

Request for Statement of Qualifications

Professional Services

RFP NO. 2023- 003

**Packet for the Term
JULY 2023 to JUNE 2025**



Your Community of Choice

**DEPARTMENT OF PUBLIC WORKS
ENGINEERING & CONSTRUCTION SERVICES DIVISION**

**REQUEST FOR
STATEMENT OF QUALIFICATIONS
PACKET**

PROFESSIONAL SERVICES

**For the term of
JULY 2023 TO JUNE 2025**

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INTRODUCTION

This packet contains all the forms necessary for firms to respond to the City of North Las Vegas request for Statement of Qualification (SOQ) for professional services. Firms should carefully read and review this entire package.

The City of North Las Vegas request SOQs from firms to provide various professional services for public works projects. Firms interested in providing these services should complete a submittal using the information and forms within this packet. Submittals will only be accepted from 8:00 a.m. to 5:00 p.m., Monday through Thursday until the **deadline of 5:00 p.m. on Thursday May 11, 2023. NO LATE SUBMITTALS WILL BE ACCEPTED.**

Submittals are to be delivered to the following address:

Mailing address and messenger deliveries:

Christine Schaefer
Engineering & Construction Services Division
City of North Las Vegas
2250 Las Vegas Boulevard North, Suite 243
North Las Vegas, NV 89030
schaeferc@cityofnorthlasvegas.com

Note: Each firm must submit the following:

Four (4) hard copies; and

One (1) electronic copy (PDF Format) on a thumb drive

SUBMITTAL INSTRUCTIONS

General

1. Firms must submit four (4) hard copies and one (1) thumb drive in Adobe Acrobat PDF format clearly labeled with the date, firm's name in the "City of North Las Vegas Statement of Qualifications" format.

Please note: No receipts for submissions will be provided by the City of North Las Vegas, please provide your own transmittal if you desire proof of delivery.

2. Please follow the organization, order, and numbering presented in this package.
3. All submittals should be completed on the forms provided in this package. Facsimile forms created with word processing are acceptable. These facsimiles, however, must use the same layout and format as the original forms. Slight adjustments to the forms, such as margin and paragraph spacing, are acceptable. However, these adjustments must not change the wording or numbering of questions, the order of requested information or increase/decrease, the amount of information requested. All pages must conform to an 8-1/2" x 11" format, either portrait or landscape orientation.
4. All forms can be downloaded from the City's website at:
<https://www.ngemnv.com> or www.DemandStar.com

To receive a Statement of Qualifications Packet via e-mail, or a hardcopy, please call (702) 633-1206 or email Christine Schaefer at schaeferc@cityofnorthlasvegas.com.

5. In general, all typing on the forms should be in eight to twelve point (or eight to twelve pitch) size font, using normal font types such as Arial, Times Roman, Helvetica, Courier, Pica, or Elite. Do not use cursive, script or brush type fonts. Tab and separator sheets may use larger font sizes.
6. Each submittal section must have clearly recognizable dividers. Dividers should have the name of the section clearly listed.
7. Any firm awarded a contract must agree to the terms and conditions of the attached standard Professional Services Agreement.
8. Any architectural, engineering, or survey firm awarded a contract must have a Nevada registered Architect, Engineer, or Surveyor as a principal owner pursuant to NRS 623 and 625, respectively.
9. Incomplete or late submittals/forms will not be considered for review. Ensure that all forms are completed and signed prior to submittal. **Any questions should be directed to the Engineering & Construction Services Division at schaeferc@cityofnorthlasvegas.com.**
10. Evaluation of the submittal will be based on the qualifications and the expertise of the prime consultant to perform 90% - 95% of scope the work in the designated Service Areas.

Submittal Order:

Please conform to the following organization order, numbering, and contents:

CNLV FORM A – Applicable SOQ Service Areas

Please check the applicable Service Areas that are included in your firm's SOQ submittal. Be sure to check **ALL** Service Areas that your firm has the expertise and qualifications to perform the full scope of work. The Service Areas checked should include all the specialized areas the firm wants to be considered for in support of City Public Works Projects. Be sure to complete all corresponding back up forms for each Service Area, as outlined below.

CNLV Form A-1 – General Information

Form A-1 concerns general information about the submitting firm. Please complete all of the information required on this form. Sign and date the form agreeing to requirements for consulting services for the City of North Las Vegas.

CNLV Form B – Personnel Experience – Professional Staff

Complete the fields for the firm's professional staff including their names, title, discipline(s) in which they serve, professional registration, education, and years of experience. Each person may list more than one discipline, please use the key at the bottom of the sheet. Form requires Professional Engineer's license number, Professional Land Surveyors' License Number, Nevada State Board of Architecture, Interior Design and Residential Design (NABAIDRD) number, or Nevada State Board of Landscape Architects number. Engineer Interns (EI) and Land Survey Interns (LSI) registered with the Nevada State Board of Engineers and Land Surveyors may be listed along with Professional Engineers (PE) and Professional Land Surveyors (PLS). This form requires the firm certify that the listed individuals are residents of the United States. Resumes for professional staff should be submitted following this section.

Professional Resumes

Provide resumes for all professional staff proposed for services under any Service Area that are registered with the Nevada State Board of Architecture, Interior Design, and Residential Design, the State of Nevada Landscape Architecture Board, or the State Board of Professional Engineers and Land Surveyors. Be sure to include certifications such as LEED AP. Please limit resumes to one page per person.

CNLV Form C - Personnel Experience – Other Technical and Key Staff

List all other employees in technical fields or key staff positions along with any pertinent certifications or endorsement they hold. This form may include any staff required to complete a project within the firm's Service Area. Form requires the firm certify that the listed individuals are residents of the United States.

Other Technical and Key Staff Resumes

Provide resumes for all technical and key staff proposed for services under any Service Area. Please limit resumes to one page per person.

CNLV Form D – List of Tests and Procedures for Geotechnical Engineering / Materials Testing & Inspection

If the submittal contains a Geotechnical Engineering / Materials Testing and Inspection Service Area, the firm must include a CNLV Form D - List of Tests and Procedures for Geotechnical Engineering and Materials Testing & Inspection. Otherwise, this form is not required.

CNLV Form E – Minimum Requirements

All firms must complete and sign the attached Form E agreeing to the listed minimum requirements.

CNLV Form F – Firm Litigation

Identify any litigation or arbitration findings involving the firm’s local office within the last five (5) years or current cases. Please identify any findings or awards from surety companies in relation to professional liability claims.

Service Areas

Complete the following forms for each Service Area the firm is interested in providing Services for. However, separate each individual Service Area with a tabbed divider labeled with the Service Area named on the tab. Firms interested in providing services in these areas must intend to be the prime consultant for the services provided and to perform the full scope of the work. Joint Ventures and partnerships will not be evaluated. Firm shall include a separate organization chart for their proposed team for each service area category.

CNLV Form G – Service Areas

List the firm’s relevant projects to the Service Area. Please limit the list to no more than five (5) projects within the last five (5) years. List the firm’s local and most recent projects first. For each project, check the box indicating whether the firm was the prime consultant or a sub-consultant. List up to three (3) key staff involved with the project and the role they served on the project team.

Following this form, please provide a one page highlight of the project including photos, renderings, site plans, etc. Order the highlights to match the order of the projects listed on Form G and identify the pages with the same project name as listed. Provide details such as the project limits, the scope of services, and the project bid structure (i.e. bid-build, design-build, Construction Manager at Risk). Feel free to list any personnel and their involvement with projects that are not listed on Form G. Any person listed on the project description should be listed in Form B or Form C and have a resume in the section following Form B or Form C.

PLEASE NOTE: City of North Las Vegas (CNLV) “Forms A” through “Forms F” only need to be prepared and submitted once. **Applicable Service Areas:** “Form G” must be completed and submitted for each applicable/checked SOQ Service Area for which the firm submits. Provide a divider for each Service Area.

For example, a firm **may** have their submittal laid out as such:

- Form A
- Cover Letter
- Form A-1
- Form B
 - Professional Resumes

- Form C
 - Other Technical and Key Staff Resumes

- Form D (Geotechnical Testing Only)
- Form E
- Form F
- Service Area: Engineering, Flood Control
 - Form G
 - Projects – Flood Control

- Service Area: Land Surveying
 - Form G
 - Projects – Land Surveying/Construction Staking Survey

Note: Each firm must submit the following:

Four (4) hard copies; and

One (1) electronic copy (PDF Format) on a thumb drive

SERVICE AREAS DEFINED

The City of North Las Vegas is looking for firms to provide expertise in one or more of the Service Areas listed below.

ENGINEERING

- Construction Management - Engineering
- Environmental Field Services
- Flood Control Engineering
- Geotechnical Engineering / Material Testing and Inspection
- Land Surveying Construction Staking Services
- Structural Engineering
- Surveying (Boundary, Topographical, and Alignment)
- Traffic Design Engineering
- Transportation Engineering

ARCHITECTURAL

- Building Commissioning
- Buildings
- Construction Management - Architectural
- Mechanical / Electrical / Structural – Buildings
- Parks / Landscape Design

WATER AND WASTEWATER

- Sanitary Sewers
- Wastewater Treatment
- Water Systems

GENERAL

- Bid-ability and Constructability Review
- Development Plan Review Services
- NEPA / Environmental Assessments
- Staff Augmentation

Firms interested in providing a service in one of the aforementioned service areas must be the prime consultant for that service and must perform full scope of the service.

ENGINEERING

CONSTRUCTION MANAGEMENT - ENGINEERING

Provide a resident project representative(s) and licensed project engineer and/or project manager for transportation, flood control and utilities construction projects. Provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform construction management services. This includes project documentation, document control, materials testing and inspection documentation/services, and preparation of pay requests and change orders, schedule tracking and review, as required. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance. In addition, the consultant should be capable of evaluation and enhancement of existing City of North Las Vegas claims procedures, contract documents, contractor performance documentation and construction processes for the purpose of dispute avoidance, claims mitigation and staff training. Qualified firms must have professional staff with licenses to practice civil engineering in the State of Nevada and have legal expertise in construction claims. Preference may be given to those firms that exhibit construction claims experience.

ENVIRONMENTAL FIELD SERVICES

Perform contaminated soil and groundwater investigation including resultant remediation; perform biological and habitat assessments; provide hazardous waste management/emergency response; provide air quality permitting and compliance assistance; provide storm water permitting and compliance assistance.

FLOOD CONTROL ENGINEERING

Provide professional services for the design and construction of detention basins, open channel and closed conduit storm water collection and conveyance facilities. Design may include plans, specifications, and bid documents of spillways, inlets, outlets, transition structures, culverts and associated hydrology and hydraulics calculations. Design may include assistance in right-of-way/easement acquisition and evaluation of reviewed right-of-way/easement(s) necessary for the project.

GEOTECHNICAL ENGINEERING / MATERIAL TESTING AND INSPECTION

Investigate on-site soil/rock properties; make professional recommendations on the use of those materials for structures normally associated with buildings, parks, trails, roads, sanitary sewers and flood control improvements.

Provide professional services under the direction of a State of Nevada licensed Engineer to conduct plant and/or field sampling, inspection, and perform standardized laboratory tests on common construction materials in accordance with ASTM, AASHTO or other applicable procedures. Provide documented results of tests performed; list any certifications of personnel or firm including ACI, RCI, etc., accreditation, or any others; may require accreditation as an IBC/ICC Special Inspection Agency.

LAND SURVEYING CONSTRUCTION STAKING SERVICES

Verification of horizontal alignment or boundary configuration, right-of-way limits and the vertical controls from which a project is to be constructed; establishment of necessary site specific construction benches and horizontal control points; physical placement of all construction stakes necessary to enable the contractor to locate the project improvements.

Project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, flood control improvements, sanitary sewer improvements, buildings, trails, and park improvements.

STRUCTURAL ENGINEERING

Design structures associated with transportation or flood control improvements such as bridges, viaducts, large culverts, spillways, transitions, structures, detention basins, retaining walls and other related structures; knowledge of federal, state, county and city specifications related to transportation, drainage-related structures and building structures; prepare plans, specifications and bid documents; manage the construction administration of structures.

SURVEYING (BOUNDARY, TOPOGRAPHICAL, AND ALIGNMENT)

Establishment of boundaries, alignments, limits of rights-of-way, etc., sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced; includes the resolution of conflicting surveys, identifying and addressing title issues within the scope of the land surveyor's authority, the preparation of certified legal descriptions of the area surveyed and acquisition areas, preparation of right-of-way plans/plats and the measurement of the earth's contours and of fixed works.

TRAFFIC DESIGN ENGINEERING

Service Area includes design of traffic signals and signal modification plans, streetlighting plans; signing and marking plans; temporary traffic control plans; intelligent transportation systems (ITS); traffic calming design; roundabout design; pedestrian improvement plans; suggested route to school upgrades including bike lanes; access management plans; traffic capacity improvement projects (such as intersection widening to provide bus turnouts, exclusive right turn lanes or dual left turn lanes). Selected consultants shall provide all engineering services for the preparation of plans; specifications and bid documents as well as provide public presentations and a variety of analyses as needed.

TRANSPORTATION ENGINEERING

Urban Street Design

Service Area includes the design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 150 feet); design of pavement, curb, gutter, sidewalks, drainage improvements and reconstruction within developed areas. Selected consultants shall provide all engineering services for the preparation of plans, specifications and bid documents.

Rehabilitation Design

Consultant shall provide all engineering services for the testing and evaluation of existing pavement sections; all engineering services for the preparation of plans, specifications and bid documents. Roadway rehabilitation projects may involve some minor structures and minimal right-of-way engineering.

ARCHITECTURAL

BUILDING COMMISSIONING

Building commissioning services for LEED certification of building projects and specialty systems; may include design review and recommendations, value engineering, specification writing, submittal review, construction review and field testing, preparation of systems operation manuals, conduct building operation surveys; and reports for new construction and retrofits.

BUILDINGS

Provide professional architectural services (including subconsultants as necessary) for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, additions and restorations; capability to provide 3-D modeling of facilities; may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management; experience in projects requiring LEED certification; ability and willingness to provide services under design-build or construction management-at-risk delivery methods.

This item is limited to firms where a principal of the firm is a Nevada Registered Architect occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

CONSTRUCTION MANAGEMENT – ARCHITECTURAL

Provide resident project representative(s) and licensed project engineer, architect and/or project manager for construction of parks and building facilities. Provide qualified staff, documentation, software and all necessary office equipment, vehicles and tools needed to perform construction management services, including documentation, document control, materials testing and inspection, and preparation of pay requests and change orders, as required. Provide liaison with the public, sub-contractors, utilities, other governmental agencies and other involved parties.

Construction Claims Support: Provide services including claims evaluation, schedule analysis, identification of potential claims issues, research case history to support or deny claims, evaluation of fault, providing recommendations and dispute avoidance; capable of evaluation and enhancement of existing City of North Las Vegas claims procedures, contract documents, contractor performance/ documentation and construction processes.

Experts in dispute avoidance, claims mitigation and have expertise in construction claims. Qualified firms must have professional staff with licenses to practice civil engineering and architectural in the State of Nevada (Preference may be given to those firms that exhibit construction claims experience.)

MECHANICAL/ ELECTRICAL/PLUMBING/STRUCTURAL

Provide mechanical, electrical, plumbing, building and structural subconsulting services to in-house city staff architects and engineers; may include investigative studies, design, value engineering, construction document preparation and construction administration.

PARKS/LANDSCAPE DESIGN

Provide landscape, engineering, and minor architectural services for the design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects; includes new construction, renovations, and restorations; basic services may include programming, reports, studies, surveys, master planning, urban planning, conceptual design, schematic design, design development, construction documents, permitting, bidding assistance, construction administration and project management.

This Area is limited to firms where a principal of the firm is a Nevada Registered Architect, Landscape Architect or Civil Engineer occupying a position of management, shares in the firm's losses and is liable for the acts of the firm.

WATER AND WASTEWATER

SANITARY SEWERS

Provide professional engineering services for sanitary sewer design. These services shall include preparation of technical studies, plans and specifications required to properly size and evaluate new and/or existing systems. This may include estimating waste water flow quantities, determining pipe size, manhole design and other pertinent items associated with sanitary sewer systems. Work may also include sanitary sewer collector systems, lift stations, flow monitoring and rehabilitation (cured in-place pipe or bursting). In addition, sanitary sewer programming and future planning for possible land use guidelines may also be required. These design packages and programming/planning documents shall meet all applicable codes/standards and ultimately obtain final approval from the City of North Las Vegas Development and Flood Control Division and Utilities Department.

WASTEWATER TREATMENT

Wastewater treatment design shall be a professional engineering service required to prepare technical studies, plans and specifications necessary to properly size and evaluate new and/or existing equipment and systems. Work may include wastewater equipment and facility relocations, replacements and rehabilitations as well as design and troubleshooting of various treatment processes. In addition, wastewater system programming and future planning for possible land use guidelines may also be required. These design packages and programming/planning documents shall meet all applicable codes/standards and ultimately obtain final approval from the City of North Las Vegas Development and Flood Control Division and Utilities Department.

WATER SYSTEMS

Water system design shall be a professional engineering service required to prepare technical studies, plans and specifications necessary to properly size and evaluate new and/or existing systems. Work may include water system laterals, mains, reservoirs, wells, and pump stations and may also include facility relocations, replacements and rehabilitations. In addition, water system programming and future planning for possible land use guidelines may also be required. The design packages may require use of hydraulic grade lines/hydraulic analysis, calculating on-site and off-site demand and fireflows, determining water meter sizes, pipe size, and design of other pertinent water system features including, but not limited to, backflow prevention devices, pressure control valves and vault structures. The design(s) shall meet all applicable codes/standards and ultimately obtain final approval from the City of North Las Vegas Development and Flood Control Division and Utilities Department.

GENERAL

BID-ABILITY AND CONSTRUCTABILITY REVIEW

Provide professional services with the ability to perform detailed plan and specification reviews to identify errors, omissions and insufficient or ambiguous details, to review coordination between design disciplines, to analyze and/or develop project schedules, to identify areas where significant cost savings could be realized and to provide a constructability report summarizing their findings. Work may include attendance at design coordination meetings, field reviews, and utility / right-of-way research.

NEPA / ENVIRONMENTAL ASSESSMENT

Prepare environmental statements in compliance with the National Environmental Policy Act; prepare necessary analyses/reports in compliance with the Historic Preservation Act; prepare necessary analyses/reports in compliance with Clark County Regional Flood Control District Section 8 requirements; prepare and acquire 404 and 401 permits.

DEVELOPMENT PLAN REVIEW SERVICES

Perform review of maps, technical studies and improvement plans for land development projects on an on-call as needed basis. The consultant will need to dedicate the time of a minimum of one knowledgeable employee when needed and may be asked to have the employee located at City Hall. The consultant must have a working knowledge of the following:

1. City of North Las Vegas Municipal Code Titles 13, 16, and 17;
2. Clark County Uniform Standard Drawings;
3. Local and regional standards and addendum for sewer and water service design;
4. Approved materials list for utility construction;
5. City of North Las Vegas Water Service Rules and Regulations;
6. Clark County Regional Flood Control District's *Hydrologic Criteria and Drainage Design Manual*;
7. Regional and local flood control master plans and standards;
8. Regional Transportation Commission of Southern Nevada Policy and Procedures Manual;
9. Other documents deemed pertinent for the adequate review of maps, studies and plans.

The consultant may be asked to perform minor structural review for submittal of drawings and calculations for the Regional Flood Control District and local flood control facilities. The selected firm may not submit maps, plans or studies to the city for expedited review.

STAFF AUGMENTATION

Provide staff augmentation services to assist City staff with management of the Design and/or construction of Capital Improvement Projects. Consultant's staff may be expected to perform these services at the City's Office in North Las Vegas and to function as an extension of City staff. The consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by the consultant.

SOQ EVALUATION PROCEDURES

SOQ's will be reviewed and evaluated by City staff to confirm the submitted SOQ qualifies for inclusion in the submitted service area category list. The qualified SOQs may then be ranked for the pertinent Service Areas. SOQs will be used for consultant selection on future projects as needed and will typically be selected from projects in a ranked order. The City reserves the right to choose the evaluation process based on what is warranted for the specific project at hand. If the submitted SOQ meets the minimum score to qualify for consideration, evaluation methods will be one of the following:

1. On projects where engineering fees are expected to be less than \$100,000, the City of North Las Vegas will review the SOQs submitted and choose a firm that best meets the needs of the project. A project scope will be prepared and negotiations will begin with the selected consultant. If negotiations do not result in an approved scope and fee, the City of North Las Vegas reserves the right to choose another consultant, following the same process.
2. On projects where engineering fees are expected to exceed \$100,000, the City of North Las Vegas will review the SOQs submitted and may select to choose a minimum of the top 3 firms whose experience and personnel best meets the needs of the project. Otherwise, the City of North Las Vegas will select the firm in ranked order. A project scope will be prepared and the selected firms will be asked to submit a proposal based on the project scope. The City of North Las Vegas will determine if oral presentations are required when the project scope is prepared. The City of North Las Vegas will then form a team to evaluate the proposals and select the firm that best meets the needs of the project and will begin negotiations with the selected consultant. If negotiations do not result in approved scope and fee, the City of North Las Vegas reserves the right to choose another consultant from the solicited proposals or begin the process over.
3. For some Service Areas where the need for consultant assistance is deemed high for the SOQ term, the SOQs will be ranked using a minimum of three evaluators to review and assess all submittals for that Service Area. These evaluators may consist of City staff and/or personnel from other governmental entities with experience and expertise in the specific Service Area. Evaluators will complete their evaluations independently of other evaluators. On all submittals evaluators will evaluate the firm only on the basis of material contained within the submittal and the evaluator's personal knowledge of the submitting firm's performance on previous related projects. Information pertaining to Service Areas other than the one being evaluated should be disregarded.

The evaluators will follow the procedure and guidelines presented below:

1. The local firm's ability to demonstrate that it is a bonafide, fully-established, business enterprise that will likely continue to successfully operate locally for the foreseeable future under its current management.
2. Experience and qualifications of firm's employees to perform the Service within the scope of the Service Area.
3. Firm's equipment resources for the Service Area. Also for firms submitting for Geotechnical Engineering / Materials Testing, firms listing of tests and procedures.
4. Past history of providing similar Services in the last five years.
5. Management philosophy and project approach, including identification of budgeting, scheduling, and quality control processes practiced by the firm.

Each evaluator will independently rate each firm/service area with a score from zero to one hundred. The total of the evaluator's scores will be used to establish a final ranking. A firm that does not achieve a minimum score of seventy from 2/3 of the evaluators will not qualify for consideration in this SOQ period. NOTE, depending on the size and scope of the project, panel interviews for the three highest ranked firms may be utilized to determine consultant selection.

SUBMITTAL FORMS

Professional Services
CNLV Forms A through G

**CNLV FORM A
APPLICABLE SOQ SERVICE AREAS**

SERVICES INCLUDED IN THIS STATEMENT OF QUALIFICATIONS INCLUDE:

(CHECK ALL THAT APPLY)

ENGINEERING

- Construction Management - Engineering
- Environmental Field Services
- Flood Control Engineering
- Geotechnical Engineering / Material Testing and Inspection
- Land Surveying Construction Staking Services
- Structural Engineering
- Surveying (Boundary, Topographical, and Alignment)
- Traffic Design Engineering
- Transportation Engineering

ARCHITECTURAL

- Building Commissioning
- Buildings
- Construction Management – Architectural
- Mechanical / Electrical / Structural – Buildings
- Parks / Landscape Design

WATER AND WASTEWATER

- Sanitary Sewers
- Wastewater Treatment
- Water Systems

GENERAL

- Bid-ability and Constructability Review
- Development Plan Review Services
- NEPA / Environmental Assessments
- Staff Augmentation

**CNLV FORM A-1
GENERAL INFORMATION**

PROFESSIONAL SERVICES

STATEMENT OF QUALIFICATIONS

1. Date prepared: _____

2. Firm's name: _____

3a. Firm's address: _____

3b. Firm's Telephone No.: _____

4. Is your local office the main _____ or branch _____ or sole office? _____

5. Year your firm was established: _____

6. Year former firm(s) were established:

a. _____

b. _____

c. _____

7. Name, title, telephone number and e-mail of two principals in firm who may be contacted:

a. _____

b. _____

8. List locations of other offices (no more than five):

| | <u>Address</u> | <u>Telephone No.</u> | <u>No. of Personnel</u> |
|----|----------------|----------------------|-------------------------|
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |

**CNLV FORM A-1
GENERAL INFORMATION (continued)**

9. Errors and Omissions insurance:

a. Amount your firm presently carries: \$ _____

b. Carrier's name and address: _____

c. If no insurance, state other arrangements:

10. Total employees presently employed:

a. At your local (Southern Nevada) office: _____

b. In your firm: _____

c. Total wages reported by your firm to the State of Nevada Employment Security Division as shown on line 3 of form NUCS-4072 for the quarters ending:

12/31/21 \$ _____ 3/31/22 \$ _____

6/30/22 \$ _____ 9/30/22 \$ _____

FOR INFORMATIONAL PURPOSES ONLY

Is this firm a Minority, Women or Disabled Veteran Business Enterprise?

No Yes

If "Yes" Specify MBE WBE DVBE

Has this firm been certified as a Minority, Women or Disabled Veteran Business Enterprise?

No Yes

If "Yes" Specify Certifying Agency _____

Attach a copy of your certification

I declare under penalty of perjury that this application is complete, current and accurate as of the date below, and that I will advise the City of North Las Vegas of any changes in writing, including personnel changes if such change affect the firm's ability to provide required services, prior to negotiating or proposing any services, and that I am legally authorized by the applicant firm to execute contracts with the City.

Name and Title

Firm Name

Signature

CNLV FORM B - PERSONNEL EXPERIENCE - PROFESSIONAL STAFF - List all professional members on staff. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas of professional expertise listed below. (include EIs & LSIs)

| NAME | DISCIPLINE (See Key Below) (Check all that Qualify) | TITLE | License No.(s) | Education | YEARS OF EXPERIENCE | |
|------|---|-------|--|---------------|---------------------|--------------|
| | | | Nevada PE, NSBAIDRD, NSBLA # or PLS | Degree / Year | Firm | Career Total |
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Discipline Codes: 01=Architect, 02=CADD Technician, 03=Chemical Engineer, 04=Civil Engineer, 05=Construction Inspector, 06=Construction Manager, 07=Corrosion Engineer, 08=Cost Engineer/Estimator, 09=Electrical Engineer, 10=Environmental Engineer, 11=Environmental Scientist, 12=Environmental Manager, 13=Fire Protection Engineer, 14=Hydrologist, 15=Interior Designer, 16=Land Surveyor, 17=Landscape Architect, 18=Mechanical Engineer, 19=Structural Engineer, 20=Transportation Engineer, 21=Traffic Engineer, 22=Drainage / Utility Engineer, 23=Geotechnical Engineer, 24=Material Testing Engineer

I certify that the employees listed above are legal residents of the United States and are employed with our firm-
 _____(signature) _____(date)

CNLV FORM C - PERSONNEL EXPERIENCE – Other Technical and Key Staff - List other staff in your office. Indicate YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE.

| NAME | TITLE | Certifications | Education | YEARS OF EXPERIENCE | |
|------|-------|----------------|---------------|---------------------|--------------|
| | | | Degree / Year | Firm | Career Total |
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I certify that the employees listed above are legal residents of the United States and are employed with our firm-

_____ (signature) _____ (date)

CNLV FORM D
List of Tests and Procedures for
Geotechnical Engineering / Materials Testing & Inspection

Indicate your firm's local ability to perform the tests listed below. Please note that all tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

| <u>Yes</u> | <u>No</u> | <u>Test</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Hollow stem auger drilling |
| <input type="checkbox"/> | <input type="checkbox"/> | Rotary drilling (air, foam, mud) |
| <input type="checkbox"/> | <input type="checkbox"/> | Standard penetration testing |
| <input type="checkbox"/> | <input type="checkbox"/> | Natural moisture / groundwater conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil classifications (sieve analysis, Atterberg limits) |
| <input type="checkbox"/> | <input type="checkbox"/> | In-place density / unit weight |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil solubility |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil chemical analysis (pH, sulfates, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil expansion from moisture and chemical reaction |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil consolidation / hydro-collapse potential |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil resistivity |
| <input type="checkbox"/> | <input type="checkbox"/> | Direct shear strength (angle of internal friction, cohesion) |
| <input type="checkbox"/> | <input type="checkbox"/> | R-value |
| <input type="checkbox"/> | <input type="checkbox"/> | CBR value |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil resilient modulus |
| <input type="checkbox"/> | <input type="checkbox"/> | Soil percolation |
| <input type="checkbox"/> | <input type="checkbox"/> | Pavement visual distress surveys (cracking patterns, rutting, humps, depressions, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Deflection testing (Dynaflect, Road Rater or Falling Weight Deflectometer) |

CNLV FORM E
MINIMUM REQUIREMENTS

1. By submitting the Statement of Qualifications, **(insert firm name)** hereby agrees to use the applicable City of North Las Vegas' Professional Services Agreement, attached to the Statement of Qualifications packet without modification. If **(insert firm name)** is selected for a possible contract award, **(insert firm name)** agrees to provide the CITY with cost and pricing information in sufficient detail for the CITY to fully understand the cost for each service proposed including direct labor hours and dollars; benefits, general and administrative costs; a recent external audit report; and a Dunn & Bradstreet business credit report.

2. **(Insert firm name)** is properly licensed pursuant to NRS Chapters 623, 623A or 625, whichever is legally required for the services to be provided within the State of Nevada, and if applicable to **(insert firm name's)** business organization, is in compliance with NRS 623.349 for architects, interior designers and residential designers; and NRS 623A.250 for landscape architects, which requires that control and no less than two-thirds ownership of the business organization or association be held by persons registered or licensed in the State of Nevada pursuant to NRS Chapters 623, 623A or 625; and possesses the special knowledge, skills and expertise to perform the services hereinafter set forth within the time required under the Design Services Agreement with the City of North Las Vegas.

3. **(Insert firm name)** agrees to have a project manager agreeable to the City of North Las Vegas and available during the term of any contract with the CITY.

4. **(Insert firm name)** is capable of providing services in the Service Areas indicated in the submittal including signing and sealing construction documents for permitting.

5. **(Insert firm name)** has a bona fide office of business in the State of Nevada.

| | |
|-----------------------|------------------|
| Name and Title | Firm Name |
|-----------------------|------------------|

| | |
|------------------|-------------|
| Signature | Date |
|------------------|-------------|

****Prior to the award of any contract(s) firms must first obtain a City of North Las Vegas business license.***

**CNLV FORM F
FIRM LITIGATION**

CNLV FORM G

Service Area: _____

Name of registered principal* responsible for this Area: _____

| PROJECT NAME & LOCATION | ROLE | | PROJECT CONSTRUCTION COST | PROJECT OWNER'S NAME & ADDRESS | OWNER REPRESENTATIVES' NAME & PHONE | KEY STAFF / ROLE | CONSTRUCTION COMPLETION DATE |
|-------------------------|-------|-----|---------------------------|--------------------------------|-------------------------------------|------------------|------------------------------|
| | Prime | Sub | | | | | |
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*A principal is a person who occupies a position of management, shares in the firm's losses and is liable for the acts of the firm. Limit to five (5) projects within the last five (5) years.