

REQUEST FOR QUALIFICATIONS

SF330 REQUEST FOR ROTATING MINOR AND INTERMEDIATE FACILITIES MAINTENANCE AND CAPITAL IMPROVEMENT PROJECTS

CITY OF GLASGOW, MONTANA

The City of Glasgow, Montana, invites interested Architectural, Engineering and Survey (A/E/S) service providers to submit an SF330 form to qualify for City facilities maintenance and capital improvement projects to be awarded for the upcoming fiscal year 2024, 2025, and 2026 triennium. This is not a Request for Proposal.

Classification of services for purpose of this Request are as follows.

- A. Architect Services.** Architect Services means any professional service or creative work requiring the application of advanced knowledge of architectural design, building construction, and standards and involving the constant exercise of discretion and judgement in such activities, in which the safeguarding of life, health, or property is concerned, as consultation, investigation, evaluation, planning, design, and/or inspection of construction for any public or private building.
- B. Engineer Services.** Engineer services means any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning the use of water, teaching of advanced engineering subjects, and the inspection of construction for the purpose of assuring compliance with drawings and specifications; any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, electronic, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, and property. The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric powerlines, and/or pipelines.
- C. Surveying Services.** Surveying services means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and; the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys; teaching of land surveying subjects; measurement and allocation of lines, angles, elevations, and coordinate systems; location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including such work for the determination of areas and volumes; monumenting of property boundaries; platting and layout of lands, and the subdivisions of land, including the alignment and grades of streets and roads in subdivisions;

preparation and perpetuation of maps, plats, field note records, and property descriptions; and locating, relocating, establishing, reestablishing, laying out, or retracing of any property line or boundary of any tract of land or road, right-of-way, easement, right-of-way easement, alignment, or elevation of any of the fixed works embraced within the practice of engineering. Aerial photography, photogrammetric mapping, and/or Lidar are excluded from the definition of surveying services due to the highly specialized equipment and technical skills required.

Services will be procured under this Request for Minor, and Intermediate City projects categories as defined and described below.

- A. Minor Projects.** Projects having a total estimated budget (consultant fees plus construction) of \$250,000 or less are considered minor projects. The City may award these projects, in the City's discretion, to an A/E/S based on project familiarity and involvement criteria in lieu of strictly rotational criteria. Non-selected A/E/S shall, however, be included in the next rotation to help ensure equitable distribution of projects. The City shall endeavor to provide equal work to all consultants in this category in conjunction with the intermediate projects.
- B. Intermediate Projects.** Projects having a total estimated budget (consultant fees plus construction) of less than or equal to \$4,000,000 for capital improvements or facilities maintenance, or \$250,000 for historical surveys, master plans and feasibility studies, will be awarded to consultants on a rotational basis, at the City's discretion, provided the consultant can meet the project schedule and a fee can be negotiated. City Staff will review the rotation list and identify the next three qualified consultants. City Staff will rank the three consultant firms based on project familiarity and involvement criteria. If the top consultant is unable to meet the project schedule or fee settlement, staff will contact the next qualified consultant and the first consultant will maintain its position on the list for the next upcoming project.

Projects types likely to be awarded during the triennium include water main replacement and/or extension; sewer main replacement and/or extension; open channel and subsurface storm drain; street maintenance; street reconstruction; utility services rate study; grant and funding package applications; civic center and street shop reroof and other existing facilities maintenance; miscellaneous curb, sidewalk, and ADA upgrades; levee permitting, maintenance, improvements; easement and right of way surveying, monumenting and filing; and other common municipal maintenance and capital improvement projects.

The Public Works Department is responsible for project management and administration of all existing facilities maintenance projects, and the City's Capital Improvement Program. Submittals may be sent electronically via email to pskubinna@cityofglasgowmt.com with subject line "SF330 RFQ Response – Small and Intermediate Projects," or via submitter's file transfer service using the same subject line. All electronic files submitted shall be in Portable Document Format (.pdf).

Alternatively, two completed hardcopy submittals and any supporting information may be sent to:

City of Glasgow
Attention Public Works Department
319 3rd Street South
Glasgow, MT 59230

SF 330 forms may be submitted at any time during the 2024-2026 fiscal year triennium;
however, firms wishing to be considered for projects ready to be awarded in fiscal year 2024
(July 1, 2023 – June 30, 2024) must respond to this solicitation on, or before, April 30, 2023.