Professional Architectural and Engineering Services

Statement of Qualifications

Instructions Packet for April 2014 to June 2016 term

DEPARTMENT OF PUBLIC WORKS

DAVID BOWERS, P.E., P.T.O.E., CITY ENGINEER

Revised Oct. 2013

STATEMENT OF QUALIFICATIONS

PACKET FOR
PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES

For the term of

April 2014 to June 2016

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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 7:00 a.m. to 5:00 p.m., Monday through Thursday until the **deadline of 3:00 p.m., Thursday, December 19, 2013. NO LATE SUBMITTALS WILL BE ACCEPTED.**

Submittals are to be delivered to the following address:

Mailing address and messenger deliveries:

David Bowers, P.E., P.T.O.E., City Engineer
Department of Public Works
Engineering Planning
333 N. Rancho Dr., Suite 700
Las Vegas, NV 89106

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. The SOQ Instructions Packet, SOQ Policies & Procedures and Sample Professional Services Agreements can be downloaded from the City of Las Vegas Public Works' web page at:

   http://www.lasvegasnevada.gov/Government/publicworks.htm under "Related Links".

   To receive electronic copies of the forms via e-mail please call (702) 229-6541. You may contact us for alternate form file formats as well as request hard copies to be mailed to your address.
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 pursuant to NRS 623 and 625, respectively.

12. Applications with missing or unsigned Forms F and G will not be considered for review and ranking. Incomplete applications may have deductions during the scoring process due to lack of information for the evaluators. 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.**

13. UPON COMPLETION OF THE STATEMENT OF QUALIFICATIONS (SOQ) PROCESS AND PUBLICATION OF THE SERVICE CATEGORY LISTS, ALL INFORMATION SUBMITTED TO THE CITY AS PART OF THE SOQ PROCESS SHALL BE CONSIDERED A PUBLIC RECORD AND SUBJECT TO DISCLOSURE TO ANY PERSON MAKING SUCH REQUEST PURSUANT TO NRS CHAPTER 239 – PUBLIC RECORDS.

Submittal Order

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

Cover Letter

Provide a cover letter signed by an owner or officer of the firm. The letter must be the first page and include a list of the service categories the firm is submitting for.

CLV Form A - General Information

Please complete all lines of the form concerning general information about the firm. An owner or officer of the firm must sign and date the form.

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 see disciplines listed 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 that an owner or officer of the firm certify that the listed individuals are residents of Clark County, Nevada. Resumes for professional staff should be submitted following this section. The form may include staff that work a minimum of 20-hours.

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. Qualified staff that work a minimum of 20-hours may also be listed. Form requires that an owner or officer of the firm certify that the listed individuals are residents of Clark County, Nevada.

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 Geotechnical Engineering and Materials Testing & Inspection

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

CLV Form F – Minimum Requirements

All firms <u>must</u> complete Form F with a signature of an owner or officer of the firm agreeing to the listed minimum requirements.

CLV Form G - Certificate Disclosure of Ownership/Principals

All firms <u>must</u> 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.

<u>For example</u>, 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 *(form explained on page 6)*
        - Project 1 - Roadway
        - Project 2 - Roadway
    - Form I *(form explained on page 6)*
- Service Category: Flood Control Engineering
    - Form H
        - Project 1 – Flood Control Engineering

        - Project 2 – Flood Control Engineering
        - Project 3 – Flood Control Engineering
    - Form I

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

CLV Forms H and I

Complete the following forms for each service category the firm is interested in providing service. Each individual service category should be separated 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 and/or key staff's relevant projects in the last ten years applicable to the service category. Do not list more than 15 projects. List the local and most recent projects first. For each project, check the box indicating whether the firm or key staff was the prime consultant or a sub-consultant. List up to three 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. bid-build, design-build, construction management at risk). List any personnel and their involvement with project that are not listed on Form H. Professional staff listed in the project description should be listed in Form B and have a resume in the section following Form B. Technical staff or key staff positions listed in the project description should be listed in Form C.

CLV Form I – Project Approach

Include information about the firm's management philosophy and project management approach within this service category. Describe the firm's approach to respond under limited notice to design meetings and field visits with quick turnaround as needed in local emergency situations. 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 two 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 SERVICES

* Roadway Engineering
* Traffic Design Engineering
* Flood Control Engineering
* Sanitary Sewer Engineering
  Wastewater Treatment Plant Design
  Geotechnical Engineering
* Construction Management – Engineering
  Material Testing and Inspection
  Subsurface Utility Engineering (SUE)

ARCHITECTURAL SERVICES

Parks/Landscape Design
Buildings
Construction Management – Architectural

* **Firms applying within the referenced service categories above must choose to be on either the large contract list or small contract list as explained further below:**
  - **All asterisked categories except Traffic Design Engineering: large contract is $400K or greater; small contract is less than $400K**
  - **Traffic Design Engineering: large contract is $75K or greater; small contract is less than $75K**

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.

Service categories not listed may be solicited through a separate "Request for Qualifications" (RFQ) process. Such categories include but are not limited to: Land Surveying, Environmental Field Services, Structural Engineering, Bid-ability and Constructability Review, Special Improvement District (SID), Partnering Facilitators and NEPA.

The City of Las Vegas defines the above services categories as follows:

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.

Multi-Modal Design

Special consideration will be given to firms that have experience and background in multi-modal design, including providing enhanced facilities for pedestrian, bicycle and transit users. Indicate on Form H any project with deliverables produced using these methods.

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.

3D Design Engineering

Special consideration will be given to those firms demonstrating past experience and current capabilities using Civil 3D objects which facilitate three-dimensional methods including Pipe Networks, Corridors and Point Clouds. Indicate on form H any project with deliverables produced using these methods.

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.

Multi-Modal Design

Special consideration will be given to firms that have experience and background in multi-modal design, including providing enhanced facilities for pedestrian, bicycle and transit users. Indicate on Form H any project with deliverables produced using these methods.

3D Design Engineering

Special consideration will be given to those firms demonstrating past experience and current capabilities using Civil 3D objects which facilitate three-dimensional methods including Pipe Networks, Corridors and Point Clouds. Indicate on form H any project with deliverables produced using these methods.

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.

3D Design Engineering

Special consideration will be given to those firms demonstrating past experience and current capabilities using Civil 3D objects which facilitate three-dimensional methods including Pipe Networks, Corridors and Point Clouds. Indicate on form H any project with deliverables produced using these methods.

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.

Condition assessment studies

Inspection and evaluation of existing sewer 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.

Rehabilitation services

Experience with regards to methods of sanitary sewer pipe repairs such as fold and form, cured-in-place pipe, pipe bursting, and other appropriate methods; manhole repairs; flow by-passing; NASSCO condition rating systems; preparation of plans, specifications, and bid documents for rehabilitation services.

3D Design Engineering

Special consideration will be given to those firms demonstrating past experience and current capabilities using Civil 3D objects which facilitate three-dimensional methods including Pipe Networks, Corridors and Point Clouds. Indicate on form H any project with deliverables produced using these methods.

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.

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.

CONSTRUCTION MANAGEMENT - ENGINEERING

Consultant will be required to provide full service construction management, inspection and material testing for the 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 the 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 contactor 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.

6. 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.

<u>Construction Claims Support</u>

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.)

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

SUBSURFACE UTILITY ENGINEERING (SUE)

The Consultant is to provide accuracy and economy in project-driven utility inventories, utility conflict assessment, and necessary utility relocations. Tasks will include utility mapping at all ASCE 38-02 Quality Levels, utility relocation design, cost estimating, utility certification, agreement development, and related tasks using subsurface utility engineering (SUE).

General Requirements, Definitions and Terms Regarding this Section:

CI/ASCE 38-02: "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data," American Society of Civil Engineers, 2003

Utility Quality Levels: A professional opinion of the quality and reliability of utility information. Such reliability is determined by the means and methods of the professional.

Utility Quality Level D (QL D): Indicates information derived from existing records and oral recollections.

Utility Quality Level C (QL C): Indicates information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating such information to QL D information.

Utility Quality Level B (QL B): Indicates information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities.

Utility Quality Level A (QL A): Indicates the precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point.

Subsurface Utility Engineering (SUE): A branch of engineering practice that involves managing certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates,

Call Before You Dig: Utility Notification Center

Work Standards: The collection and depiction of information, and any required submittals, shall conform to the applicable provisions of CI/ASCE 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data." A copy may be obtained from the American Society of Civil Engineers at www.asce.org.

Certification: The Consultant's Professional Engineer in responsible charge of the work shall perform a final review of, seal, and sign all applicable submittals, including but not limited to original field notes and sketches (or copies of same if approved by the City), hard copies of electronic data, and plan drawings.

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

Building Design

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.

Plan Check

Provide building plan review services on an as-needed basis for the review of Architectural, Plumbing, Mechanical, Electrical and Structural components only for conformance to the current adopted building codes and amendments and other pertinent City and State regulations falling within the preview of the Building Official. The review may include but not limited to plans, calculation, specifications and other related documents submitted to the City of Las Vegas for as part of the building permit process. Plan review may also include acquiring revised documents, stamping and signing the approved documents and coordinating with the owner.

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 the 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 the project.

The Construction Manager 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

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 contactor 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 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.
6. 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.

<u>Construction Claims Support</u>

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. (Preference may be given to those firms that exhibit construction claims experience.)

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.

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 will follow the guidelines presented below:

Pre-evaluation checklist:

- The firm's statement of agreement to the city's SOQ minimum requirements (Form F).
- The firm's disclosure of ownership/principals holding more than one percent (1%) interest in the firm (Form G).

1. Length of time the firm has been in business with a minimum of three employees and that it demonstrates staffing levels are consistent with the successful operation of a bona fide office business in Clark County (Forms A, B, C, H and resumes).
2. The educational, professional credentials and overall work experience of the firm's professional, technical and key staff are consistent with team member duties and level of responsibility.
3. The firm has available the type of office and field equipment necessary to successfully perform the services to be provided (Form D and Form E for Geotechnical or Materials Testing Categories).
4. The firm demonstrates successful experience within the past ten years on projects located in Clark County, Nevada - directly related to the typical size and scope of the service category. Ideally, the scope would require knowledge of all applicable local codes, policies, and procedures to successfully complete the project. Score fewer points for fewer local projects, projects completed outside of Clark County, project experience with peripherally related scope or for projects where knowledge of local codes, policies and procedures was not essential. May include experience of professional and key staff personnel in similar positions while working with other firms (Form H).
5. Project management philosophy and project approach including identification of budgeting, scheduling and quality control processes practiced by the firm as well as ability to respond under limited notice with quick turnaround as needed in local emergency situations. (Form I).

Each evaluator will independently rate each firm/service area with a score from zero to ninety-five (95) points. The total of the evaluator's scores will then be adjusted to take into consideration the consultant's past performance over the last five years of previously contracted City projects, if any, with a maximum possible 100-point score.

Each consultant will then be ranked and listed from highest to lowest rating. Firms receiving less than 70-points in grand total in a particular service category scoring will not be considered for selection and will be notified in writing.

The list will be used over the next SOQ term for projects in the applicable Service Category. 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.

Consultants on the list should inform the City of any contact information changes to:

Connie L. Diso, P.E.
Project Engineer
City of Las Vegas Development Services Center
333 N. Rancho Dr., Ste. 700
Las Vegas, NV 89106
(702) 229-2142
cdiso@lasvegasnevada.gov

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

CLV FORM A

GENERAL INFORMATION

STATEMENT OF QUALIFICATIONS
FOR
PROFESSIONAL ARCHITECTURAL / ENGINEERING SERVICES

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

4. Name of Firm Principal or Office Manager at Nevada office location

   _____

   Number of Years Firm Principal or Office Manager at Nevada office location _____
5. Telephone no. _____
6. Year firm was established _____
7. Year(s) former firm(s) were established
   a. _____
   b. _____
   c. _____
8. List locations of other offices (no more than five)

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

9. Total employees presently employed in Nevada office location(s) _____

10. Errors and Omissions insurance

a. Amount your firm presently carries: $ _____

b. Carrier's name and address: _____

_____

c. If no insurance, state other arrangements:

_____

_____

_____

11. Service Categories

Indicate the service categories your firm is submitting Statement of Qualifications for:

ENGINEERING SERVICES

_____ Roadway (Large, ≥$400,000)

_____ Roadway (Small, <$400,000)

_____ Traffic Design (Large, ≥$75,000)

_____ Traffic Design (Small, <$75,000)

_____ Flood Control (Large, ≥$400,000)

_____ Flood Control(Small, <$400,000)

_____ Sanitary Sewer (Large, ≥$400,000)

_____ Sanitary Sewer (Small, <$400,000)

_____ Wastewater Treatment Plan

_____ Geotechnical

_____ Construction Management (Large, ≥$400,000)

_____ Construction Management (Small, <$400,000)

_____ Material Testing

_____ Subsurface Utility Engineering (SUE)

ARCHITECTURAL SERVICES

_____ Parks & Landscape

_____ Buildings

_____ Construction Management

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 B - PERSONNEL EXPERIENCE - PROFESSIONAL STAFF - List all professional members on staff working at a minimum of 20-hrs/week. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas listed below.

NAME	DISCIPLINE (See Below)	TITLE	Resident of Nevada or Clark County?	LICENSE #s Nevada PE, NSBAIDRD, or NSBLA	EDUCATION Degree/Year	YEARS OF EXPERIENCE	
						Firm	Career Total

Disciplines: Architect, Chemical Engineer, Civil Engineer, Construction Inspector, Construction Manager, Corrosion Engineer, Cost Engineer/Estimator, Electrical Engineer, Engineer Intern, Environmental Engineer, Environmental Scientist, Environmental Manager, Fire Protection Engineer, Hydrologist, Interior Designer, Land Surveyor, Land Surveyor Intern, Landscape Architect, Mechanical Engineer, Structural Engineer, Traffic Engineer

I certify that the employees listed above are employed with our firm and their credentials and current residency are correct.

_____(signature) _____(date)

CLV FORM C - PERSONNEL EXPERIENCE – Other Technical and Key Staff - List other staff in your office working at a minimum of 20 hrs/week. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas listed below.

NAME	TITLE	Certifications	Resident of Nevada or Clark County?	Education	YEARS OF EXPERIENCE	
				Degree / Year	Firm	Career Total

I certify that the employees listed above are employed with our firm and their credentials and current residency are correct.

_____(signature) _____(date)

CLV FORM D - EQUIPMENT LISTING

List all equipment you presently own (or lease) and you are willing to commit to provide professional services. This equipment can include, but is not limited to, heavy equipment, special purpose or specially equipped vehicles, airplanes, engineering or surveying equipment, computer hardware and software, CAD materials, plotters, laboratory and testing equipment normally required to perform services being offered.

EQUIPMENT DESCRIPTION	Quantity	Lease or Own L/O

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.

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

Additional tests your firm performs applicable to the service category may be listed on a separate page.

CLV FORM F
MINIMUM REQUIREMENTS

1. By submitting the Statement of Qualifications, _____ (firm name) hereby agrees to use the applicable City of Las Vegas' Prime Design Services Agreement without modification. (Sample agreements can be found on the City of Las Vegas Public Works' web page at: http://www.lasvegasnevada.gov/Government/publicworks.htm under "Related Links".)

2. If _____ (firm name) is selected for a possible contract award, 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.

3. _____ (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 its 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 Prime Design Services Agreement with the City of Las Vegas.

4. _____ (firm name) agrees to have a local project manager agreeable to the City of Las Vegas and available during the term of any contract with the City as well as a local representative that is authorized to enter into a legal contract with the City of Las Vegas.

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

6. _____ (firm name/address)

has a bona fide office of business in Clark County with a minimum of three employees.

_____

Name and Title **Firm Name/Address**

_____

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	***Contracting Entity***
Name	
Address	
Telephone	
EIN or DUNS	

Block 2	***Description***
Subject Matter of Contract/Agreement:	
RFP #:	

Block 3

Type of Business

☐ Individual ☐ Partnership ☐ Limited Liability Company ☐ Corporation

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

_____, _____.

_____
Notary Public

(June 2000)

CLV Form H
Project Experience Within the Last Ten Years

Service Category: _____

For Roadway Engineering, Traffic Design Engineering, Flood Control Engineering, Sanitary Sewer Engineering and Construction Management (Engineering) Categories, FIRMS MUST CHOOSE WHICH PROJECT SIZE TO BE LISTED UNDER.

_____ **Large Contract List**

- **$400,000 or greater for categories listed above except Traffic Design**
- **$75,000 or greater for Traffic Design**

_____ **Small Contract List**

- **less than $400,000 for categories listed above except Traffic Design**
- **less than $75,000 for Traffic Design**

_____ **Not Applicable**

- **for all other categories not listed above**

Name of principal responsible for this category: _____

Do not list more than 15 projects per service category. List the firm's professional and/or key staff members' (while at other firms) relevant projects in the last 10 years.

PROJECT NAME & LOCATION	ROLE		PROJECT CONSTRUCTION COST	PROJECT OWNER'S NAME & ADDRESS	OWNER REPRESENTATIVE'S NAME & PHONE	PROFESSIONAL OR KEY STAFF MEMBER/ 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