

## **CITY OF KIMBALL**

### **REQUEST FOR QUALIFICATIONS (RFQ) OWNER'S REPRESENTATIVE SERVICES**

Kimball, Nebraska

Please visit the City of Kimball website to review the complete RFQ: <https://kimballne.org>.

#### **1. BACKGROUND**

The City of Kimball ("City") is requesting professional on-call owner's representative service qualifications from a qualified firm or team of Representatives to assist the City. The City requests written responses to a Request for Qualifications (RFQ) for selection of on-call or as-needed owner's representative

To control costs and provide a high level of professional services to all City departments and the community, the City believes the interests of the community can be best served by using a private firm for additional City Owner's Representative services. It is expected that such a firm would be able to contract available resources in response to work flow demands. Work space will be provided by the City for the Owner's Representative in Kimball.

The selected Representative is expected to be contracted for one year with an option of an automatic one-year extension on an on-going basis based on workload needs.

#### **2. PURPOSE**

The City is seeking an Owner's Representative ("Representative") to provide the range of expertise necessary to carry out the normal functions of an owner's representative in this capacity. All services provided by the Representative shall be performed by individuals who meet the qualifications, education, and certifications/ licensing requirements for the professional services levels.

The City is looking to engage an Owner's Representative that will assist the City in creating Request for Qualifications and Proposals in the areas of needed professional services and studies. This will include the Owner's Representative handling the process from beginning to end on behalf of the City. These services may include, but not be limited to, the solicitation of qualified firms, creating the RFQ's and RFP's, issuing the requests, receiving and evaluating the submissions, setting up the interviews of short-listed firms, compiling the evaluations, making selection recommendations, overseeing the selected firm's work, reviewing the progress submittals, engaging the appropriate city staff and personnel and community representatives when needed, overseeing and ensuring the quality of work and deliverables, ensuring the work remains on schedule, and closeout of the final work.

In addition, the Owner's Representative services may include services associated with one or more proposed projects, including but not limited to, general planning-related development and land use project review, site visits, technical plan check for planning documents and plans, map review, conformance with Federal, State and local regulations, and general compliance with City Standards, Ordinances, and Regulations.

The City will, based on qualifications presented in the response to this RFQ, select the firm(s) best able to provide owner's representative services for City initiated projects. The successful firm shall also

have the resources to provide cost effective and timely services to the City. Additionally, the City has an option to interview the selected firm's candidate(s) who will provide On-Call Owner's representative services.

### 3. SCOPE OF SERVICES

In general, the successful individual or firm will be expected to provide on-call owner's representative services for all types of projects requesting entitlements, including but not limited to new residential, commercial, and industrial buildings.

The on-call owner's representative services that a successful applicant would provide include, but are not limited to the ability to perform the following:

- A. When required, be present at City Hall for meetings.
- B. Develops and maintains good working relationships with other city departments, other jurisdictions, and the public.
- C. Analyze projects for compliance with the City's General Comprehensive Plan, zoning ordinance, Design Guidelines, applicable specific plans and other policies.
- D. Review and process ministerial applications and discretionary entitlements, such as: Plan Checks, Zoning Clearances, Sign Permits, Use permits, Variances, Design Review, Tentative Maps, and General Plan and Zoning amendments.
- E. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
- F. Communicate with developers, engineers, property owners, contractors and other individuals to discuss, advice, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;
- G. Ability to write Planning Commission and City Council staff reports, resolutions, ordinances, conditions of approval, and give oral presentations.
- H. Attend public hearings and community meetings as necessary.
- I. Analyze projects for environmental compliance.
- J. Ability to review projects and provide comments within timelines specified by the City
- K. Provide strong emphasis on the management of multiple projects and competing priorities while maintaining quality, meeting schedules and staying within budget.
- L. Answer public inquiries by telephone, email, mail or in person regarding property zoning and/or General Plan land uses, application submittal requirements, etc.
- M. Facilitation of special projects.

### 4. STATEMENT OF QUALIFICATIONS REQUIREMENTS

The statement of qualifications shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, qualifications must be organized and contain all information as specified below:

- A. **Cover Letter:** An executive summary which shall include an understanding of the scope of services. Maximum 2 pages.
- B. **Brief Company Profile.** General company information including number of employees, location of company headquarters and branch offices, number of years in business and

organization, disciplines, and staffing. Describe the general qualifications of the firm as they relate to the work proposed with this RFQ. Maximum 4 pages.

- C. **Organization and Staffing.** Provide a list of the Representative’s employees and agents which the Representative anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional Planning level of work to be performed by each individual. The City will retain under its agreement with the successful Representative the right of approval of all persons performing under the agreement. Maximum 4 pages.
- D. **Description and Approach.** The statement of qualifications should demonstrate the Representative’s knowledge of the needs and objectives of the work proposed under this RFQ. Maximum 4 pages.
- E. **Résumé, Relevant Projects/Services with References.** Provide résumés of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract (maximum 1 page per resume), three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided (maximum 1 page per reference).

**5. SUBMITTAL**

- A. One (1) digital pdf copy of the statement of qualifications must be submitted no later than 12:00 noon (MT), Wednesday, August 30, 2022. The label of the pdf submissions of the firms Qualifications must include the company name and be submitted via email to Melinda Pearson, Community Developer, at email: mpearson@kimballne.org.
- B. All questions regarding this RFQ shall be directed in writing to Melinda Pearson, Community Developer, at email: mpearson@kimballne.org . The last day for submission of questions is Wednesday, August 23, 2022, at 12:00 noon (MT). All submitted questions will be answered and distributed to the interested firms by Friday, August 25, 2022, at 12:00 noon (MT).
- C. No postmarks will be accepted.
- D. Submittal Schedule:

August 17, 2022	Request for Qualifications issued/published
August 23, 2022, 12:00 PM (MT) (noon)	Last day for submission of questions
August 25, 2022, 12:00 PM (MT) (noon)	Answers to questions distributed
August 30, 2022, 12:00 PM (MT) (noon)	Statement of Qualifications Due

**6. AMENDMENTS TO REQUEST FOR QUALIFICATIONS**

The City reserves the right to amend the RFQ by addendum prior to the final statement of qualifications submittal date.

**7. ADDITIONAL REPRESENTATIVE RESPONSIBILITIES**

The Representative shall be responsible for completing the specified services in accordance with the City’s Sample Contract Services Agreement (see attachment).

The selected firm for Owner’s Representative services will not be eligible to respond to or be awarded any work associated with the RFQs/RFPs that will be issued through this process and these services.

## **8. STATEMENT OF QUALIFICATIONS EVALUATION/SELECTION**

The City intends to engage the most qualified Representative available that demonstrates a thorough understanding of the City's needs. City staff will use the following criteria to evaluate qualifications:

- Understanding of Work to be Performed (the Scope of Services).
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach.
- Familiarity with City, County, and State Procedures.
- Firm's and Professional Staff References/Satisfaction of Clients.
- Completeness and Quality of Statement of qualifications.

The City may request a qualification interview with the highest ranked Representative(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all qualifications.