

**CITY OF GARRISON  
REQUEST FOR QUALIFICATIONS  
REGARDING ENGINEERING SERVICES**

The City of Garrison (the “City”) is a municipal corporation in Mclean County, North Dakota and is requesting qualification submittals related to municipal engineering services. Engineering services may include planning, design and construction administration services for public infrastructure systems such as water, sanitary sewer, storm sewer, and streets.

The City occasionally requests cost-share participation from the North Dakota State Water Commission (the “SWC”), the United States Department of Agriculture – Rural Development (the “RD”), and other federal and state funded programs regarding various project development, design, and construction activities. In accordance with the SWC and RD, and other federal and state funded program cost-share policies, the City must conduct an engineering services selection process at least every three years to qualify for cost-share regarding project engineering and development. This RFQ process will satisfy the SWC, RD, and other federal and state funded program cost-share requirements.

**Scope of Services**

The City is seeking engineering services and consulting to assist, advise, and act on behalf of the City regarding proceedings and projects for the City funded through the SWC, RD, & other federal and state funded programs including regular attendance at meetings of the City; project development, study, survey, design, bidding, contract administration, construction inspection, property acquisition, regular cooperation and interaction with the City’s staff, legal counsel, and other consultants, and otherwise performing all other tasks as necessary to act on the City’s behalf.

The ideal firm should have extensive municipal engineering experience that includes:

- General Municipal, Surveying, GIS mapping, Right of Way Services, Zoning, Ordinance review, & Comprehensive Planning
- Municipal Water & Wastewater Systems
- Water Resources – Hydrology & Hydraulics
- Transportation
- Environmental & Permitting
- Construction Engineering

**Submission Requirements**

The Qualification Statements shall be limited to 20 pages or less and must consist of the following information:

1. Cover Letter describing the contents of the submittal.
2. Respondents home office location and location of branch offices from which work will be performed.
3. Respondent’s primary contact person and contact information.
4. Technical qualifications.
5. Brief description of the respondent’s understanding of municipal engineering issues and services to be provided.
6. Brief description of up to five projects relevant to the services to be provided, including the ability to meet deadlines and budgets.
7. Resumes of Engineers, surveyors and technicians available to provide the services requested. Resumes should include their home office address.

8. Firms the respondent will sub-consult with for additional services, as required (Structural, Electrical, Geotechnical, etc.)

## **Selection Criteria**

The City will evaluate each Respondent on the basis of the following criteria:

1. Professional qualifications necessary for satisfactory performance of requested services, including past performance on behalf of the City and on similar projects;
2. Qualifications of personnel;
3. Ability and willingness to meet time and budget requirements;
4. Location, with higher priority given to firms headquartered in North Dakota;
5. Recent, current, and projected workloads;
6. Related experience on similar projects; and
7. Recent and current work for the City.

Respondents must submit ten (10) hard copies of the Qualification Statement to the City by 4:00 p.m. on Wednesday, May 13<sup>th</sup>, 2020.

**Diane Affeldt, City Auditor**

**City of Garrison**

**PO Box 459**

**Garrison, ND 58540**

**701-463-2600**

**[garrisoncity@rtc.coop](mailto:garrisoncity@rtc.coop)**

The City will evaluate all Qualification Statements and will rank firms based on the above criteria. The City may choose to conduct interviews with one or more firms. The City will select the top-rated firm and will enter into contract negotiations with that firm. The City will provide written notice of its decision to all Respondents.

Respondents are prohibited from contacting any representative of the City regarding this RFQ. Any questions must be asked in writing and will be shared with other respondents. All questions must be received by May 6th, 2020. Questions can be e-mailed to the city auditor **[garrisoncity@rtc.coop](mailto:garrisoncity@rtc.coop)**. The City reserves the right, in its discretion, to waive any deficiencies in any submissions, and to accept or reject any and all Qualification Statements submitted. The City is not responsible for the costs of proposal or interview preparation.

**Diane Affeldt, City Auditor**  
**City of Garrison**