

REQUEST FOR QUALIFICATIONS

FROM

Architectural and Engineering Firms & Energy Service Companies Specializing in Energy
Conservation

FOR

WASHOE COUNTY
PUBLIC WORKS DEPARTMENT

ENERGY CONSERVATION SERVICES



**SEALED QUALIFICATIONS MUST BE RECEIVED AT THE OFFICE OF PUBLIC WORKS, 1001 E.
NINTH STREET, P.O. BOX 11130, RENO, NEVADA 89520-0027, BY 5 P.M., P.D.T., ON XXXX**

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INTENT:

It is the intent of this Request for Qualifications (RFQ) to:

Establish the specifications, terms, and conditions governing the selection of qualified firm(s) to provide engineering services for energy conservation projects located in Washoe County, Nevada.

Solicit sufficient and verifiable information from prospective providers of energy conservation expertise to establish a list of pre-qualified firms for certain future projects.

The placement of a firm on the pre-qualified list is a decision to be made by Washoe County in its sole discretion and is not a promise or offer of employment by Washoe County. The County reserves the right to make decisions on the hiring of professionals for the various projects contemplated by this RFQ in the manner that is in the best interest of Washoe County and its citizens.

DESIRED DISCIPLINES:

Construction Estimating/Management
Electrical Engineering
Environmental Engineering
Mechanical Engineering

In addition, the County specifically requests that firms highlight experience and qualifications in the following areas:

Energy conservation projects designed; designed and implemented; designed, implemented and financed.

SCOPE:

The Washoe County Public Works Department (hereafter referred to as the County) desires to create a list firms with specific expertise in energy conservation who are qualified to provide professional services in the desired disciplines on projects with a budget up to five million dollars (\$5,000,000.00).

This list will be in effect from January 1, 2008, and will be used until December 31, 2009. In late summer/early fall 2008, County will provide an opportunity for firms who are not on the current list, or for firms who are on the list but desire to update their qualifications, to submit their qualifications for consideration.

The precise scope of effort for any future projects will be determined during the review and programming tasks below. The overall scope of effort may include the following elements:

- A. Project Description.** The County is seeking interested, qualified firms to provide professional services. These services may include, but are not limited to:
1. Review of existing facilities and systems.
 2. Planning and programming of new and existing facilities and systems.
 3. Construction cost estimating.
 4. Testing and inspection requirements.
 5. Schematic Design.
 6. Design Development.
 7. Construction Documents.
 8. Bidding Assistance.
 9. Construction Administration.
 10. Post Construction Services/ Record Drawings.
 11. Financing alternatives for energy conservation projects
- B. Project Team.** The proposed firm(s)/team(s) shall have specific experience and a professional educational background in their represented field(s) of expertise.
- C. Project Outline.** To be determined by individual project.

D. Facility Requirements. To be determined by individual project.

E. Probable Project Budget. To be determined by individual project.

Selected professionals shall design projects and/or facility-specific systems which will meet all of the criteria (functions of the using agency) in a cost effective manner. This includes, but is not limited to:

1. Area and regional building costs for similar facilities or systems.
2. Building contingency.
3. On-site inspection and testing and estimate of fees.
4. Estimates of agency and utility fees.
5. Design fees.

Selected professionals shall create and then reassess the Estimate of Probable Construction Cost as part of the Programming Phase, Schematic Design Phase, Design Development Phase, and Construction Document process.

The final scope of any project will be limited by the project budget established by the County.

In listing the needs to be met, it is understood that this project must comply with all local, state and federal requirements.

CALENDAR OF EVENTS:

The following is a schedule of events, which the pre-qualification process is expected to follow. These dates are approximate.

November 21, 2007	Release RFQ
December 19, 2007	Receive Statements of Qualifications (SOQ's) at the Department of Public Works, establish list of pre-qualified firms.
December 31, 2007	Notify all interested firms of results.

Qualifications must be received no later than 5:00 P.M. December 19, 2007 at the Washoe County Department of Public Works, 1001 E. 9th Street, Reno, NV. 89512. [P.O. Box 11130, Reno, NV. 89520-0027 (mailing address)]

BASIS OF AWARD:

The process to review interested firms' Statements of Qualification will be based on the criteria and guidelines generally described in the Public Works Consultant Selection Policy. Copies of the Policy are available on request.

Evaluations are based on demonstrated competence as well as what is in the best interests of the County as determined by the consultant selection committee, however, pursuant to NRS 625.530, the selection of a firm that provides professional services shall not be made on the basis of competitive fees. Firms meeting the evaluation criteria will be placed on a list of pre-qualified firms. This is not a ranked list.

The County will use the list of pre-qualified firms to select firms and recommend award of contracts for professional services to the Board of County Commissioners. The selection will be made by County staff, and will be based on the specific needs of the project and the firm whose qualifications best meet those needs.

If, after selection of a firm/team, an agreement upon a fair and reasonable fee cannot be reached with him/her, the County may terminate negotiations and select another firm.

The award shall be made only after all County procedural requirements have been met.

The County reserves the right to reject any and all qualifications, to postpone the project start date for its own convenience, to make an award in its own best interest, and to waive any informalities or technicalities.

CONTACT PERSON:

All questions and correspondence shall be directed to the following person:

Mike Turner	mturner@washoecounty.us
Washoe County Public Works Department	
Longley Lane	P.O. Box 11130
Reno, NV. 89512	Reno, NV. 89520-0027
(775) 328-2170	FAX: (775) 328-2148
	(mailing address)

If the above person is not able to answer a question, the answer will be found and communicated to interested firms (if appropriate). All relevant questions and responses will be recorded and mailed to interested firms.

Interested firms shall **not** contact County officers or selection committee members with questions or suggestions regarding this Request for Qualifications. All questions and correspondence shall be directed to the person listed above.

ADDENDA:

Any addenda to this Request for Qualifications will be mailed or sent by facsimile to all potential firms who have been issued a copy of this RFQ.

QUALIFICATION FORMAT AND CONTENT:

Interested firms represent that they are professionals in the field of providing engineering services and understand that the County is not an expert in this field, and that the County intends to rely upon the advice given to it.

Submit one copy of your firm's statement of qualifications in electronic format (compact disk) using Adobe software (.pdf file). Clearly label the compact disk (CD) with your firm's name and reference this RFQ.

Organize your information into sections as described below.

Section 1 – General information

In a file titled "firmname-generalinfo.pdf":

Provide the firm's name, business address, and telephone number. Identify and distinguish between locations and capabilities of corporate offices and/or local offices.

Provide a listing and resumes of the principals of the firm, showing their primary work location. Identify an experienced partner as primary point of contact and a plan for his/her replacement, if necessary.

Describe your firm, including a brief history and number of current employees. Include resumes of all persons who will be available for projects and their roles in its completion, including in-house staff and outside consultants, and identify primary work locations for all staff. **The County reserves the right to approve outside consultants.**

Describe your firm's capacity to complete projects on schedule and to retain firm control of costs. Demonstrate ability to predict, estimate, and control project costs and to predict and control time schedules for both design and construction.

Describe your firm's experience in:

- 1) Cost and schedule estimating,
- 2) Management of project budgets,
- 3) Use of change orders, and
- 4) Quality control
- 5) Providing services as an energy services company

Demonstrate technical competence and capabilities in computer aided design and drafting, using a system which is compatible with AutoCAD Version 2004. The County maintains 'record drawings' on AutoCAD for facility management purposes and the documents for this project must be in a format that is compatible.

Subsequent sections

In files titled "firmname-disciplinex.pdf", provide detailed information on how you organize your team, specifying in-house disciplines and those that you contract with to complete a specific energy conservation project.

Describe recent projects complying with the requirements forming the basis of award, including brief project descriptions and locations, project dates, references (include contact information), and a listing of project managers of the firm who were responsible for the "day to day" activities for past projects listed. Demonstrate and document experience in their field(s) of expertise within ten years prior to date of RFQ.

A listing of current staff who were responsible for the "day to day" activities for the listed projects.

Statement of qualifications and strengths they believe will single out their firm as the best firm to accomplish future project(s). Include specific design experience, especially for projects of similar scope and complexity.

INDEMNIFICATION / INSURANCE

Washoe County has established specific indemnification and insurance requirements for contracts/agreements with contractors/consultants to help assure that reasonable insurance coverage is maintained. Indemnification and hold harmless clauses are intended to assure that contractors/consultants are aware of and accept the responsibility for losses or liabilities related to their activities. Exhibit A, 1-4, is attached and included by reference. All conditions and requirements identified in this Attachment shall be completed prior to the commencement of any work under this Agreement.

Please note that these are the minimum requirements that will be applicable to all contracts. Firms should review the requirements issued when the County requests proposals for specific projects.