

Professional Architectural and Engineering Services

Statement of Qualifications

**Packet for
JULY 2010 to JUNE 2012 term**



DEPARTMENT OF PUBLIC WORKS

JORGE CERVANTES, P.E., P.T.O.E., DIRECTOR

STATEMENT OF QUALIFICATIONS
PACKET FOR
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

For the term of
JULY 2010 to JUNE 2012

TABLE OF CONTENTS

Table of Contents	1
Introduction	2
Submittal Instructions	3
Contract Terms	6
Service Categories Defined	7
Evaluation Procedures	19
Submittal Forms	20

- CLV Form A - General Information
- CLV Form B - Personnel Experience - Professional
- CLV Form C - Personnel Experience - Technical and Key Staff
- CLV Form D - Equipment Listing
- CLV Form E - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection
- CLV Form F - Minimum Requirements
- CLV Form G - Certificate Disclosure of Ownership/Principals
- CLV Form H - Service Category
- CLV Form I - Project Approach

INTRODUCTION

This packet contains all the forms necessary for firms to respond to the City of Las Vegas' request for Statements of Qualification (SOQ) for professional architectural and engineering services. Firms should carefully read and review this entire package.

The City of Las Vegas requests SOQs from firms to provide various professional architectural and engineering services for public works projects. Firms interested in providing these services should complete a submittal using the information and forms contained in this packet. Submittals will only be accepted from 8:00 a.m. to 5:00 p.m., Monday through Friday until the **deadline of 3:00 p.m., Wednesday March 31, 2010. NO LATE SUBMITTALS WILL BE ACCEPTED.**

Submittals are to be delivered to the following address:

Mailing address and messenger deliveries:

Jorge Cervantes, P.E., P.T.O.E., Director
Department of Public Works
731 S. Fourth Street
Las Vegas, NV 89101

Note: **Two (2)** hardcopy submittals are required plus an electronic copy in Adobe Acrobat pdf format on a CD.

SUBMITTAL INSTRUCTIONS

General

1. Each firm must provide **two (2)** hard copies of its submittal.
2. Each hard copy must be bound in its own three-ring binder with no additional binding or stapling.
3. Submittals must also contain a compact disc (CD) of an exact copy of all the hard copy information in Adobe Acrobat pdf format. The CD and hard copies will become the City of Las Vegas' record copies.
4. Please follow the organization, order and numbering presented in this package.
5. All submittals should be completed on the forms provided in this package. Facsimiles forms, created with microcomputer word processing programs or on typewriters, are acceptable. These facsimiles, however, should use the same layout and format as the original forms. Slight adjustments to the forms, such as margin and paragraph spacing, are acceptable. These adjustments, however, must not change the wording or numbering of questions, the order of requested information or increase or decrease the amount of information requested. All pages must conform to an 8-1/2" x 11" format, either portrait or landscape orientation.
6. All forms can be downloaded from the City's "web" site at:

<http://www.lasvegasnevada.gov/Government/publicworks.htm>

To receive a hard copy of the Statement of Qualifications Packet or via e-mail please call (702) 229-6541. You may contact us for alternate form file formats.
7. In general, all typing on the forms should be in eight to twelve point (or eight to twelve pitch) size font, using normal font types such as Arial, Times Roman, Helvetica, Courier, Pica or Elite. Do not use cursive, script or brush type fonts. Tab and separator sheets may use larger font sizes.
8. Each submittal section must have a clearly recognizable divider. Preferably, this divider will be a tabbed sheet or a colored, heavy bond paper, with the name of the section clearly typed on this divider.
9. Please be advised of City Council Resolution R-79-99, RESOLUTION ESTABLISHING A POLICY REGARDING THE TYPE OF DISCLOSURE TO BE REQUIRED OF PERSONS ENTERING INTO CERTAIN CONTRACTS OR OTHER TRANSACTIONS WITH THE CITY. Such disclosure is a requirement for the SOQ and any subsequent "professional services agreement" entered into with the City of Las Vegas, see Form G.
10. Any firm awarded a contract must agree to the terms and conditions of the standard Professional Services Agreement attached.
11. Any architectural or engineering firm awarded a contract must have a Nevada registered Architect or Civil Engineer as a principal owner pursuant to NRS 623 and 625, respectively.
12. Incomplete submittals/forms will not be considered for review and ranking. Ensure that all forms are completed and signed prior to submittal. **Any questions should be directed to Engineering Planning, Public Works at (702) 229-6541.**

Submittal Order

Please conform to the following organization order, numbering and contents:

CLV Form A - General Information

Please complete all lines of the form concerning general information about the firm. Sign and date the form, and check off the boxes agreeing to requirements for consulting services with the city of Las Vegas Public Works.

CLV Form B - Personnel Experience - Professional Staff

Complete the fields for the office's professional staff including their names, title, discipline(s) in which they serve, professional registration, education, and years of experience. Each person may list more than one discipline, please use the key at the bottom of the sheet. Form requires professional engineer's license number, Nevada State Board of Architecture, Interior Design and Residential Design (NSBAIDRD) number, or Nevada State Board of Landscape Architects number. Engineer Interns (EI) and Land Survey Interns (LSI) registered with the Nevada State Board of Engineers and Land Surveyors may be listed along with Professional Engineers (PE) and Professional Land Surveyors (PLS). Form requires the firm certify that the listed individuals are residents of the United States. Resumes for professional staff should be submitted following this section.

Professional Resumes

Provide resumes for all professional staff that are registered with the Nevada State Board of Architecture, Interior Design, and Residential Design, the State of Nevada Landscape Architecture Board, or the State Board of Professional Engineers and Land Surveyors. Be sure to include certifications such as LEED AP. Please limit resumes to approximately one page per person.

CLV Form C - Personnel Experience - Other Technical and Key Staff

List all other employees in technical fields or key staff positions along with any pertinent certifications or endorsements they hold. This form may include any staff required to complete a project within the firm's service categories. Form requires the firm certify that the listed individuals are residents of the United States.

CLV Form D - Equipment Listing

List all equipment necessary to provide the service being considered that the firm is willing to commit and which it currently owns or leases. Also indicate any applicable software packages to perform tasks within the requested service category

CLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection

If the submittal contains a "Geo-technical Engineering" and/or a "Materials Testing and Inspection" service category, the firm must include a CLV Form E - List of Tests and Procedures for Geo-technical Engineering and Materials Testing & Inspection. Otherwise, this form is not required.

CLV Form F - Minimum Requirements

All firms must complete and sign the attached Form F agreeing to the listed minimum requirements.

CLV Form G - Certificate Disclosure of Ownership/Principals

All firms must disclose on Form G "Disclosure of Ownership/Principals" pursuant to the requirements of Resolution 79-99, amended by Resolution 105-99 all of the principals, including partners, of the consulting firm, as well as all persons and entities holding more than one percent (1%) interest in the firm or any principals of the firm.

Note that CLV Forms A through G only need to be prepared and submitted once in each of the three-ring binders. In contrast, the Service Category section needs to be prepared and submitted for each service category a firm desires to submit. Provide a tabbed divider at each Service Category.

For example, a firm **may** have their submittal laid out as such:

- Cover Letter
- Form A
- Form B
 - Resume 1
 - Resume 2
 - Resume 3
- Form C
- Form D
- Form E
- Form F
- Form G
- Service Category: Roadway Engineering
 - Form H
 - Project 1 - Roadway
 - Project 2 - Roadway
 - Form I
- Service Category: Land Surveying
 - Form H
 - Project 1 - Land Surveying
 - Project 2 - Land Surveying
 - Project 3 - Land Surveying
 - Form I

Both 3-ring binders and the electronic submittal will be the same. Each firm must submit 2 binders and 1 CD.

Service Categories

Complete the following forms for each service category the firm is interested in providing service. However, separate each individual service category with a tabbed divider labeled with the service category name on the tab. Firms interested in providing services in these categories must intend to be the prime consultant for the services provided and to perform more than 50 percent of the work.

CLV Form H - Service Category

List the firm's relevant projects to the service category. Do not list more than 15 projects. List the firm's local and most recent projects first. For each project, check the

box indicating whether the firm was the prime consultant or a sub-consultant. List up to 3 key staff involved with the project and the role they served on the project team.

Following this form, please provide a one page highlight of the project including photos, renderings, site plans, etc. Order these to match the order of the projects listed on Form H and identify the pages with the same project name as listed. Provide details such as the project limits, the scope of services, and the project bid structure (i.e. design-bid-build, design-build, construction management at risk). Feel free to list any personnel and their involvement with project that are not listed on Form H. Any person listed in the project description should be listed in Form B and have a resume in the section following Form B.

CLV Form I - Project Approach

Include information about the firm's management philosophy and project approach within this service category. Identify budgeting, scheduling, and quality assurance processes and any other pertinent information the evaluators should be made aware of to properly evaluate the competence and qualifications of your firm to perform services in the Service Area. This form is limited to 2 one-sided pages.

CONTRACT TERMS

CONSULTANT BUDGETS AND SCHEDULES

The City of Las Vegas has passed an initiative for performance based budgeting that requires stringent accountability from Public Works, and therefore Public Works in turn, ensures that City consultants are complying with project budgets and schedules set forth in the consultant agreements. Failure to meet these requirements due to the consultant will ultimately affect their SOQ rating and ability for future City design projects during this term.

SERVICE CATEGORIES DEFINED

The City of Las Vegas is looking for firms to provide expertise in one or more of service categories listed below.

ENGINEERING

Roadway Engineering
Traffic Design Engineering
Flood Control Engineering
Sanitary Sewer Engineering
Sanitary Sewer and Storm Drain Assessment/Rehabilitation Engineering
Wastewater Treatment Plant Design
Land Surveying
Geotechnical Engineering
Environmental Field Services
Structural Engineering
Construction Management - Engineering
Bid-ability and Constructability Review - Engineering
Material Testing and Inspection
Special Improvement District (SID)

ARCHITECTURAL

Parks/Landscape Design
Buildings
Construction Management - Architectural
Bid-ability and Constructability Review - Architectural
Mechanical/ Electrical/Structural - Buildings
Building Commissioning

GENERAL

Partnering Facilitators
NEPA

Firms interested in providing a service in one of the aforementioned service areas must be the prime consultant for that service and must perform more than fifty percent of the service.

ROADWAY ENGINEERING

Urban Street Design

Service category includes the design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in the Las Vegas Valley; design of pavement, curb, gutter, sidewalks, drainage improvements and reconstruction within developed areas. Selected consultants shall provide all engineering services for the preparation of plans, specifications and bid documents. The projects will typically cost more than 500,000 dollars and may require a special improvement district, traffic improvements and considerable right-of-way engineering.

Rehabilitation Design

Consultant shall provide all engineering services for the testing and evaluation of existing pavement sections; all engineering services for the preparation of plans, specifications and bid documents. Roadway rehabilitation projects may involve some minor structures and minimal right-of-way engineering.

TRAFFIC DESIGN ENGINEERING

Service category includes design of traffic signals and signal modification plans, streetlighting plans; signing and marking plans; temporary traffic control plans; intelligent transportation systems (ITS); traffic calming design; roundabout design; pedestrian improvement plans; suggested route to school upgrades including bike lanes; access management plans; traffic capacity improvement projects (such as intersection widening to provide bus turnouts, exclusive right turn lanes or dual left turn lanes). Selected consultants shall provide all engineering services for the preparation of plans; specifications and bid documents as well as provide public presentations and a variety of analyses as needed.

FLOOD CONTROL ENGINEERING

Storm drain system design

Service category includes design of storm water collection and conveyance facilities in both open channel and closed conduits; design of inlets, transition structures, culverts and associated hydrology and hydraulics analysis; right-of-way, geotechnical and engineering may be required. Selected consultants shall provide all engineering services for the preparation of plans, specifications and bid documents.

Hydraulic and hydrology analysis

Preparation drainage design reports for projects using hydrologic modeling to define storm water flows; detailed hydraulic analyses required to determine the appropriate pipe, box and/or open channel size for conveyance systems.

Prepare floodplain studies and FEMA applications for map revision and amendments.

Technical drainage studies and plan review

Review of development studies and improvement plans for conformance to applicable codes, policies and standards; site visits of problem areas; may require hydraulic/hydrologic analyses; coordination of development conditions of approval; provide all engineering services for the preparation of plans, specifications and bid documents.

SANITARY SEWER ENGINEERING

Hydraulic and service area analyses

Estimate wastewater generation rate for the development with average and peak flow quantities; evaluate nearest available public sewer and the master plan requirements for the future development needs of the sewer basin.

Sanitary sewer collection systems design

Design of sanitary sewers, manholes, life stations and related special structures; may require right-of-way engineering; knowledge and use of geographic information systems; provide all engineering services for the preparation of plans, specifications and bid documents.

SANITARY SEWER & STORM DRAIN ASSESSMENT/REHABILITATION ENGINEERING

Condition assessment studies

Inspection and evaluation of existing sewer and storm drain pipelines, manholes and related appurtenances; video inspection of pipelines, survey coordinates for laterals and manholes; assessment reports based on inspection results utilizing NASSCO condition rating systems; final reports and geographic information system database update summarizing the study results and making necessary recommendations.

Sanitary sewer & storm drain rehabilitation services

Evaluate and recommend method of repair such as fold and form pipe repair, cure-in-place pipe repair, pipe bursting and other appropriate methods; perform flow monitoring, knowledge/experience with NASSCO condition rating systems, flow by-pass methodologies, manhole repairs and geographic information systems; preparation of plans, specifications and bid documents.

WASTEWATER TREATMENT PLANT DESIGN

Design of wastewater treatment plants including wastewater re-use facilities; all engineering services to prepare plans, specifications and bid documents for the construction of wastewater treatment plants; may include treatment plant planning; preparation of feasibility studies and pilot studies; permitting, condition assessment, design for rehabilitation; and commissioning services for facilities.

LAND SURVEYING

Aerial mapping

Required use principles and practices of aerial photogrammetry as it relates to infrastructure project development.

Boundary, topographical and alignment surveys

Establishment of boundaries, alignments, limits of rights-of-way, etc., sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced; includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats and the measurement of the earth's contours and of fixed works.

Construction staking services

Verification of horizontal alignment or boundary configuration, right-of-way limits and the vertical controls from which a project is to be constructed; establishment of necessary site specific construction benches and horizontal control points; physical placement of all construction stakes necessary to enable the contractor to locate the project improvements.

Project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, flood control improvements, sanitary sewer improvements, buildings, trails, and park improvements.

GEOTECHNICAL ENGINEERING

Site investigation and soil analysis

Investigate on-site soil /rock properties; make recommendations on the use of those materials for structures normally associated with buildings, parks, trails, roads, sanitary sewers and flood control improvements.

ENVIRONMENTAL FIELD SERVICES

Perform contaminant soil and groundwater investigation including resultant remediation; perform biological and habitat assessments; provide hazardous waste management/emergency response; provide air quality permitting and compliance assistance; provide storm water permitting and compliance assistance.

STRUCTURAL ENGINEERING

Design structures associated with transportation or flood control improvements such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls and other related structures; knowledge of federal, state, county and city specifications related to transportation, drainage-related structures and building structures; prepare plans, specifications and bid documents; manage the construction administration of structures.

CONSTRUCTION MANAGEMENT - ENGINEERING

Consultant will be required to provide full service construction management, inspection and material testing for this project. Consultant will provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform project management, document control, inspection and material inspection. The consultant shall provide a copy of their policy and procedure manual for construction management for review and approval to use on this project.

The Construction Manager shall be thoroughly familiar with the Regional Transportation Commission of Southern Nevada (RTC) Uniform Standard Specifications, all applicable codes, the special provisions and construction drawings for this project. He shall make sure the personnel under his control are well trained and knowledgeable of construction management practices. It is his responsible to make sure the construction management team is familiar with the project details including any building codes, utilities or permitting issues. The construction manager is require to be involved in the project, to review all phases of the work, check on the activities and performance of his personnel to the satisfaction of the owner's needs.

Staffing Requirements

1. The consultant shall provide a qualified Construction Manager to be in responsible control of the Project. The Construction Manager shall possess an active Contractors license, Professional Civil Engineer license, or Architecture registration in the State of Nevada pursuant to NRS 624, 625 and 623, respectively. The Construction Manager shall have, at a minimum, 4 years of post-licensure/registration, progressively responsible experience in managing and administering large construction projects, preferably on public sector construction projects of similar size and scope to the project.

NOTE: Responsible control is defined, at a minimum, weekly field observation of the Project and supervision of staff's work. The Construction Manager is required to review pertinent project documents to ensure the success of the project.

2. The Consultant shall provide a qualified Construction Coordinator to oversee the daily construction administration, inspection and testing for the Project and to ensure timely submissions and processing of Project documents. The Construction Coordinator shall possess, at a minimum, one of the following:
 - A four year college degree in Architecture, construction management or engineering discipline; or
 - Possess a CCMA, PMI, or any nationally recognized construction management program certification in lieu of a four year college degree; or
 - An equivalent combination of relevant education, training and construction experience totaling 10 yrs in construction project management under the supervision of a licensed Contractor, Professional Civil Engineer, or Registered Architect.
3. The Consultant shall provide a qualified Construction Inspector to perform inspections as necessary to ensure the contractor(s) work is in compliance with the Project plans and specifications. It is the construction inspector's responsibility to observe the contractor's work and properly record the contractor activities. Any defective work shall be documented and forward the contractor foreman for resolution. The inspector shall maintain a fair and impartial attitude and shall not engage in arguments with any member of the contractor's organization. The Construction Inspector shall possess certification(s) in one or more of the following: NICET, ICC, ICBO or ACI Field Inspector or any national recognized inspection program, preferably in a specialty related to the scope of work of the Project.
4. Document Control - The Consultant shall provide an experienced person to assist the Construction Coordinator in preparing and maintaining all correspondence and documents (i.e. submittals, daily reports, requests for information, change orders, etc.) required by this agreement. All reports shall be provided in Expedition format (Version 10.1 or higher). Other document control software may be allowed if approved in advance by the Owner.
5. Material Testing - The Consultant will provide or subcontract to an AASTHO certified lab to provide quality control testing and inspection during construction. The Consultant will be responsible for reviewing documentation including test reports to ensure compliance with the contract documents.

The Owner will require a resume for each staff person assigned to the Project, including proof of licensure, registration, and /or certifications. In addition to the resume, the Owner may require references; request an in-person interview, or other means to confirm qualifications and experience of proposed Project staff. The determination of the qualification of proposed Project staff shall be at the sole discretion of the Owner. Any proposed Project staff that do not meet the aforementioned qualifications and experience requirements shall be promptly replaced with staff acceptable to the Owner.

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; capable of evaluation and enhancement of existing City of Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance; claims

mitigation and staff training; have legal expertise in construction claims. 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.)

BID-ABILITY AND CONSTRUCTABILITY REVIEW - ENGINEERING

SAMPLE SCOPE OF WORK: The level of effort detailed in this Scope of Work and the cost proposal provides an independent review of the Contract Construction Plans and the Contract Special Provisions. The review will focus on constructability issues, sequencing of construction, traffic control, appropriateness of bid items and quantities, and reviewing the Contract Plans, Special Provisions and comparing them to the RTC Uniform Standard Specifications for conflicts or omissions. The review will be performed with the objective of improving constructability, reducing claims, reducing conflicts between the Contractor and the CITY and enhancing the quality of the project within the existing design. The review will utilize Contract Plans, Special Provisions and other appropriate documents provided by the CITY. A limited on-site review will be conducted for familiarizing key staff with the project. The scope does not include physically checking the project for plan conflicts or omissions.

CONSULTANT proposes to review the following areas of the construction plans and special provisions for this project:

ROADWAY: Review for constructability, adequate construction work areas, construction access, and possible conflicts with other construction elements, existing structures, and utilities. The plans will be reviewed for consistency of information between various the types of plan sheets such as typical sections, roadway plan and profile sheets and special details. Consistency of information between plans and special provisions will also be reviewed.

CONSTRUCTION SCHEDULE: CONSULTANT will develop an appropriately detail activity line schedule. This schedule will address all phases and each stage of those phases. From this an appropriate number of working days can be determined. Review project sequencing for conflicts or omissions. The sequence of work as set forth in the Contract Documents or approved by the CITY including project Phasing/Staging Milestones, Marathon Weekend Work, Limitation of Operations, the Special Event Limitations will be used to develop a construction schedule for the project. The CITY approved production rates, for each type of construction activity, will then be used to verify the total number of working days required to complete the project. Analyze the schedule for what reductions can be achieved by double shifting.

STRUCTURES: Review for constructability, with specific emphasis on traffic control, excavation depth, adequate construction work areas, construction access, possible conflicts with existing structures and other improvements depicted on the plan sheets. Review construction details such as location and constructability of piles, pier footings, and the overall sequence of the items of work. Review the completeness and consistency of Special Details provided. Spot check the Bill of Materials for consistency and completeness.

BID ITEM QUANTITY REVIEWS: Items that could result in a major claim or contribute significantly to the potential for unbalancing of bids. Bid Items to be included under this level are: aggregate base, Plantmix Surfacing, Open-graded Surfacing, cold milling areas, PCCP, retaining walls, major concrete items, reinforcing steel and other items as identified.

SPECIFICATIONS AND PLANS: Review the Special Provisions and Contract Plans for discrepancies or conflicts with the RTC Uniform Standard Specifications. Check for the need of additional Special Details and for the completeness of the Special Details provided in the review plans. Examine the Bid Item List contained in the contract documents to insure the Bid Items are appropriate for the work being performed and to determine that all work is covered by a Bid Item or is specifically covered by a (No direct payment comment) in the contract documents.

SPECIAL EMPHASIS: Special emphasis will be placed on identifying potential construction related problems, such as: conflicts between construction items, inadequate room for construction activities, potential drainage and flooding areas, false work clearance and protection, trench depths, etc.

REPORTS: CONSULTANT will provide the CITY with status reports when problems are uncovered and as needed or requested by the CITY. A final report will be furnished listing all findings and possible solutions. In addition CONSULTANT will maintain good communication with the Project Manager, Resident Engineer and the Construction Division to ensure that the CITY concerns are addressed and that the Project Manager and Resident Engineer are aware of findings as they occur and have an opportunity to provide input.

MEETINGS: CONSULTANT will participate in Specification Review meetings and a Review Closeout meeting with the CITY.

SCHEDULE: The CITY and CONSULTANT will work together to develop a delivery schedule for each assigned task.

MATERIAL TESTING AND INSPECTION

Conduct plant and/or field sampling, inspection; 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; may require accreditation as an IBC/ICC Special Inspection Agency

SPECIAL IMPROVEMENT DISTRICT (SID)

Services to assist the City in the formation and administration of assessment districts

For new developments involving one or a small number of private property owners who intend on developing their property for residential, commercial, industrial or other beneficial use. Services may include the major components of special improvement district (SID) formation, reapportionment services and acquisition audits, including review of construction plans, right-of-way certifications, bid document review, inspection and materials testing; review and recommendation of payment request; determination of assessment allocation and preparation of the Engineer's report.

For commercial area vitalization projects; work may include determination of the basis of assessment, attendance and participation at public meetings, and preparation of the Engineer's report.

PARKS/LANDSCAPE DESIGN

Provide landscape, engineering, and minor architectural services for the design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects; includes new construction, renovations, and restorations; basic services may include programming, reports, studies, surveys, master planning, urban planning, conceptual design, schematic design, design development, construction documents, permitting, bidding assistance, construction administration and project management.

Category is limited to firms where a principal of the firm is a Nevada registered Architect, Landscape Architect or Civil Engineer occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

BUILDINGS

Provide professional 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, additions and restorations; capability to provide 3-D modeling of facilities; may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management; experience in projects requiring LEED certification; ability and willingness to provide services under design-build or construction management-at-risk delivery methods.

Category is limited to firms where a principal of the firm is a Nevada registered Architect occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

CONSTRUCTION MANAGEMENT - ARCHITECTURAL

Construction Management

Consultant will be required to provide full service construction management, inspection and material testing for this project. Consultant will provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform project management, document control, inspection and material inspection. The consultant shall provide a copy of their policy and procedure manual for construction management for review and approval to use on this project.

The Construction Manager shall be thoroughly familiar with the Regional Transportation Commission of Southern Nevada (RTC) Uniform Standard Specifications, all applicable codes, the special provisions and construction drawings for this project. He needs to be knowledgeable of LEED certification requirements for buildings. He shall make sure the personnel under his control are well trained and knowledgeable construction management practices. It is his responsible to make sure the construction management team is familiar with the project details including any building codes, utilities or permitting issues. The construction manager is require to be involved in the project, to review all phases of the work, check on the activities and performance of his personnel to the satisfaction of the owner's needs.

Staffing Requirements

The consultant shall provide a qualified Construction Manager to be in responsible control of the Project. The Construction Manager shall possess an active Contractors license, Professional Civil Engineer license, or Architecture registration in the State of Nevada pursuant to NRS 624, 625 and 623, respectively. The Construction Manager shall have, at a minimum, 4 years of post-licensure/registration, progressively responsible experience in managing and administering large construction projects, preferably on public sector construction projects of similar size and scope to the project.

NOTE: Responsible control is defined, at a minimum, weekly field observation of the Project and supervision of staff's work. The Construction Manager is required to review pertinent project documents to ensure the success of the project.

The Consultant shall provide a qualified Construction Coordinator to oversee the daily construction administration, inspection and testing for the Project and to ensure timely submissions and processing of Project documents. The Construction Coordinator shall possess, at a minimum, one of the following:

- A four year college degree in Architecture, construction management or engineering discipline; or
- Possess a CCMA, PMI, or any nationally recognized construction management program certification in lieu of a four year college degree; or
- An equivalent combination of relevant education, training and construction experience totaling 10 yrs in construction project management under the supervision of a licensed Contractor, Professional Civil Engineer, or Registered Architect.

The Consultant shall provide a qualified Construction Inspector to perform inspections as necessary to ensure the contractor(s) work is in compliance with the Project plans and specifications. It is the construction inspector's responsibility to observe the contractor's work and properly record the contractor activities. Any defective work shall be documented and forward the contractor foreman for resolution. The inspector shall maintain a fair and impartial attitude and shall not engage in arguments with any member of the contractor's organization. The Construction Inspector shall possess certification(s) in one or more of the following: NICET, ICC, ICBO or ACI Field Inspector or any national recognized inspection program, preferably in a specialty related to the scope of work of the Project.

Document Control - The Consultant shall provide an experienced person to assist the Construction Coordinator in preparing and maintaining all correspondence and documents (i.e. submittals, daily reports, requests for information, change orders, etc.) required by this agreement. All reports shall be provided in Expedition format (Version 10.1 or higher). Other document control software may be allowed if approved in advance by the Owner.

Material Testing - The Consultant will provide or subcontract to an AASTHO certified lab to provide quality control testing and inspection during construction. The Consultant will be responsible for reviewing documentation including test reports to ensure compliance with the contract documents.

The Owner will require a resume for each staff person assigned to the Project, including proof of licensure, registration, and /or certifications. In addition to the resume, the Owner may require references; request an in-person interview, or other means to confirm

qualifications and experience of proposed Project staff. The determination of the qualification of proposed Project staff shall be at the sole discretion of the Owner. Any proposed Project staff that do not meet the aforementioned qualifications and experience requirements shall be promptly replaced with staff acceptable to the Owner.

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; capable of evaluation and enhancement of existing City of Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance; claims mitigation and staff training; have legal expertise in construction claims. 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.)

BID-ABILITY AND CONSTRUCTABILITY REVIEW - ARCHITECTURAL

SAMPLE SCOPE OF WORK: The level of effort detailed in this Scope of Work and the cost proposal provides an independent review of the Contract Construction Plans and the Contract Special Provisions. The review will focus on constructability issues, sequencing of construction, traffic control, appropriateness of bid items and quantities, and reviewing the Contract Plans, Special Provisions and comparing them to the RTC Uniform Standard Specifications for conflicts or omissions. The review will be performed with the objective of improving constructability, reducing claims, reducing conflicts between the Contractor and the CITY and enhancing the quality of the project within the existing design. The review will utilize Contract Plans, Special Provisions and other appropriate documents provided by the CITY. A limited on-site review will be conducted for familiarizing key staff with the project. The scope does not include physically checking the project for plan conflicts or omissions.

CONSULTANT proposes to review the following areas of the construction plans and special provisions for this project:

ROADWAY: Review for constructability, adequate construction work areas, construction access, and possible conflicts with other construction elements, existing structures, and utilities. The plans will be reviewed for consistency of information between various the types of plan sheets such as typical sections, roadway plan and profile sheets and special details. Consistency of information between plans and special provisions will also be reviewed.

CONSTRUCTION SCHEDULE: CONSULTANT will develop an appropriately detail activity line schedule. This schedule will address all phases and each stage of those phases. From this an appropriate number of working days can be determined. Review project sequencing for conflicts or omissions. The sequence of work as set forth in the Contract Documents or approved by the CITY including project Phasing/Staging Milestones, Marathon Weekend Work, Limitation of Operations, the Special Event Limitations will be used to develop a construction schedule for the project. The CITY approved production rates, for each type of construction activity, will then be used to verify the total number of working days required to complete the project. Analyze the schedule for what reductions can be achieved by double shifting.

STRUCTURES: Review for constructability, with specific emphasis on traffic control, excavation depth, adequate construction work areas, construction access, possible conflicts with existing structures and other improvements depicted on the plan sheets. Review construction details such as location and constructability of piles, pier footings, and the overall sequence of the items of work. Review the completeness and consistency of Special Details provided. Spot check the Bill of Materials for consistency and completeness.

BID ITEM QUANTITY REVIEWS: Items that could result in a major claim or contribute significantly to the potential for unbalancing of bids. Bid Items to be included under this level are: aggregate base, Plantmix Surfacing, Open-graded Surfacing, cold milling areas, PCCP, retaining walls, major concrete items, reinforcing steel and other items as identified.

SPECIFICATIONS AND PLANS: Review the Special Provisions and Contract Plans for discrepancies or conflicts with the RTC Uniform Standard Specifications. Check for the need of additional Special Details and for the completeness of the Special Details provided in the review plans. Examine the Bid Item List contained in the contract documents to insure the Bid Items are appropriate for the work being performed and to determine that all work is covered by a Bid Item or is specifically covered by a (No direct payment comment) in the contract documents.

SPECIAL EMPHASIS: Special emphasis will be placed on identifying potential construction related problems, such as: conflicts between construction items, inadequate room for construction activities, potential drainage and flooding areas, false work clearance and protection, trench depths, etc.

REPORTS: CONSULTANT will provide the CITY with status reports when problems are uncovered and as needed or requested by the CITY. A final report will be furnished listing all findings and possible solutions. In addition CONSULTANT will maintain good communication with the Project Manager, Resident Engineer and the Construction Division to ensure that the CITY concerns are addressed and that the Project Manager and Resident Engineer are aware of findings as they occur and have an opportunity to provide input.

MEETINGS: CONSULTANT will participate in Specification Review meetings and a Review Closeout meeting with the CITY.

SCHEDULE: The CITY and CONSULTANT will work together to develop a delivery schedule for each assigned task.

MECHANICAL/ ELECTRICAL/STRUCTURAL

Provide mechanical, electrical, plumbing, building and structural subconsulting services to in-house city staff architects and engineers; may include investigative studies, design, value engineering, construction document preparation and construction administration.

BUILDING COMMISSIONING

Building commissioning services for LEED certification of building projects and specialty systems; may include design review and recommendations, value engineering, specification writing, submittal review, construction review and field testing, preparation of systems operation manuals, conduct building operation surveys; and reports for new construction and retrofits.

PARTNERING FACILITATORS

Conduct partnering workshops to establish trust and team building between project stakeholders; provide facilitating services including: meeting logistics, stakeholder interviews, discussion mediation and debriefing sessions; responsible for establishing stakeholder responsibilities; determining communication lines among the parties; preparing meeting agendas and providing meeting minutes; facilitating services may be required for the duration of a project, necessitating quarterly follow-up sessions among the stakeholders.

NEPA

Prepare environmental statements in compliance with the National Environmental Policy Act; prepare necessary analyses/reports in compliance with the Historic Preservation Act.

SOQ EVALUATION PROCEDURES

Incomplete applications may have deductions during the scoring process due to lack of information for the evaluators.

For each service category, a minimum of three evaluators will review and assess all submittals for that service category. These evaluators may consist of City staff and/or personnel from other governmental entities with experience and expertise in the specific service category. In some cases the evaluators may include qualified private sector personnel.

Evaluators should complete their evaluations independently of other evaluators. **On all submittals, evaluators will evaluate the firm only on the basis of material contained within the submittal. Information pertaining to service categories other than the one being evaluated will be disregarded.**

The evaluators should follow the procedure and guidelines presented below:

1. The firm's ability to demonstrate that it is a bonafide, fully-established business enterprise that will likely continue to successfully operate for the foreseeable future under its current management (Forms A, B, and C).
2. Experience and qualifications of firm's employees to perform the service within the scope of the service area. (Forms B, C and H)
3. Firm's equipment resources for the service category (Form D). Also for firms submitting for either Geotechnical or Materials Testing Categories - the listing of tests and procedures (Form E).
4. The firm's statement of agreement to the city's SOQ minimum requirements (Form F).
5. The firm's disclosure of ownership/principals holding more than one percent (1%) interest in the firm (Form G).
6. Past history of providing similar services in the last five years (Form H).
7. Management philosophy and project approach including identification of budgeting, scheduling and quality control processes practiced by the firm (Form I).

Each evaluator will independently rate each firm/service area with a score from zero to one hundred. The total of the evaluator's scores will be used to establish an initial ranking. The initial ranking will then be adjusted to take into consideration the consultant's past performance of previously contracted City projects, if any.

Each consultant will then be ranked and listed from highest to lowest rating. This list will be used over the next SOQ term for projects in the applicable Service Area. The City reserves the right to solely determine who is "most qualified" for a particular project based on the information submitted in the SOQ process, updates to such information, pre-selection interviews, and consultant performance evaluations of previous City work.

Submittal Forms
for
Professional Architectural and Engineering Services
CLV Forms A through I

CLV FORM A - GENERAL INFORMATION

STATEMENT OF QUALIFICATION
FOR
PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES

1. Date prepared _____
2. Firm name _____
3. Address _____

4. Telephone no. _____
5. Year firm established _____
6. Year(s) former firm(s) were established
 - a. _____
 - b. _____
 - c. _____
7. List locations of other offices (no more than five)

	Address	Telephone No.	No. of Personnel
a.	_____	() _____	_____
b.	_____	() _____	_____
c.	_____	() _____	_____
d.	_____	() _____	_____
e.	_____	() _____	_____

8. Errors and Omissions insurance
 - a. Amount your firm presently carries: \$ _____
 - b. Carrier's name and address: _____

c. If no insurance, state other arrangements:

9. Total employees presently employed _____

10. Total wages reported by your firm to the State of Nevada Employment Security Division as shown on line 3 of form NUCS-4072 for the quarters ending:

12/31/2008 \$ _____ 3/31/2009 \$ _____
6/30/2009 \$ _____ 9/30/2009 \$ _____

FOR INFORMATIONAL PURPOSES ONLY

Is this firm a Minority, Women or Disabled Veteran Business Enterprise?

No Yes If "Yes" Specify MBE WBE DVBE

Has this firm been certified as a Minority, Women or Disabled Veteran Business Enterprise?

No Yes If "Yes" Specify Certifying Agency _____
Attach a copy of your certification

I declare under penalty of perjury that this application is complete, current and accurate as of the date below, and that I will advise the city of Las Vegas of any changes in writing, including personnel changes if such change affect the firm's ability to provide required services, prior to negotiating or proposing any services, and that I am legally authorized by the applicant firm to execute contracts with the City.

Name and Title

Firm Name

Signature

CLV Form E - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection

Indicate your firm's local ability to perform the tests listed below. Please note that all tests and procedures shall be performed in accordance with standard AASHTO/ASTM methods, where applicable.

<u>Yes</u>	<u>No</u>	<u>Test</u>
<input type="checkbox"/>	<input type="checkbox"/>	Hollow stem auger drilling
<input type="checkbox"/>	<input type="checkbox"/>	Rotary drilling (air, foam, mud)
<input type="checkbox"/>	<input type="checkbox"/>	Standard penetration testing
<input type="checkbox"/>	<input type="checkbox"/>	Natural moisture/groundwater conditions
<input type="checkbox"/>	<input type="checkbox"/>	Soil classifications (sieve analysis, Atterberg limits)
<input type="checkbox"/>	<input type="checkbox"/>	In-place density/unit weight
<input type="checkbox"/>	<input type="checkbox"/>	Soil solubility
<input type="checkbox"/>	<input type="checkbox"/>	Soil chemical analysis (pH, sulfates, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Soil expansion from moisture and chemical reaction
<input type="checkbox"/>	<input type="checkbox"/>	Soil consolidation/hydro-collapse potential
<input type="checkbox"/>	<input type="checkbox"/>	Soil resistivity
<input type="checkbox"/>	<input type="checkbox"/>	Direct shear strength (angle of internal friction, cohesion)
<input type="checkbox"/>	<input type="checkbox"/>	R-value
<input type="checkbox"/>	<input type="checkbox"/>	CBR value
<input type="checkbox"/>	<input type="checkbox"/>	Soil resilient modulus
<input type="checkbox"/>	<input type="checkbox"/>	Soil percolation
<input type="checkbox"/>	<input type="checkbox"/>	Pavement visual distress surveys (cracking patterns, rutting, humps, depressions, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Deflection testing (Dynalect, Road Rater or Falling Weight Deffectomer)

**CLV FORM F
MINIMUM REQUIREMENTS**

1. By submitting the Statement of Qualifications, **(insert firm name)** hereby agrees to use the applicable City of Las Vegas' Design Services Agreement, attached within the Statement of Qualifications packet without modification. If **(insert firm name)** is selected for a possible contract award, **(insert firm name)** agrees to provide the city with cost and pricing information in sufficient detail for the city to fully understand the cost for each service proposed including direct labor hours and dollars; benefits, general and administrative costs; a recent external audit report; and a Dunn & Bradstreet business credit report.

2. **(Insert firm name)** is properly licensed pursuant to NRS Chapters 623, 623A or 625, whichever is legally required for the services to be provided within the State of Nevada, and if applicable to **(insert firm name's)** business organization, is in compliance with NRS 623.349 for architects, interior designers and residential designers; and NRS 623A.250 for landscape architects, which requires that control and no less than two-thirds ownership of the business organization or association be held by persons registered or licensed in the State of Nevada pursuant to NRS Chapters 623, 623A or 625; and possesses the special knowledge, skills and expertise to perform the services hereinafter set forth within the time required under the Design Services Agreement with the City of Las Vegas.

3. **(Insert firm name)** has a current City of Las Vegas business license. Provide license # _____. **MUST ATTACH A COPY OF THE CITY OF LAS VEGAS BUSINESS LICENSE TO THIS FORM.**

4. **(Insert firm name)** agrees to have a project manager agreeable to the City of Las Vegas and available during the term of any contract with the City.

5. **(Insert firm name)** is capable of providing services in the Service Categories indicated in the submittal including signing and sealing construction documents for permitting.

6. **(Insert firm name)** has a bona fide office of business in the State of Nevada.

and Title	Firm Name	Name
Signature	Date	

CLV FORM G
CERTIFICATE
DISCLOSURE OF OWNERSHIP/PRINCIPALS

1. Definitions

“City” means the City of Las Vegas.

“City Council” means the governing body of the City of Las Vegas.

“Contracting Entity” means the individual, partnership, or corporation seeking to enter into a contract or agreement with the City of Las Vegas.

“Principal” means, for each type of business organization, the following: (a) sole proprietorship – the owner of the business; (b) corporation – the directors and officers of the corporation; but not any branch managers of offices which are a part of the corporation; (c) partnership – the general partner and limited partners; (d) limited liability company – the managing member as well as all the other members.

2. Policy

In accordance with Resolution 79-99 and 105-99 adopted by the City Council, Contracting Entities seeking to enter into certain contracts or agreements with the City of Las Vegas must disclose information regarding ownership interests and principals. Such disclosure generally is required in conjunction with a Request for Proposals (RFP). In other cases, such disclosure must be made prior to the execution of a contract or agreement.

3. Instructions

The disclosure required by the Resolutions referenced above shall be made through the completion and execution of this Certificate. The Contracting Entity shall complete Block 1, Block 2, and Block 3. The Contracting Entity shall complete either Block 4 or its alternate in Block 5. Specific information, which must be provided, is highlighted. An Officer or other official authorized to contractually bind the Contracting Entity shall sign and date the Certificate, and such signing shall be notarized.

4. Incorporation

This Certificate shall be incorporated into the resulting contract or agreement, if any, between the City and the Contracting Entity. Upon execution of such contract or agreement, the Contracting Entity is under a continuing obligation to notify the City in writing of any material changes to the information in this Certificate. This notification shall be made within fifteen (15) days of the change. Failure to notify the City of any material change may result, at the option of the City, in a default termination (in whole or in part) of the contract or agreement, and/or a withholding of payments due the Contracting Entity.

Block 1	<u>Contracting Entity</u>
Name	
Address	
Telephone	
EIN or DUNS	

Block 2	<u>Description</u>
	Subject Matter of Contract/Agreement:
RFP #:	

Block 3	<u>Type of Business</u>						
<input type="checkbox"/>	Individual	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Liability Company	<input type="checkbox"/>	Corporation

**CERTIFICATE – DISCLOSURE OF OWNERSHIP/PRINCIPALS
(CONTINUED)**

Block 4 **Disclosure of Ownership and Principals**

In the space below, the Contracting Entity must disclose all principals (including partners) of the Contracting Entity, as well as persons or entities holding more than one-percent (1%) ownership interest in the Contracting Entity.

	FULL NAME/TITLE	BUSINESS ADDRESS	BUSINESS PHONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The Contracting Entity shall continue the above list on a sheet of paper entitled "Disclosure of Principals – Continuation" until full and complete disclosure is made. If continuation sheets are attached, please indicate the number of sheets: _____

Block 5 **Disclosure of Ownership and Principals - Alternate**

If the Contracting Entity, or its principals or partners, are required to provide disclosure (of persons or entities holding an ownership interest) under federal law (such as disclosure required by the Securities and Exchange Commission or the Employee Retirement Income Act), a copy of such disclosure may be attached to this Certificate in lieu of providing the information set forth in Block 4 above. A description of such disclosure documents must be included below.

Name of Attached Document: _____
Date of Attached Document: _____ **Number of Pages:** _____

I certify, under penalty of perjury, that all the information provided in this Certificate is current, complete, and accurate. I further certify that I am an individual authorized to contractually bind the above named Contracting Entity.

Name

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

CLV Form H

Service Category: _____

Name of key contact responsible for this category: _____

PROJECT NAME & LOCATION	ROLE		PROJECT CONSTRUCTION COST	PROJECT OWNER'S NAME & ADDRESS	OWNER REPRESENTATIVE'S NAME & PHONE	KEY STAFF / ROLE	CONSTRUCT COMPLETION DATE
	Prime	Sub					

CLV FORM "H" - CONTINUED

PROJECT NAME & LOCATION	ROLE		PROJECT CONSTRUCTION COST	PROJECT OWNER'S NAME & ADDRESS	OWNER REPRESENTATIVE'S NAME & PHONE	KEY STAFF / ROLE	CONSTRUCT COMPLETION DATE
	Prime	Sub					

CLV FORM I
PROJECT APPROACH