Request for Statement of Interest and Qualifications

Elko Television District - Board

1. Introduction

Elko Television District Board (District) is seeking qualified civil engineering firms to provide on-call engineering services by a negotiated hourly rate for each technical position, to support the District’s needs on its communication facilities, sites and access roadways for a four-year period.

1. Scope of Services

The selected firm will be responsible for providing comprehensive engineering, survey, design, material testing and construction management consulting services, which may include, but are not limited to:

* 1. Needs Assessment & Data Collection: Evaluating current conditions, and assisting the District in forecasting future needs, and gathering relevant data.
  2. Conceptual Engineering: Developing plans that support the District’s long-term goals, including feasibility studies, scenario analyses, and budgeting recommendations.
  3. Stakeholder Engagement: Assist the District in coordination with community, or private stakeholders, regulatory agencies, and other key participants.
  4. Professional Land Survey services as necessary to define site boundaries, determine property ownership, or provide location of access easement / rights-of-way.
  5. Professional Civil Engineering and Design services as necessary to for District to construct access road improvements, road maintenance work and site improvements. This will also include assisting the District in the development of plans and specifications, putting the project out for bids and then reviewing the bids received.
  6. Provide construction management, material testing, inspection services for the District’s projects or quality control / quality assurance for the District, related to permitted projects being done by permittee’s on District sites.
  7. Reporting & Recommendations: Delivering clear, actionable reports and recommendations for the District’s needs. Appearing at District Meetings as needed, to provide engineering support.

1. General Requirements
   1. Experience and Expertise: Firms should have demonstrable experience in consulting services for government or related sectors, particularly in areas involving rural transportation, construction management, surveying, material testing, design, and any special engineering expertise that may be useful to the District’s project needs.
   2. Nevada Licensing: The firm, and all professional engineers and surveyors working on this project must be licensed in the State of Nevada
   3. Project Approach: Proposals must detail the firm’s abilities for the engineering services requested.
2. **Submission Requirements**

Interested firms are invited to submit a Statement of Qualifications (SOQ) that includes the following:

* 1. Firm Profile: (Maximum Pages 1) Background information, including firm history, organizational structure, firm abilities and relevant public project experience.
  2. Project Approach: (Maximum Pages 1) Detail of how the firm will provide the on-call services requested as well as any other specialty engineering service that may be useful.
  3. Key Personnel: (Maximum Pages 3) Roles of the team members who would be assigned to this project, highlighting their expertise in providing services, their assigned office/location, and defining the role they will fill on the project team
  4. Past Performance: (Maximum Pages 2) A summary of recent projects with scope, and complexity, including client references.
  5. Appendix: (No Maximum) Staff résumé’s, firm business licenses, and firm professional licenses, staff’s professional licenses, and documents that may assist in evaluating the firm’s qualifications. (No additional statements or special sections)
  6. Submittals shall be brief and concise, having no more than the number of pages listed on each section. Each page allow shall one sided, minimum size 11 font, Arial Regular type, the Cover pages as well as any section break pages, will not count toward the maximum number pages allowed, provided they do include more information, apart from the Section Title/Name.
  7. Submittals in excess of assigned amount may be considered non-responsive by the District.

1. **Evaluation Criteria** (Weighted Percentage of the score)

Proposals will be evaluated based on the following criteria:

* 1. Relevant Experience: (10%) Proven track record in engineering consulting services, particularly for the firm’s key personnel’s experience on state, and local government projects.
  2. Key Personnel Qualifications: (50%) Experience and qualifications of the project team including their experience on projects, knowledge of Elko County, their assigned work location, and previous relevant experience related to the type of work that will be assigned by the District during the agreement period.
  3. Firm’s Availabilities: (25%) Redundancy of staff, availability to respond to critical needs.
  4. Past Performance and References: (10%) Quality and relevance of previous work, along with client satisfaction.
  5. Overall Value: (5%) The firm’s ability to deliver high-quality engineering services that meet the needs of the District and Elko County

1. Submission Instructions and Deadline
   1. Submission Format: SOQs must be submitted in PDF format via email to [etvdsecretary@gmail.com](mailto:etvdsecretary@gmail.com)
   2. Deadline: All submissions must be received no later than August 08, 2025 at 3:00 P.M. (Pacific Time). Late submissions will not be considered.
   3. Contact Information: For additional information, please contact:

Ken Wiley, Infrastructure/Communications Coordinator 775-397-1677 Email [kcwiley@citlink.net](mailto:kcwiley@citlink.net)

1. Disclaimer and Reservation of Rights

The District reserves the right to:

* 1. Reject any or all SOQs without assigning any reason.
  2. Waive any informalities or irregularities in the submission process.
  3. Request additional information from firms to clarify submissions.

1. Conclusion

Time is of the essence; therefore, the District will evaluate all pertinent information and will endeavor to select the firm with which it will work from those firms submitting statements. If a selection cannot be made on the basis of the qualification statements alone, the most qualified firms may be contacted for additional information and, if warranted, detailed interviews.

Please note that this is a request for a Statement of Interest and Qualifications, a detailed cost proposal is not being requested at this time. Final billable costs will be determined through negotiations with the selected firm. If cost negotiations with the selected firm are unsuccessful, the District reserves the right to enter negotiations with the next ranked firm(s) in the order determined at selection.

Thank you for your interest in partnering with Elko Television District