

**CITY OF BOULDER
A MUNICIPAL CORPORATION
401 CALIFORNIA AVENUE
BOULDER CITY, NV 89005**

REQUEST FOR STATEMENT OF QUALIFICATIONS

RECEIPT OF STATEMENTS: Sealed Statements will be received at the office of the City Engineer, City of Boulder City, Nevada, Owner of the work located at City Hall, 401 California Avenue, Boulder City, Nevada 89005, until 5:00 PM, Thursday, December 1, 2011, for the BOULDER CITY ANNUAL MATERIALS TESTING SERVICES.

DESCRIPTION OF WORK: The City of Boulder City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified materials testing firms to provide general construction materials testing services for various Public Works projects. These projects will range from underground utilities, street construction, grading, flood control, vertical construction, coatings for water tanks, etc.

OPENING OF SOQs: The Proposals will be received until 5:00 PM, Thursday, December 1, 2011, at the office of the Owner.

OBTAINING REQUEST FOR SOQ REQUIREMENTS: The RFQ may be obtained at the office of the City Engineer, 401 California Avenue, Boulder City, Nevada, Monday through Thursday, 7:00 a.m. to 6:00 p.m. Please contact Elaine Delp, Department Secretary at (702) 293-9200 or edelp@bcnv.org. The RFQ may also be obtained on the City Website at bcnv.org/publicworks/projects.asp.

PROJECT ADMINISTRATION: All questions relative to this project prior to the opening of RFQs shall be directed by email or phone to:

City of Boulder City
401 California Avenue
Boulder City, Nevada 89005
Telephone (702) 293-9200
jkeane@bcnv.org
ATTN: Jim Keane, P.E., City Engineer

Request For Statements Of Qualifications (RFQ)

Boulder City Annual Materials Testing Services

Boulder City, Nevada

RFQ Due Date: December 1, 2011

The City of Boulder City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified materials testing firms to provide general construction materials testing services for the Boulder City Annual Material Testing Services.

Statements of Qualifications submitted must address, as a minimum, all issues brought forth in this Request for Statements of Qualifications (RFQ). It is the City's intent to select one or more firms to provide services.

SECTION I – PROJECT DESCRIPTION

The City of Boulder City is interested in receiving Statements of Qualifications (SOQs) from interested and qualified materials testing firms to provide general construction materials testing services for various Public Works projects. These projects will range from underground utilities, street construction, grading, flood control, vertical construction, coatings for water tanks, etc.

The firm(s) also may be asked to provide special inspections as needed. The firm(s) may be requested to provide reports sealed by a Nevada Licensed Professional Engineer as part of their services.

All testing shall be done in accordance with applicable standards including but not limited to ASTM, UDACS, ACI, NSF, AWWA, IBC, etc.

The work will include providing all labor, materials, tools and equipment necessary to perform all materials testing necessary for the completion of various projects in conformance with drawings and specifications and standard engineering and construction practices.

SECTION II - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

The materials testing firm(s) will be selected through a qualifications-based selection process. Firms interested in providing these services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

A. Experience of the Prime Firm (20 points)

Discuss the experience and qualifications of the prime firm in providing materials testing services on Public Works projects of various character and complexity. For each project listed, please provide:

1. Description of the project
2. Role of the firm
3. Project dates
4. Project owner
5. Reference information (two current names with telephone numbers per project)

B. Experience of Primary Contact (20 points)

Discuss the experience and qualifications of the primary contact for the project. Describe your approach to materials testing and provide an organization chart. The primary contact for the firm must be working out of an office located in Clark County, Nevada. The selected firm(s) must have a Nevada Licensed Professional Engineer on their team to seal results and reports as needed or required.

C. Project Understanding and Approach (10 points)

Discuss how your firm will staff projects and your time frame in responding to requests for service.

SECTION III - SUBMITTAL REQUIREMENTS

Firms interested in the above services should submit a Statement of Qualifications, which includes a one-page cover letter plus a maximum length of three (3) pages to address the SOQ criteria (including the organizational chart and references). **Please provide one original plus a digital copy on CD or DVD of the Statement of Qualifications by 5:00 p.m. on December 1, 2011.**

Delivered or hand-carried submittals must be submitted to the City of Boulder City Public Works Department at City Hall. On the submittal package, please display: firm name and Boulder City Annual Materials Testing.

All submittals should be sent to: City of Boulder City Public Works Department, P.O. Box 61350, Boulder City, NV 89006-1350, or delivered to 401 California Avenue, Boulder City, NV 89005.

Adherence to the maximum page criterion (4 total) is critical; each page side with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Team member and sub consultant resumes will be counted towards the maximum number of pages.

SECTION IV - SELECTION PROCESS AND SCHEDULE

The successful firm(s) will be selected through a qualifications-based selection process. A Selection Panel will evaluate each SOQ according to the criteria set

forth in Section II above. If one firm's qualifications stand out from the rest that firm may be selected based on the SOQ alone. Otherwise the selection committee will narrow the selection down to the most qualified firms (maximum of 4) for interviews. One or more firms will then be selected based on rankings from the SOQ and interview for further negotiations.

The City will enter into negotiations with the selected firm(s) and execute contracts or purchase orders upon completion of negotiation of scope of work and fees on a per project basis.

Instructions. The City of Boulder City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum.

Accommodations. Pursuant to the Americans with Disabilities Act (ADA), the City of Boulder City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons. If you need an accommodation regarding this Request for Qualifications, please contact the Public Works Department, Elaine Delp, Department Secretary at (702) 293-9200.

City Rights. The City of Boulder City reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.

Contact with City. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the City Council, Selection Panel, the City Manager, Department Heads or other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Payment. A purchase order for the materials testing associated with each project will be issued to the firm(s) selected. Payments will be made on a monthly basis for work completed during the previous month.

Questions. Questions pertaining to the consultant selection process or contract issues should be directed by email or phone to Jim Keane, P.E., City Engineer, at City Hall, P.O. Box 61350, Boulder City, NV 89006-1350, telephone no. (702) 293-9200, or email at jkeane@bcnv.org. Meetings cannot be made available.