



Request for Qualifications
Engineering Services for CDBG Project:
Carson Valley Community Food Closet New Facility, Phase II

Issued: August 12, 2016
Submission Deadline: September 16, 2016

Contact Information:
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Carson Valley Community Food Closet (CVCFC) has received a Community Development Block Grant (CDBG) award in the amount of \$42,998 by the Nevada Governor's Office of Economic Development (GOED) for the planning of the Carson Valley Community Food Closet new facility. This facility will include administrative, warehouse and distribution space.

CVCFC is soliciting statements of qualifications in response to this Request for Qualifications for Engineering Services to assist CVCFC in planning and engineering this project in compliance with all applicable requirements under the Nevada CDBG Program. Payment terms will be negotiated with the selected Engineer. The fee for these services will be paid with funds from both CDBG and CVCFC.

Services to be provided will include:

- Topographic Survey
- Geotechnical Report
- Architectural Plans including: Schematic Design
- Design Development and Construction Drawings or Construction Documents
- Design Review & Special Use Application
- Final Civil Improvement Plans & Permitting
- Landscaping and Irrigation Plans

Project Schedule: The selected Engineer is expected to begin work once the contract is awarded. This project is on a one year time schedule as part of the CDBG grant requirements which began July 1, 2016. It is expected that completion of this project will end no later than May 30, 2017.

Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to project;
4. A description of the firm's prior experience, including any similar projects (in particular those funded by CDBG), size of community, location, total construction cost, and name of a local official knowledgeable in the firm's performance;
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
6. The proposed work plan and schedule for activities to be performed.
7. **Submission Deadline: September 16, 2016**
8. Proposals must be submitted via email to contact@carsonvalleycommunityfoodcloset.org

Respondents will be evaluated according to the following factors:

- The qualifications of the professional to be assigned to the project
- The consultant's capability to meet time and project budget requirements
- Location

- Present and projected workloads
- Related experience on similar projects

The selection of the finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified Engineering Firm whose proposal is deemed most advantageous to CVCFC. **The chosen proposal will be awarded on October 10, 2016.** Unsuccessful Engineering Firms will be notified as soon as possible.

Respondents may review the CDBG application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the Carson Valley Community Food Closet offices during regular office hours Monday, Tuesday, Wednesday and Friday 9-4pm or on our website at:

www.carsonvalleycommunityfoodcloset.org

Further information about Community Development Block Grants can also be found at:
<http://www.diversifynevada.com/programs-resources/cdbg>.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, CVCFC reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.