



**REQUEST FOR  
STATEMENT OF QUALIFICATIONS (SOQ)  
TO PROVIDE PROFESSIONAL SERVICES**

Response to Questions  
January 9, 2023

**Question 1:** We are wondering if the City is looking for SOQs from engineering firms providing multiple services under the Municipal Engineering Service Area, or if we may submit an SOQ for that one service under that Service Area?

**Response:** *The SOQ does not need to respond to every individual task listed in the Municipal Engineering service area, only to the service area as a whole.*

**Question 2:** If we are permitted to submit an SOQ for right of way services, we noticed the SOQ mentions the ability of the firm to directly provide the necessary services without the use of sub-consultants. We normally include appraisal subconsultants since it would be a conflict of interest for us to provide appraisal services under one roof. Would the City allow us to include a subconsultant on our team, or would we contract those services as needed?

**Response:** *Yes. The City understands that some projects such as vertical building projects require a wide range of services and expertise which quite often requires the use of specialty subconsultants.*

**Question 3:** If more questions arise from the City's responses to questions, will the City be allowing another round of questions and answers?

**Response:** *No*

**Question 4:** What are some of the important aspects of the upcoming projects. Hot button issues

**Response:** *The Request for SOQ will be used to identify consulting firms to provide specific technical consulting services to support City staff; it is not project specific.*

**Question 5:** What are some of the upcoming projects in the next 4 years?

**Response:** *The City discussed their Five Year Financial Plan in July of 2022 which includes a wide variety of project types.*

**Question 6:** What are some of the problems we may likely encounter during these projects?

**Response:** *The Request for SOQ will be used to identify consulting firms to provide specific technical consulting services to support City staff; it is not project specific.*

**Question 7:** What are some of the qualities, in consultants, that are important for City Staff?

**Response:** *The City intends to select those firms evaluated to be best qualified to perform the work for the City with past experience, cost, compatibility, and other performance factors also considered. This includes but is not limited to the ability to actively manage project; and the ability to respond to city needs and questions in a timely manner. In evaluating whether a consultant is to be included in one of the service areas, numerous factors shall be considered.*

*Among those factors are the following:*

- *An evaluation of the consultant's technical qualifications.*
- *Work experience and reputation.*
- *Available personnel.*
- *Recommendations of past and existing clients.*
- *Previous experience with the City of Farmington.*
- *City of Farmington RFQ to Provide Professional Services*
- *Actual or potential conflicts of interest with other private or public clients and the City of Farmington, including other governmental agencies, doing business with the City.*
- *The ability of the firm to directly provide the necessary services without the use of sub-consultants.*
- *History of questionable consulting actions or poor consultant contract performance.*
- *Willingness to enter into City's Agreement for Professional Services.*
- *Hourly fees and other expenses.*

**Question 8:** Which consultants are presently working for the City?

**Response:** *Consultants currently or recently working on City projects include, but are not limited to, 292 Design Group; Barr Engineering; Bolton & Menk; Braun Intertec; Design Tree Engineering & Land Surveying; Goodpointe; HKGi; KLM; Stantec; and WSB.*

**Question 9:** What type of project fees does the city prefer? Hourly, Hourly not to Exceed, or Lump Sum?

**Response:** *Hourly not to Exceed*

**Question 10:** Will there be a direct selection for projects or will competitive proposals be required for each project?

**Response:** *Typically, City staff will select a member of the approved consultant pool and will cooperatively develop a draft work scope. A budget will then be prepared based on the draft work scope. But the City also reserves the right to obtain competitive proposals from multiple firms within the pre-qualified pool of consultants.*

**Question 11:** How does the City intend to distribute points across its selection criteria in Section V.E to rank proposals?

**Response:** *The City intends to select those firms evaluated to be best qualified to perform the work for the City with past experience, cost, compatibility, and other performance factors also considered. All factors identified in Section V.E. will be considered.*

**Question 12:** Is there a total number of firms the City wishes to have in its consulting pool, or a maximum number for any of the Consultant Service Areas in Section IV?

**Response:** *This will depend on an evaluation of the SOQ's received.*

**Question 13:** How many consultants do you estimate including in the pool?

**Response:** *This will depend on an evaluation of the SOQ's received. The City intends to establish a pool of qualified professionals that provides a broad base of experience and expertise that the City can utilize as needed.*

**Question 14:** How will the City solicit proposals from the selected pool of consultants? For example, will you rank the consultants in each technical service area and ask the top 3?

**Response:** *Typically, City staff will select a member of the approved consultant pool and will cooperatively develop a draft work scope. A budget will then be prepared based on the draft work scope. The budget is then reviewed and the work scope can be adjusted to maximize the efficiency and effectiveness of the consultant's time. The City also reserves the right to use firms outside of the pre-qualified pool for significant projects or where statutes, funding, or other agencies may require competitive proposals. The City also reserves the right to obtain competitive proposals from multiple firms within the pre-qualified pool of consultants.*

**Question 15:** Does the number of technical service areas submitted affect the final selection of the firms?

**Response:** *No*