



CITY OF ELKO  
1751 COLLEGE AVENUE  
ELKO, NEVADA 89801

**Request for Qualifications  
For  
Engineering and Consulting Services for City of Elko  
for Fiscal Years 2024/2025 - 2025/2026 - 2026/2027**

**General**

The City of Elko is currently soliciting Statements of Qualifications (SOQ's) from qualified engineers and consultants for services including:

Civil Engineering  
Land Surveying  
Electrical Engineering  
Sewer Collections Systems  
Water Infrastructure & Distributions System  
Waste Water Facilities (WRF) Operations and Plant Maintenance  
Street and Public Work Design: Roadway layout, street rehabilitation, construction.  
Structural Design  
Environmental Engineering  
Mechanical Engineering

**For the entire Request for Qualifications Packet, please contact the City Clerk, or visit the City of Elko Website at [elkocitynv.gov](http://elkocitynv.gov)**

For projects related to the construction, maintenance, and installation of any City infrastructure for fiscal year **2024/2025 - 2025/2026 - 2026/2027**. The goal of the City is to have a short list of competent and qualified Engineers and Consultants for City Staff to be able to select for any associated infrastructure design project throughout the City. Professional services for upcoming projects may include, but **are not limited to**: roadway rehabilitation; construction of new roadways, water, sewer, and storm drain infrastructure; sewer collections systems, design of force mains, slip lining maintenance and design, manhole lining, plant maintenance, facility design, pipeline projects, hydraulic and capacity models, SCADA integration with the City's specified vendor, electrical engineering, structural designing, geotechnical investigations, hydrology studies, retaining wall designs, mass grading; environmental engineering, mechanical engineering, and park development design and related services. Professionals should anticipate an expectation for representation at all (or necessary) project meetings. Project development may also include the preparation of schematic designs; estimates of materials, labor, and equipment as needed to construct any project; all required permitting; identification of utility conflicts; coordination with utility companies; include preparation of specifications and bid documents; provide project management; and any other items necessary to successfully develop and assist in a project. The project designs shall (or may) be in conformance with NAC, NRS, Federal Requirements, Elko City Code, Standard Specifications for Public Works Construction, (latest editions), design guidelines, as well as any other applicable guidelines pertaining to specific project needs.

**If your firm specializes in only some of the above listed project types, please submit an SOQ listing your specific qualifications, and you may be added to the short list for those types of projects.**

Engineers / Consultants must be responsible for maintaining agreed upon project time line estimates. In the event of a required timeline extension for any contracted or agreed upon service, (firms) must present in writing an explanation for the extension of time which will be subject to approval by City staff, project management, and/or City Council.

Engineers / Consultants must also agree to present in writing any changes that may affect any active contract or agreement such as any changes to a firm's ownership or partnership, explaining any potential impact that may affect any projects in progress. which will be subject to approval by City staff, project management, and/or City Council.

**No Pre-Submittal meeting will be required.**

**Technical Expertise**

The City seeks to work with a team that has a successful history of experience working on similar infrastructure projects. The ability to forecast cost, respect budgets, and meet deadlines are additional factors for consideration.

**Required Information/Evaluation Criteria**

Interested and qualified firms or teams are invited to submit **(4) four printed copies as well as (1) one electronic copy (zip or thumb drive)** of their SOQ that demonstrates their experience in performing projects of this scale and type. **Documentation should be limited to twenty (20) pages (front and back) and should include:**

- **General Information**
  - Identification of the firm/team submitting their SOQ. If a team of firms is proposed, the lead firm should be identified as the primary firm with the other firms listed as secondary firms.
  - Identification of key personnel who will be committed to a project.
  - Length of time with the firm.
  - Applicable professional registrations.
- **Experience and qualifications of the firm/teams and key personnel**
  - A brief description of each firm/team member should be provided along with a list of major services offered by each firm/team member.
  - A summary demonstrating the firm/team's qualifications to satisfy all the technical areas identified in the section "Technical Expertise" above with specific mention of significant applicable projects.
  - A representative list of clients with contact names.
  - A representative list of projects of a scale and type similar to the type of project which is being considered by the City. The list should include the project location, description, project estimate, bid day cost, final construction cost, date of construction, services provided by your firm for the project, and owner contact name.
  - From the representative list of projects discuss in detail the project your firm has completed that you believe most closely matches the effort which will be required for a typical City project.
- **Innovative approaches used on other similar projects**
  - Identify innovative approaches that were used in executing work on similar project(s). Also, discuss the particular expertise your firm/team offers and how you propose to use that expertise to benefit the City to add value to the project.
- **Approach to Project Management**

**Selection Process:**

A selection committee comprised of City Staff will review and evaluate all the submitted SOQ's and will rate all firms based on competence, qualifications, and criteria. These reviews will be assessed and recommended to the City Council for future City projects. The selection committee may develop a short list **not to exceed fifteen firms** to possibly be interviewed by the committee before a recommendation is made for possible Council approval. The interview process is an option that may occur depending on the original review by the selection committee.

The City of Elko will not provide compensation or defray any costs incurred by any firm relating to the response of this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any and all SOQ's, or to accept any SOQ deemed most advantageous, or to waive any irregularities or informalities in any SOQ received, and to revise the process schedule as circumstances require. The City Council reserves the right to accept or reject the selection committee's recommendation and make its own decision regarding the possibility of awarding a contract to whom the City Council feels is in the best interest of the City.

City Council is expected to approve all qualified SOQ submittals on June 25, 2024.

**Contact Information**

Questions, clarifications, or requests for general information will be accepted up to seven (7) calendar days (**May 23, 2024 by 3:00 PM**) prior to the date the submittals are required and are to be directed to:

**Diann Byington**  
**Clerk Technician II, City of Elko**  
**1751 College Avenue**  
**Elko, NV 89801**  
**E-mail: [cityclerk@elkocitynv.gov](mailto:cityclerk@elkocitynv.gov)**  
**Phone: 775-777-7126**

Submittals **must be mailed or delivered to:**

**Diann Byington**  
**Clerk Technician II, City of Elko**  
**1751 College Avenue**  
**Elko, NV 89801**

All submittals must be received no later than **3:00 PM on June 3, 2024**

**Published this 14<sup>th</sup> day of May 2024.**

*Dale Johnson*

City of Elko, Utilities Director