

NOTICE

The Daggett County Commission is accepting proposals from a licensed Engineer to provide their services as the designated Engineer for the airports located in Daggett County. Special projects will be developed and issued, as needed, by the County Commission.

Submittal requirements are as follows:

1. Submit three (3) copies of the Proposal to the County.
2. Include a copy of a rate sheet as an additional sheet with the Proposal.
3. Proposals shall be received by the Daggett County Clerk's office no later than **9:00 A.M. on September 29, 2020.**
Late submittals will not be accepted.
4. Proposals shall be sent or delivered to:

Daggett County Clerk
P.O. Box 400
95 N. 1st W.
Manila, UT 84047

The complete Request for Proposal can be viewed at
www.daggettcountry.org/airportrfp

**DAGGETT COUNTY
PROFESSIONAL LICENSED ENGINEER
REQUEST FOR PROPOSAL**

INTRODUCTION: Daggett County is seeking a licensed Engineer to provide their services as the Engineer of Record to work and correspond with the Utah State Division of Aeronautics on behalf of Daggett County in relation to the airports located within the County. Special projects will be developed and issued, as needed, by the Daggett County Commission.

GENERAL SELECTION PROCESS: Engineer(s) interested in being considered must submit a Statement of Qualifications (SOQ) in compliance with this Request for Proposals. Evaluations will be conducted by the County Commission Members. Contract negotiations will begin with the highest ranked firm. If contract negotiations are successful, the County will enter into a Professional Services Agreement upon selection of a candidate, and said agreement will be renewable for 3 consecutive years on an annual basis.

GENERAL SELECTION CRITERIA: The basis for selection of prospective Engineer(s) shall include the following

1. Experience of key personnel to be assigned to the contract.
2. Experience working with a public agency.
3. Demonstrated competence in providing engineering services for a public agency.
4. Knowledge and practical experience managing airport projects and working with the Utah State of Division of Aeronautics.

SERVICES NEEDED: The services described in this section will be the basis for the Scope of Work to become part of the Professional Services Agreement (PSA) with the selected consultant. The Professional Services Agreement will specify the general requirements of the tasks to be completed by the consultant. As projects arise, a scope of work shall be prepared as an addendum to the Professional Services Agreement and a fee schedule will be established for each specific project. This project scope of work will be prepared at the discretion of the County.

The following is a general description of the work required to be completed by the consultant:

ENGINEERING SERVICES:

The services that will be provided include but are not limited to, the following:

1. Design, provide oversight, and update the airport master plan as needed.
2. Coordinate with state and federal aeronautics or aviation agencies as needed, including but not limited to the Utah Department of Transportation - Aeronautics Division and the Federal Aviation Administration.
3. Find and obtain grants or other funding for airport improvements.
4. Prepare design drawings and specifications for proposed projects, prepare bid documents, solicit requests for proposals or bids from contractors, and assist the County in selecting a contractor to perform improvements.

5. Oversee and/or manage construction of improvement projects.
6. Other duties as necessary or assigned by the Daggett County Commission.

REQUIREMENTS: The following requirements will be required, in order to enter into an agreement with the County to provide these professional services:

1. Insurance
 - a. General Liability:
 - i. Each Occurrence - \$1,000,000
 - ii. General Aggregate - \$2,000,000
 - iii. Negotiate with the county for insurance coverage
2. Licensure
 - a. Professional Engineer - Licensed in the State of Utah
 - b. If additional services are required beyond those listed, the applicable professional licensing rules of Utah shall apply. Any services provided shall be performed under a Utah licensed professional for the applicable discipline.
3. In-House Professionals
 - a. Licensed Engineering & Surveying Professionals shall be directly employed by the proposing firm and shall not be a sub-consultant to that firm.

SUBMITTAL REQUIREMENTS: Other requirements for the Proposal include:

1. Submit (3) copies of the Proposals to the County.
2. Include a copy of a rate sheet as an additional sheet in the Proposal.
3. **SUBMITTAL DEADLINE:** The Proposal shall be received by the Daggett County Clerk's office no later than 9 AM on September 29, 2020. Late Submittals will not be accepted.
4. Proposals shall be sent or delivered to:

Daggett County Clerk's Office
95 North 1st West
PO Box 400
Manila, UT 84046

PROPOSAL REVIEW: The County Commission will review proposals pursuant to the criteria outlined in Utah Code Title 17, Chapter 53, Section 313, Hiring of professional architect, engineer, or surveyor. In order to assist them in considering the criteria outlined in Utah Code, the County Commission may score proposals according to the following evaluation criteria:

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| • Understanding of the Scope of Work | 20 Points |
| • Qualifications of Key Personnel | 30 Points |
| • Project Experience | 30 Points |
| • Rates | 20 Points |

GENERAL SUBMITTAL INFORMATION:

1. All correspondence or communications in reference to this Request for Proposals shall be directed to:

Randy Asay, Commission Chair - (435) 784-3218 ext. 133
Jack Lytle, Commissioner - (435) 784-3218 ext. 132
Matt Tippets, Commissioner - (435) 784-3218 ext. 131

Commission @daggettcountry.org

Daggett County Commission
95 North 1st West
PO Box 219
Manila, UT 84046

2. All costs for the preparation of submittals shall be borne by the Applicant and submittals received shall become the property of the County, whether accepted or rejected.
3. Selection of qualified applicants will be approved by County procedure, consistent with applicable laws and as previously described under Selection Procedures.
4. This Request for Proposals does not constitute an offer of contract for services.
5. The County reserves the right to reject all proposals submitted in response to this Request for Proposals or subsequent activities that may be part of this procurement