-commissioning on remodels and restorations. All construction projects may include systematic quality assurance for LEED and/or Green Globes certification. Review shop drawings and equipment submittals for information affecting the Commissioning process. Observe and document equipment startup, MEP system functional testing, BAS/controls functional testing, and mechanical TAB as required in the approved commissioning plan in accordance with the ACG Commissioning Guideline, the International Energy Conservation Code (IECC), and all other applicable codes and standards. Provide a tracking log of deficiencies and resolutions with a comprehensive report of all activities at completion of construction.

SUBMITTAL INSTRUCTIONS FOR SERVICE CATEGORIES

SOQs are to be submitted electronically (in PDF format) via NGEM and uploaded as one (1) complete document to the Response Attachments Tab. The PDF should be bookmarked for each **Service Category**. Submittals must not use a font smaller than 12 pts. 11" X 17" pages are allowed.

In addition, submitting firms **MUST** select each applicable Service Category under the Attributes Tab within the NGEM RFQ event. Failure to do so could result in missed business opportunities with the City.

The SOQ document shall include the following information:

- A. One firm cover letter, not to exceed one (1) page, regardless of the number of service categories submitted for. Clearly indicate the single contact and authorized representative (principal-in-charge) of the Applicant Firm with mailing address, email address, and telephone numbers. Address the cover letter to:

Luke Fritz, Senior Purchasing Specialist
City of Henderson
240 Water Street
PO Box 95050
Henderson, Nevada 89009-5050

- B. Organization Chart - If the organization chart is different for any service category, a separate chart should be included within the bookmark for that category
- C. Qualifications per service category (all areas are to be addressed - and should be in the order listed below):
 - Brief resumes of key personnel who may be assigned to the project(s) and identification of their responsibilities and experience, as well as the amount of time they have been employed with the firm. Resumes should be no longer than two (2) pages each and should include projects relevant to each service category being submitted for.
 - Relevant experience of 3-5 similar projects for each service category submitted. Descriptions should include a brief project description, start and completion dates, cost estimates, bid amounts, actual construction amounts, number and percentage of change orders, and references. Indicate delivery method of project (Design-Build, Construction Manager at Risk, Design-Bid-Build). Indicate key personnel and their role on each project. Photos and/or drawings may be included. Each relevant project is limited to one (1) page, for a total of 3-5 pages per service category. Service categories with subcategories may add additional relevant projects not to exceed five (5) projects or pages per subcategory.

- Provide a brief description of the firm's project management approach for each service category, up to one (1) page each. In addition to the project management approach, description should address the firm's ability to coordinate work with private, local, state, and federal agencies.

D. Sustainability - Describe the firm's experience and expertise in sustainable design and familiarity with LEED (Leadership in Energy and Environmental Design) and/or Green Globes Certification. Limited to one (1) page. **THIS IS REQUIRED FOR SERVICE CATEGORIES 2-6 ONLY.**

Submitted SOQs will be reviewed by City staff and will be evaluated for inclusion in the requested Service Category list. Qualifications statements will be evaluated on relevant experience, qualifications of the firm and staff, special expertise and ability to coordinate work with private and public Agencies.