

## NOTICE OF REQUEST FOR PROPOSALS

### CITY OF GLENDALE GENERAL ENGINEERING SERVICES

#### CONSULTING SERVICES

The City of Glendale (City) is requesting statements of qualifications from firms to provide General Engineering Services. Projects will address all modes of transportation for a wide variety of services including planning support, financial analyses, design concepts, design review, environmental assessments, and right-of-way acquisitions.

#### PROJECT DESCRIPTION

A consultant contract for a General Engineering Consultant (GEC) was issued in June 2008 by the City of Glendale, Arizona and will expire in June 2014. GEC services are needed to complete Glendale Onboard Program (GO) transportation projects. The City of Glendale (City) is requesting statements of qualifications from firms to provide General Engineering Services. In addition, GEC services may be needed to support other transportation projects to be undertaken by Glendale Transportation Services.

#### SCOPE OF WORK

The Consultant will work closely with the City, MCDOT and ADOT staff during the completion of transportation projects. The City will utilize the services of the Consultant for programming, design concepts, plan review, and cost estimating. This project will require the following professional services: civil, surveying, environmental, geotechnical, electrical, financial analysis, and public involvement. The Consultant will be required to prepare and submit all required MCDOT or ADOT forms associated with projects. The Consultant, if requested by the City, may also be required to make presentations, conduct public meetings and other related public involvement activities. The City reserves the right to delete any services not required and to initiate additional procurement action for any of the services included in this initial procurement.

#### PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held on **Friday, February 21, 2014, at 10:00 a.m.** in Room B-2 of City Hall (basement), 5850 West Glendale Avenue, Glendale. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. **Because City staff may not have time to respond to individual inquiries regarding the scope outside of this pre-submittal conference, it is suggested that interested firms send a representative to the pre-submittal conference.**

## REQUEST FOR PROPOSAL PACKET

The RFP packet can be obtained at the City of Glendale Transportation Services Department, 5800 West Glenn Drive, Glendale, AZ 85301, Office: (623) 930-2940 / Fax: (623) 915-1029.

To request that a copy of the RFP packet be sent to your firm through the U.S. Mail or by courier service, fax or mail your request on your company letterhead referencing this RFP to the City of Glendale Transportation Services Department. If requesting to use a courier service the requestor must pay for and provide courier-shipping information.

To request the RFP Packet by email, please email both Allan Grover at [agrover@glendaleaz.com](mailto:agrover@glendaleaz.com) and Bob Darr at [rdarr@glendaleaz.com](mailto:rdarr@glendaleaz.com) referencing this RFP.

Firms requesting an RFP Packet from the Transportation Services Department will be included on the Request for Qualifications Holders List, however, the City accepts no responsibility for receipt of the RFP packets.

Questions pertaining to the RFP or consultant selection process should be directed in writing or emailed to Debbie Albert, Transportation Services Department, City of Glendale, 5800 West Glenn Drive, Glendale, AZ 85301, or [DAAlbert@glendaleaz.com](mailto:DAAlbert@glendaleaz.com).

The RFP submittal date is: **Friday, March 7, 2014, no later than 2:00 p.m.** Any proposal received after this time will not be considered and will be returned to the consultant.

CITY OF GLENDALE, ARIZONA

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