2014

eSOQ User Guide

Public Works | Statement of Qualifications

For the term January 1, 2015 – December 31, 2016

Department of Public Works
Clark County, Nevada
Summer 2014

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Welcome & Overview

Clark County is looking for firms to provide expertise in one or more Services and Works. Services are single areas of professional or technical expertise, whereas Works are collections of Services required to perform a specific type of public work. Firms may apply for ranking as a Service provider, or as a Service and Works provider. All firms desiring to be considered a provider for Works or Services to Clark County Public Works are responsible for carefully reading the requirements section of this documentation.

We recommend you develop your total submittal package by providing the following information in the order shown:

Firm Data
Works & Services
Employees
Projects
Equipment
Depending on your submittal choices, you may also need to submit information related to:
Quality Assurance (QA) Inspection and Testing

SCHEDULE & PROCESS

Approved SOQ rankings will be in effect for the period of January 1, 2015 – December 31, 2016.

2014	Task
June 16:	Webcast training - various dates and times
July 1:	Submittal Period Opens – 9:00 A.M. PST
September 5:	Submittal Period Closes – 5:00 P.M. PST
September:	Pre-evaluation and Evaluations
December 16:	BCC Approval of SOQ Rankings

Submittals will be accepted only via our eSOQ Website. We strongly recommend you start early. The County is not responsible for technical or other problems that may arise that limit your ability to access the Internet, reach the submittal web site, or otherwise complete your submittal. If you delay starting your submittal and run out of time, your submittal will be accepted 'as is' at the close of the submittal period. Any incomplete submittals will be disqualified during the pre-evaluation screening.

Site Address: The eSOQ website will continue to be hosted on Clark County's secure network. **Please note the URL has changed: http://CCSOQ.ClarkCountyNV.gov/PW**

Site access after closing – At the close of the submittal period, the website will be closed briefly then re-opened in report mode. This will allow you to print reports and access your submittal data as needed after the submittal deadline. This is especially important to refer to should your firm be contacted to accept work in the Services or Works category.

WHAT'S NEW?

We are now entering our 8th cycle of the electronic SOQ with a newly upgraded online application. The new eSOQ will reduce equipment requirements, improve formatting functionality, and offer the capability to add photos of firm projects. Clark County Public Works collaborated with Real Property Management (RPM) and Water Reclamation District (WRD) to implement the upgraded application. Specific Service categories will be shared allowing firms to submit one SOQ for evaluation and ranking on a pre-qualified list that will be used independently by each entity, as approved by the Board of County Commissioners.

The following changes were made to the Service and Works categories noted below:

- Utility Coordination and Design is now a separate service category
- Separate Major and Minor Works categories for Flood Control, and Streets and Road Repair. Construction Management is now a Major and Minor Service category that will require Interviews for firm selection.
- The following categories will be shared, your submittal will apply to the entities noted:

Services	Public Works	Real Property	Water Reclamation
CM: Quality Assurance	X		X
CM: Staff Augmentation	X		X
Geotechnical Engineering	X		X
ROW: Acquisition/Negotiation	X		X
ROW: Appraisals	X		X
ROW: Government Land Acq	X		X
Surveying: Land Surveying	X	X	X
Utility Coordination and Design	X	X	X

Evaluation & Selection Process

All submittals will be pre-evaluated to determine if the submittal demonstrates that the firm and its personnel meet minimum requirements to progress to the evaluation phase. Firms will be notified by email if one or more of their submittals have been disqualified.

Clark County is looking for the best qualified firms to perform professional services. Evaluators follow the procedure and guidelines presented below:

SERVICES

1. Recent experience demonstrating the firm's current qualifications, special skills, and abilities to provide the service.

2. Experience and qualifications of the firm's employees to perform the service.

3. In specific categories, the equipment resources required for the service that the firm is willing to commit locally and which it currently owns or leases.

4. Past history of providing similar services in the last eight years.

5. The average score from the evaluators for the firm's overall qualifications to provide this service is used to calculate the ranking.

WORKS

1. Recent experience demonstrating the firm's current qualifications, special skills, and abilities to provide the work. The average score from the evaluators for the firm's overall qualifications to provide this work is used in the remaining part of the evaluation.

2. Since each work is a combination of services focused around a type of public work, the service scores of the Prime and Sub Consultants identified as performing the component services are obtained. If the firm's submittal fails to identify a service provider, or, if the indicated Sub Consultant did not submit to provide this service in the current SOQ, the firm receives a default score of zero for that particular service.

3. The firm's average overall qualifications score is added to the total of all service scores for the Prime and Sub Consultants to obtain a final score for the work. This final score is the firm's ranking.

APPROVAL OF EVALUATION RESULTS

Evaluation results establish a pre-qualified ranking for each Service and Works category that is presented for approval by the Board of County Commissioners (BCC). These rankings will be utilized for the award of contracts independently by the departments of Public Works, Real Property Management, and the Water Reclamation District, where applicable.

After BCC approval of the pre-qualifications, the results can be obtained from the Clark County web site at: http://www.ClarkCountyNV.gov

FIRM SELECTION FROM APPROVED SOQ LIST

NOTE: Each entity will select firms based on their respective procedures. The following applies to the Department of Public Works herein after referred to as "County".

Service list: The County begins with the top ranked firm. The pre-qualification Services list continues to rotate as projects are assigned to firms on that list. Firms with a current project in that Service category will be by-passed until their project is complete. When the bottom of the list is reached, the assignments begin again at the top of the list. The only Service with exception is Construction Management – Administration Major/Minor; all firms will be selected based on the interview process.

The County reserves the right to interview firms for a project where it is determined that the interview process is more appropriate.

Works list: The County will request the top three firms in that Works category to attend a brief (one half-hour) interview.

During the interviews, the firms will be evaluated on their response to questions regarding the following areas:

- Understanding of the project and the approach proposed to complete the project.
- The experience of the firm and the personnel proposed to complete and perform the services on similar types of projects.
- The firm's current workload, its current work commitment, and its ability to meet the proposed project schedule.
- The quality and diversity of the firm's proposed Sub Consultants (Please note that Sub Consultants must be currently ranked on the SOQ for the Service they are to perform).
- The extent of local resources to apply to the proposed project.
- Current County work and fees earned to date from the County's pre-qualification lists.
- The quality of the firm's previous performance in providing services to the County.

Firms will be required to identify how they plan to provide the Services listed in the "Services Identified at Works Interview" column from Matrix of Works and Required Services for that Works category. The firm identified (whether the Prime or a Sub Consultant) must be on the appropriate ranked Service pre-qualification list. Substitution of the Sub Consultant firm may be allowed by the County with an equal or higher ranked firm.

The firm receiving the highest score from the interview will be offered the project. For the next project in that Works, the two firms not chosen for the previous project plus the next highest-ranking firm on the list will be interviewed. This process continues with each additional project in that Works category.

Firms with a current contract in a Works category will not be eligible for another project in that same Works category until the first contract is completed. A firm passed over due to a current contract maintains its place in the rankings.

Following notice of selection, the County and the firm may take up to sixty days to negotiate a contract. In the event that the County is unable to negotiate a contract within this 60-day period, the County may terminate negotiations and undertake negotiations with another ranked firm. The County reserves the right, based on project requirements, project schedules, or other project factors, to terminate contract negotiations before the sixty days are up and begin contract negotiations with another ranked firm.

Firms will be expected to sign all contracts under the company name as it appears on the firm's SOQ submittal package. If the firm is comprised of several legal business entities that are included in the firm's SOQ submittal, these business entities also will be required to sign any contract with the County.

This selection procedure will be used except in the following cases:

- Where the Service or Works to be completed is not covered by the types of Services and Works identified in the Matrix of Works and Required Services.
- Where the work is unique or specialized to a degree that in the County's judgment, another selection process such as individual project submissions are appropriate.
- Firms on the pre-qualification list for services and works will not be considered to perform professional services for the County if there is a conflict of interest or a potential conflict of interest with the County, as determined by the County Manager, until the conflict is resolved satisfactory to the Board of County Commissioners (BCC) or the BCC specifically waives the conflict. In addition, the County is not obligated to offer work or professional service contracts to any of the firms on the pre-qualification list for services, and there is no guarantee that any firms on the pre-qualification list for services will be offered work or professional services contracts by the County. The firms on the pre-qualification list do not have any rights or entitlements to receive work or professional services contracts from the County, unless the County and the firm enter into a separate written agreement that is approved by the Board of County Commissioners.

Firms with a current contract in a Service or Works category cannot receive another contract in that same Service or Works category until the first contract is completed or all the firms in that same category have current contracts. Contract completion is defined as:

- For design contracts, completion is the County's acceptance of 100 percent plans or other final deliverables;
- For construction management contracts, completion is substantial completion of construction;
- For surveying, completion is when all final monuments are set and appropriate documents are filed; and
- A firm will also be eligible for another contract if the County issues a letter indicating the firm's project has been put on hold.

REMOVAL FROM RANKINGS

A firm ranked on an approved list may be removed from the list if:

- Information on the firm's qualification submittal is incorrect.
- The firm is a Works provider and does not use the Service Sub Consultants named in its submittal.
- The firm chooses not to accept work in the Services or Works category offered by the County.
- The firm fails to provide and/or maintain the required licenses or accreditation certification.
- Given the possibility that a ranked firm may acquire or be bought out by another firm, the following general guidelines will be used:
- If an unranked firm acquires the ranked firm, the unranked firm will assume the other firm's rankings. This new firm must meet the general submission requirements of a local office, performing a majority of the work locally, and stationing a project manager agreeable to the County in the local office or area during the contract.
- If both firms are on pre-qualified ranked lists, then the acquired firm will assume the lower ranking on all lists containing both firms. That is, the remaining firm stays on that Service or Works list and does so at the lower ranking. On lists where the remaining firm was not ranked but the acquired firm was, the remaining firm will assume the ranking of the now defunct firm.

Firm Data

Each submitting firm must provide data that will help us evaluate your submittal, as well as communicate with you in the future. The required data falls into six general areas:

General Requirements
Business Designation
Contact Information
Office Locations
Current Employee Count by Category
Insurance

GENERAL REQUIREMENTS

There are five general firm requirements that must be met in order for a firm to be considered for any submittal.

1. The firm must have a local office with necessary business license to perform services in Clark County.
2. The majority of the professional services (more than 50%) to be provided under the contract shall be performed in the County.
3. A responsible project manager, agreeable to the County, will be available at the firm's local office during the term of any contract with the County.
4. The firm has indicated that its local office is able to legally execute all contracts with the County.
5. The firm has indicated that it will comply with County insurance requirements.

Firms submitting for Surveying - Land Surveying and Construction Staking - Minor Project Laughlin must also meet an additional requirement:

- Firm will meet Laughlin work and office location requirements.

For a description of the Laughlin office and work requirements refer to the Service qualifications.

NOTE: All firms must meet general requirements in order to submit on the Clark County SOQ.

BUSINESS DESIGNATION

To help us respond to various requests made of us we ask what percentage of business each firm strives to contract with disadvantaged businesses. We also need to classify your firm with a business designation. These responses are being gathered for research purposes only and will not be evaluated as part of your SOQ submittal, and will not impact firm rankings.

Percentage of business to contract with disadvantaged businesses - Disadvantaged businesses include the following categories: Minority Business Enterprise, Physically-Challenged Business Enterprise, Women-Owned Business Enterprise, and Small Business Enterprise. Definitions for these categories are listed below. If a firm does not answer this question, the response will be recorded as None.

Business Designation - If a firm does not answer this question, the firm will be recorded as a Nevada Business Enterprise. The available business designations are:

Large Business Enterprise: An independent and continuing business for profit, which performs a commercially useful function, and is not designated disadvantaged, and is not located in Nevada.

Nevada Business Enterprise: Any business that establishes a business office, sufficient to perform identified County projects, at least six months prior to being registered with the County, and not designated as a disadvantaged business.

Minority Business Enterprise: An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American, or Native American ethnicity.

Physically-Challenged Business Enterprise: An independent and continuing business for profit, that performs a commercially useful function, and that is at least 51 percent owned and controlled by one or more disabled individuals.

Women-Owned Business Enterprise: An independent and continuing business for profit that performs a commercially useful function, and is at least 51 percent owned and controlled by one or more women.

Small Business Enterprise: An independent and continuing business for profit, that performs a commercially useful function, and is not owned and controlled by individuals designated as minority, women, or physically-challenged, but meets the following criteria: average gross annual receipts in the three previous years do not exceed $2 million for non-construction vendors and $5 million for construction vendors.

CONTACT INFORMATION

As part of the submittal you must provide information about who Public Works would contact in your firm regarding questions about the SOQ submittal.

New *- Firms may now designate up to five types of SOQ contacts:*

- *Primary SOQ Contact*
- *SOQ Coordinator*
- *Contract Signer*
- *Project Manager*
- *SOQ User Only (not on Firm Data)*

OFFICE LOCATIONS

Firms may enter up to three office types: Corporate Headquarters, Local Office, and Remote Office. You must provide the address for your local office. If your firm has a headquarters or main office in another location it should be listed as the Corporate Headquarters.

Year Established - Provide the four-digit year the office was established.

CURRENT EMPLOYEE COUNT BY CATEGORY

Please provide current numerical counts for each class of employees (licensed professional, technical, and administrative). These are broken into two groups: employees in the local office and employees firm wide. The firm wide totals will differ from the local totals for regional or national firms.

Licensed professional - Staff who hold recognized professional licenses.

Technical - Staff who are not licensed professionals but are technically skilled. These personnel may or may not hold certifications.

Administrative - Staff who are not licensed professionals or technical staff and support them with administrative skills.

INSURANCE

In order to be considered as a Service or Works provider, all firms must indicate that they will meet the minimum County insurance requirements when selected for a Public Works project. The current minimums for general, automobile, and professional liability coverage are $1,000,000 per occurrence with a maximum deductible that is acceptable to the County.

No deductible may exceed $25,000 for general and automobile liability coverage, and $100,000 with respect to professional liability coverage.

Your firm does not need to have this coverage in place at the time you submit for the SOQ. However, you must provide your current insurance coverage information as shown on your current insurance policy(s). Your current insurance coverage will be evaluated.

DISCLOSURE OF OWNERSHIP FORM

The Disclosure Of Ownership form is required as part of the contract negotiation phase for consultants working on projects for Clark County Public Works. It is mentioned as part of the SOQ process for informational purposes only.

Works

A Works consists of one or more Services that may be required to perform that Works. The requested Services comprising each Works are shown in a matrix with the definition of the Works.

A Works provider must perform over fifty percent of the total work. The firm must also identify whether the component Services of the Works will be done by the firm as the Prime or by Sub Consultants. In both cases (whether by Prime or Sub Consultant), the firms listed must have submitted and been ranked in the pre-qualifications as a provider for each required Service. The firm submitting to provide each Works is required to be the Prime in certain Services for that Works.

Firms proposing to be a Works provider must perform over fifty percent of the total work, and must indicate those Services to be done by it (i.e., as the Prime) and those Services to be done by Sub Consultants . For some services a firm will not have to identify whether the Prime or a Sub Consultant will perform the Service until a project interview. For each Works category, the firm requesting to be the Works provider must be the Prime for one or more of the component Services as identified in the Works package. The Prime and the Sub Consultants must submit and be ranked as a service provider for the Services identified as being supplied by them for that Works. Firms indicating multiple Sub Consultants for a Service will receive, during the evaluation procedure, the score from the lowest ranked of the named Sub Consultants. Firms indicating a Sub Consultant not ranked for that Service receive a default score of zero for that service and, thus, a lower overall score for the list ranking as a work provider. A firm seeking to be a Works provider should ensure all its named Sub Consultants are submitting to be a Service provider for the required Services. The eSOQ system will only allow you to name a sub consultant firm for a Works if that firm has accessed their Clark County SOQ submittal during the current SOQ submittal period.

A firm selected as a Works provider must use the Sub Consultants detailed on its SOQ submittal. If a firm wishes to use a different Sub Consultant, it must first receive the approval of the County. The requested substitute Sub Consultant must be on the current Services pre-qualification list with an average score higher than or equal to the one named on the SOQ submittal unless otherwise approved by the County and must demonstrate sufficient qualifications to ensure project quality is not diminished. A substitution made in this manner will not change the rank or evaluation score of the Works provider.

Works categories include:

Bridges
Flood Control – Major Project
Flood Control – Minor Project
Limited Access Roadways
Pedestrian Grade Separations
Streets and Road Repair – Major Project
Streets and Road Repair – Minor Project

Firms interested in being a Works provider should carefully note all the Services requiring the submitting firm to perform as the Prime. Required Services for each Works are listed on the matrix of required Services for each Works. The following information should be kept in mind:

Firms proposing to provide a Service must be Prime for that Service and must perform over fifty percent of the work.

Firms proposing to provide a Works must perform over fifty percent of the total work.

Firms submitting for a Works must also submit for Services identified as Prime in the Service matrix.

On each Works matrix of Services some Services are pre-designated as Prime (already have a red P) and the Sub Consultant box says "N/A". For these Services, the firm submitting to provide the Works must be the Prime. In other words, they cannot sub out the specified Service.

Use of Sub Consultants:

For some Services a firm will not have to identify whether the Prime or a Sub Consultant will perform the Service until a project interview.

For each Works category, the firm requesting to be the Works provider must be the prime for one or more of the component Services as identified in Service matrix.

The Prime and named Sub Consultants must submit and be ranked as a Service provider for the Services identified as being supplied by them for that Works. Firms indicating a Sub Consultant not ranked for that Service receive a default score of zero for that Service and, thus, a lower overall score for the list ranking as a Works provider.

Firms seeking to be a Works provider should ensure all its named Sub Consultants are submitting to be a provider of the required Services.

A firm selected as a Works provider must use the Sub Consultants detailed on its SOQ submittal. If a firm wishes to use a different Sub Consultant, it must first receive the approval of the County.

Firms may propose to provide either Major Project or Minor Project Works, but not both. Please see the definitions for differences between these two categories on each Works.

Matrices of the Services required with each Works are provided in other sections. A legend is provided to explain abbreviations.

Works Matrix Legend
P = Prime (Works provider must provide Service)
I = Name Service provider at **Interview**
P/S = Firm may act as Prime or name a **Sub Consultant**

A list of Works included in your submittal is available on the Main Menu page as well as on the Works page noted below.

A Works submittal is composed of two components:

- Services matrix – the matrix is unique to each Works
- Summary describing your firm's qualifications and overall team (2 to 5 formatted pages)

You can add or remove a Works submittal from your total submittal. You may also edit the Services matrix or summary. Please note: firms are evaluated on the content of their summary, not length. Please include only information that is relevant and use the formatting text tools available to bold, italicize, underline and bullet for emphasis.

ADDING A WORKS SUBMITTAL

To add a Works submittal to your combined submittal:

1. Go to the Works tab.

The default display for this page includes a list box of all Works that may be included.

2. Select the Works from the Works Available list, and click Add. You cannot add a Works that is already in your selected list.

The newly added Works should now be in the list of Works included for submittal.

3. Click on the newly added Works.

The Services matrix for the selected Works will display. The data is described below:

Service - The name of the required Service.

P / S / I - This is a status indicating whether the submitter will act as Prime (P), assign the Service to a Sub Consultant (S), or name a Sub Consultant at the pre-contract Interview (I). In some cases options are limited by the specification so all options will not be available in all cases. If you are the Prime, you do not need to fill in the Sub Consultant field.

Sub Name - This is the name of the sub-consultant firm. If the above option is set to assign a Sub Consultant, you must select a firm name.

4. To complete the P/S options for each Service, click Edit. When the data is complete, click Update to record it. If you select Cancel the changes will not be recorded.

You are now ready to enter your summary.

5. Click Edit in the text summary form.

The firm may submit a summary that is a maximum length of five-typed pages. The summary should demonstrate experience in this Works, and the ability to provide the required Services. In developing your summary please consider the necessary requirements and qualifications for the Works. The Summary should also identify how the firm plans to provide more than fifty (50) percent of the total work. It should identify key personnel and their background for this Works; non-personnel and other resources. The summary should also discuss the firm's experiences on projects included on the project list. Please be clear and concise in your summary, you will be evaluated on the content not the length.

6. Add your summary. We encourage you to type your summary in Microsoft Word © then clipboard cut and paste into the text summary form.

7. When the summary is complete, click Update to record it. If you click Cancel the changes will not be recorded.

EDITING A WORKS SUBMITTAL

To edit a selected Works submittal:

1. Go to the Works tab.

The default display for this page includes a list box of all Works that may be included and Works currently selected for submittal.

2. Click on the Works you want to edit.

The Services matrix for the selected Works will display along with the text summary form.

3. Click Edit to make your changes. For details on editing your text external to the SOQ, refer to External Word Processing.

4. When your changes are complete, record the data by selecting Update. If you select Cancel the changes will not be recorded and the data will restore to the condition it was in when the page was first displayed.

REMOVING A WORKS SUBMITTAL

To remove a selected Works submittal:

1. Go to the Works tab.

The default display for this page includes a list box of all Works that may be included and Works currently selected for submittal.

2. After visually locating the Works you want to remove, click Remove.

The system will prompt you for a confirmation.

3. Select Remove Works to confirm the removal.

To restore a Works once it has been removed, you must add it again.

WORKS CATEGORIES

WORKS: BRIDGES

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of bridges.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Construction Management - Staff Augmentation	I	Named At Interview
Electrical Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	I	Named At Interview
Highway Eng - Urban Arterial Design	P/S	Select Now
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	Select Now
Landscape Architecture	I	Named At Interview
Structural Eng - Transportation and Flood Control	P	N/A
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: FLOOD CONTROL – MAJOR PROJECT

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of flood control improvements. Projects will typically cost more than one million dollars, and require storm drain conveyance design, detention/retention design, or both.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Construction Management - Staff Augmentation	I	Named At Interview
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Hydraulic/Hydrology - Detention/Retention	P	N/A
Hydraulic/Hydrology - Storm Drain Conveyance	P	N/A
Structural Eng - Transportation and Flood Control	P/S	Select Now
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: FLOOD CONTROL – MINOR PROJECT

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of flood control improvements. Projects will typically cost less than one million dollars, and require only storm water collection and conveyance design.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Construction Management - Staff Augmentation	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Hydraulic/Hydrology - Storm Drain Conveyance	P	N/A
Structural Eng - Transportation and Flood Control	P/S	Select Now
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: LIMITED ACCESS ROADWAYS

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of freeways and other limited access roadways.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Construction Management - Staff Augmentation	I	Named At Interview
Electrical Engineering	I	Named At Interview
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Freeway Design	P	N/A
Highway Eng - Traffic Engineering	P/S	Select Now
Hydraulic/Hydrology - Detention/Retention	P/S	Select Now
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	Select Now
Structural Eng - Transportation and Flood Control	P/S	Select Now
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: PEDESTRIAN GRADE SEPARATIONS

Summary of Requirements: Provide conceptual, preliminary, and possibly all engineering services from feasibility studies to the construction of pedestrian grade separations. These Services may include consensus building; interactive three-dimensional computer model presentation ability; extensive and detailed utility location and relocation; pedestrian and vehicle estimates; air quality benefit analysis; ADA compliance; architectural analysis; geotechnical, civil, traffic, structural, and electrical engineering. Work may involve numerous meetings with property owners and interested parties.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Construction Management - Staff Augmentation	I	Named At Interview
Electrical Engineering	P/S	Select Now
Environmental Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	P/S	Select Now
Highway Eng - Urban Arterial Design	P/S	Select Now
Structural Eng - Transportation and Flood Control	P	N/A
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: STREETS AND ROAD REPAIR – MAJOR PROJECT

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of streets and road repair. Projects will typically cost more than two million dollars and may require special improvement district work, traffic improvement work, electrical engineering, structural engineering, and right-of-way engineering.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Electrical Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	P/S	Select Now
Highway Eng - Urban Arterial Design	P	N/A
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	Select Now
Structural Eng - Transportation and Flood Control	P/S	Select Now
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

WORKS: STREETS AND ROAD REPAIR – MINOR PROJECT

Summary of Requirements: Provide all engineering services for the preparation of plans and specifications of streets and road repair. Projects will typically cost less than two million dollars and will not normally require special improvement district work, electrical engineering or structural engineering. Work may involve some minor structures and minimal right-of-way engineering.

Matrix of Services		
Service	**P/S/I**	**Sub Consultant**
Electrical Engineering	I	Named At Interview
Geotechnical Engineering	I	Named At Interview
Highway Eng - Traffic Engineering	P/S	Select Now
Highway Eng - Urban Arterial Design	P	N/A
Hydraulic/Hydrology - Storm Drain Conveyance	P/S	Select Now
Surveying - Land Surveying	I	Named At Interview
Utility Coordination and Design	I	Named At Interview

Services

A firm can submit to be a Service provider or a Service and Works provider. A Service provider must be the Prime for that Service and perform over fifty percent of the work.

Please note the following rules:

Firms may propose to provide either Major Project or Minor Project Services, but not both. Please see the definitions for differences between these two categories on each Service.

Service categories include:

Construction Management:

- Administration – Major Project
- Administration – Minor Project
- Quality Assurance (Materials Testing and Inspection)
- Staff Augmentation

Electrical Engineering

Environmental Engineering

Geotechnical Engineering

Highway Engineering:

- Freeway Design
- Traffic Engineering
- Urban Arterial Design

Hydraulic/Hydrology:

- Detention/Retention
- Hydrology
- Storm Drain Conveyance

Landscape Architecture

Right-of-Way:

- Acquisition/Negotiation and/or Relocation
- Appraisals

- Government Land Acquisitions

SID (Special Improvement Districts)

Structural Engineering - Transportation and Flood Control

Surveying:

- Construction Staking - Major Project
- Construction Staking - Minor Project
- Land Surveying (Boundary/Topo/Alignment)
- Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)

Utility Coordination and Design

A list of Services included in your submittal is available on the Main Menu page as well as on the Services page noted below.

To access a Services submittal:

1. From the Main Menu select Submittals | Services to view a list of options available. A Services submittal is composed of:
    - Three page summary describing your firms qualifications

You can add or remove a Service submittal from your total submittal. You may also edit the three-page summary.

ADDING A SERVICE SUBMITTAL

To add a Service to your submittal:

1. Go to the Services tab.

The default display for this page includes a list box of *Services Available For Submittal* and *Services Included In Submittal.* Some Services may be selected automatically due to your selection of Works. These will show a Yes in the Required column.

2. Select the Service from the Services Available list, and click

.

The system will respond by updating the list of Services currently included in your SOQ submission.

3. Click the link of the Service you added.

The system will respond by presenting a data entry form for a three-page summary. This is where you record your firm's experience. For each Service, the firm may submit one to three typed, formatted pages of text demonstrating its experience in this Service. In developing your summary please consider the necessary requirements and qualifications for the Service. The summary should identify key personnel and their background for this Service; non-personnel and other resources; and how the firm meets the qualifications and requirement of the Service. The text should discuss the firm's experiences on projects included on the project list. The content should be clear, concise and directly relevant to the Service.

4. Click Edit to enter your summary data. You can type in your summary directly in the program however we recommend you maintain your content in a separate Microsoft Windows© Word document, and clipboard cut and paste methods. Please feel free to format text for emphasis with bold, italics, underline and bullets.

5. To save the data click Update. If you select Cancel the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

EDITING A SERVICE SUBMITTAL

To edit a selected Service:

1. Go to the Services tab.

The default display for this page includes a list box of *Services Available For Submittal* and *Services Included In Submittal*. Some Services may be added due to your selection of Works. These will show a red Yes in the Required column.

2. Click the link of the Service you want to edit.

The system will respond by presenting a data entry form for a three-page summary.

3. Click Edit to make changes to the summary. For details on editing your text external to the SOQ, refer to Data Entry Rules and External Word Processing.

4. Record the changes by clicking Update. If you select Cancel the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

REMOVING A SERVICE SUBMITTAL

To remove a selected Service:

1. Got to the Services tab.

2. After visually locating the Service you want to remove, click Remove.

The system will prompt you for a confirmation.

3. Select Remove Service to confirm the remove.

SERVICE: CONSTRUCTION MANAGEMENT – ADMINISTRATION *MAJOR PROJECT*

Provide a resident project representative(s) and licensed project engineer and/or Certified Construction Manager (CCM) project manager for transportation / flood control construction projects with a contract value of approximately $3 million or more. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies, and other involved parties. Firms may be interviewed before a project is awarded.

Minimum Qualifications

Firm Experience

- Relevant roadway, drainage, or flood control projects administered by the firm in the past eight years.
- Five or more projects with a construction contract value of at least $3 million each, with significant technical, management, and/or public contact challenges.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff who is in responsible charge of the work.

Both must have the following experience:

- Five years of relevant experience in contract administration, project administration, or engineering inspection; and must have been in responsible charge of at least three construction projects (transportation/flood control) with a construction contract value of at least $3 million each.

Submittal must affirm the value of the employee projects for this Service by noting "Project value meets or exceeds $3M" in the first line of the Project Description text box

Category B: Chief project representative or senior inspector personnel must demonstrate qualifications listed below. This is a preference to certified senior inspectors in the area of inspection discipline through ICC or NICET.

- Five years relevant experience as a Chief Resident Engineer or Senior Inspector, and who have served as Senior Inspector on at least three transportation/flood control construction projects with a construction contract value of at least $3 million each.

Submittal must affirm the value of the employee projects for this Service by noting "Project value meets or exceeds $3M" in the first line of the Project Description text box

Category B employee certifications:

- If performing field tests, the employee shall be certified by the Nevada Alliance for Quality Transportation Construction (NAQTC) and ACI program in the Field Materials Testing modules. The company shall be AMRL or CMEC accredited in AASHTO R-18 and the particular field test.
- American Construction Inspectors Association (ACIA) in Division I - Engineering or National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level 3
- American Concrete Institute (ACI) as a Concrete Transportation Construction Inspector or International Code Council (ICC) as a reinforced Concrete Special Inspector and Pre-stressed Concrete Special Inspector.
- Construction Management Association of America (CMAA).
- Certified Construction Managers are preferred.
- APWA – Public Works Inspector

- Valid Clark County Development Services card for electrical work or Master Electrician and Journeyman Electrician which have passed the ICC Contractor Examination Services testing.
- Valid Clark County Development Services card for plumbing work or Master Plumber and Journeyman Plumber administered by the Southern Nevada Board of Plumbing Examiners (SNBOPE).
- American Traffic Safety Services Association (ATSSA) in Traffic Control Supervisor or IMSA in Work Zone Safety Inspector.
- If inspecting traffic signal systems and/or street lighting, must be certified by the International Municipal Signal Association (IMSA) Level II Traffic Signal Technician or Electrical Technician.

In lieu of these certifications, staff must have ten (10) years of verifiable public works transportation or flood control construction inspection experience.

Category C: Staff must demonstrate two years of relevant experience as a construction inspector, and have worked as a construction inspector on at least three construction projects (transportation or flood control) with a construction contract value of at least $3 million each. This is a preference to certified construction inspectors in the area of inspection discipline through ICC or NICET.

SERVICE: CONSTRUCTION MANAGEMENT – ADMINISTRATION *MINOR PROJECT*

Provide a resident project representative(s) and licensed project engineer and/or Certified Construction Manager (CCM) project manager for transportation /flood control construction projects with an approximate contract value of less than $3 million. Inspect and document contractor's work, prepare pay requests and change orders, as needed. Provide liaison with the public, sub-contractors, utilities, other governmental agencies, and other involved parties. Firms may be interviewed before a project is awarded.

Minimum Qualifications

Firm Experience

- Relevant roadway, drainage, or flood control projects administered by the firm in the past eight years.
- Two or more projects with a construction contract value of less than $3 million each, with significant technical, management, and/or public contact challenges.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff who is in responsible charge of the work.

Both must have the following experience:

- Five years of relevant experience in contract administration, project administration, or engineering inspection; and must have been in responsible charge of at least two construction projects (transportation/flood control) with a construction contract value of at least $1 million each.

Submittal must affirm the value of the employee projects for this Service by noting "Project value meets or exceeds $1M" in the first line of the Project Description text box

Category B: Chief project representative or senior inspector personnel must demonstrate qualifications listed below. This is a preference to certified senior inspectors in the area of inspection discipline through ICC or NICET.

- Three years relevant experience as a Chief project representative or Senior Inspector, and who have served as Senior Inspector on at least two transportation/ flood control construction projects with a construction contract value of at least $1 million each.

Submittal must affirm the value of the employee projects for this Service by noting "Project value meets or exceeds $1M" in the first line of the Project Description text box

Category B employee certifications:

- If performing field tests, the employee shall be certified by the Nevada Alliance for Quality Transportation Construction (NAQTC) and ACI program in the Field Materials Testing modules. The company shall be AMRL or CMEC accredited in AASHTO R-18 and the particular field test.
- American Construction Inspectors Association (ACIA) in Division I - Engineering or National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level 3
- American Concrete Institute (ACI) as a Concrete Transportation Construction Inspector or International Conference of Building Officials as a reinforced Concrete Special Inspector and Pre-stressed Concrete Special Inspector.
- Construction Management Association of America (CMAA).
- Certified Construction Managers are preferred.
- APWA – Public Works Inspector

- Valid Clark County Development Services card for electrical work or Master Electrician and Journeyman Electrician which have passed the ICC Contractor Examination Services testing.
- Valid Clark County Development Services card for plumbing work or Master Plumber and Journeyman Plumber administered by the Southern Nevada Board of Plumbing Examiners (SNBOPE).
- American Traffic Safety Services Association (ATSSA) in Traffic Control Supervisor or IMSA in Work Zone Safety Inspector.
- If inspecting traffic signal systems and/or street lighting, must be certified by the International Municipal Signal Association (IMSA) Level II Traffic Signal Technician or Electrical Technician.

In lieu of these certifications, staff must have ten (10) years of verifiable public works transportation or flood control construction inspection experience.

Category C: Staff must demonstrate two years of relevant experience as a construction inspector, and have worked as a construction inspector on at least three construction projects (transportation or flood control) with a construction contract value of at least $1 million each. This is a preference to certified construction inspectors in the area of inspection discipline through ICC or NICET.

SERVICE: CONSTRUCTION MANAGEMENT - QUALITY ASSURANCE (MATERIALS TESTING AND INSPECTION)

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. Document results of tests performed.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Firm Experience

- Relevant roadway, drainage, or flood control projects administered by the firm in the past eight years. Submit owner / client list and project list.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. The use of sub-consultant engineers is prohibited.

Category B: Senior technician or senior inspector must demonstrate qualifications listed below. This is a preference to certified senior inspectors in the area of inspection discipline through ICC or NICET.

- Five years of relevant experience as a senior technician or senior inspector, and have served as a senior technician or senior inspector on at least five transportation and flood control construction projects. The five construction projects must each have had a contract value of at least $3 million.

Category B employee certifications:

- All laboratory and field technicians shall be certified (where applicable) under Nevada Alliance for Quality Transportation Construction (NAQTC) including the extended modules for Marshall mix design. This program includes American Concrete Institute (ACI) certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer.
- A professional engineer license cannot be a substitute for any testing certification.
- Certified construction inspectors in the area of inspection discipline through ICC or NICET are preferred.

Category C: Construction inspection staff must demonstrate two years of relevant experience as a construction inspector, and have worked as a construction inspector on at least three transportation or flood control construction projects with a construction contract value of at least $3 million each. This is a preference to certified construction inspectors in the area of inspection discipline through ICC or NICET.

Materials Testing Capability

Firms must submit Geotechnical and Materials Testing List of Tests and Procedures. For all tests and inspections not performed "in-house" by the firm, the firm must name the accredited Sub Consultant firm and one alternate Sub Consultant firm who shall perform the test or inspection. The use of consultant firms that utilize sub-consultant engineers is prohibited.

The laboratory shall be AMRL or CMEC R-18 AASHTO accredited that include the following appropriate requirements:

- ASTM D3666, ASTM D3740, and ASTM C1077

The AASHTO accreditation is also required for each individual test method performed. The accreditation shall be current at the time of submittal and at the time actual testing is performed. The required tests are listed on the entry form and only those will be considered as a part of the review.

The type of equipment is listed on the equipment input form. If other equipment is listed in the narrative, it will not be considered as a part of the submittal.

SERVICE: CONSTRUCTION MANAGEMENT - STAFF AUGMENTATION

Provide a resident project representative(s) for inspection of transportation and flood control construction projects. Inspect and document contractor's work, review pay requests and change orders, as needed. Provide liaison with the public, subcontractors, utilities, other governmental agencies, and other involved parties. This is a preference to certified construction inspectors in the area of inspection discipline through ICC or NICET.

Individuals will work under the supervision of a Clark County project manager or senior inspector. Firms are advised that no substitution of personnel will be allowed.

Provide a qualified individual to perform constructability reviews at various stages of design. They shall review plans and specifications for errors, omissions and insufficient or ambiguous details. Identify any areas containing significant potential conflicts and / or constructability issues, areas where additional information may be needed and any and all areas where significant savings could be realized in the cost of construction.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Only projects on which the proposed inspectors have worked will be considered in the evaluation of this service.

Employee Experience

Category B: Staff must demonstrate five years relevant experience as a Senior Inspector, and must have served as Senior Inspector on at least five transportation or flood control construction projects with a construction contract value of at least $3 million each.

Submittal must affirm the value of the employee projects for this Service by noting the following in the first line of the Project Description text box: "Project value meets or exceeds $3M".

- If performing constructability reviews, the employee shall have 5 years experience in supervision of construction projects and construction management. Employee must also possess 3 years work experience on projects in the Clark County area.

- If performing field tests (not laboratory testing) the employee shall be certified by the Nevada Alliance for Quality Transportation Construction (NAQTC) and American Concrete Institute (ACI) program in the Field Materials Testing modules. The company shall be AMRL or CMEC accredited in AASHTO R-18 and the particular field test.

Category B employee certifications:

- American Construction Inspectors Association (ACIA) in Division I - Engineering or National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level 3

- American Concrete Institute (ACI) as a Concrete Transportation Construction Inspector or International Conference of Building Officials as a Reinforced Concrete Special Inspector and Pre-stressed Concrete Special Inspector. *Certified Construction Managers are preferred.

- American Traffic Safety Services Association (ATSSA) in Traffic Control Supervisor or IMSA in Work Zone Safety Inspector.

- If inspecting traffic signal systems, must be certified by the International Municipal Signal Association (IMSA) in Traffic Signal Inspection.

In lieu of these certifications and Clark County work experience, staff must have ten (10) years of verifiable public works transportation or flood control construction inspection experience.

Firms will not be able to substitute individuals in this Service.

Category C: Staff must demonstrate two years of relevant experience as a construction inspector and have worked as a construction inspector on at least three transportation or flood control construction projects with a construction contract value of at least $3 million each.

- If performing administrative support duties, staff should have at least two years providing administrative support on construction project (transportation/flood control) with a construction contract value of at least $3 million and include experience with contract administration software.

SERVICE: ELECTRICAL ENGINEERING

Provide and review design for streetlights, landscape lighting, intelligent transportation systems (I.T.S.), and elevator/escalator electrical systems. Specific services may involve the review or design of plans to modernize street light systems from series to multiple circuits and/or to evaluate existing street lighting system for potential upgrade and provide plans or feasibility study; the evaluation or review of circuits for pumps.

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past eight years
- Direct involvement or supervision of electrical engineering aspects of elevator/escalator electrical systems and circuits for pumps, I.T.S., street lighting system projects, landscape lighting system projects, and the preparation of associated plans, standards, details, specifications, and contract documents.
- Demonstrate experience and expertise needed to design a project involving the re-circuiting, modification, or replacement of an existing series circuit for a street lighting system satisfying the Clark County Improvement Standards.
- Personnel and equipment capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Electrical) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Electrical engineer in responsible charge of the work must have a minimum of five years experience in the design of elevator/escalator electrical systems, circuits for pumps, street lighting systems, and related service and circuit requirements.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects to completion performing this same service.

SERVICE: ENVIRONMENTAL ENGINEERING

Firms must demonstrate their experience and expertise in providing a variety of environmental engineering services related to transportation and flood control projects.

- Conduct environmental studies to provide on-site assessments for the presence of hazardous materials and make recommendations.
- On-site surveying and laboratory tests of building materials that may contain asbestos. Provide detailed descriptions of the test results and a recommended approach for abatement.
- Conduct air quality impact studies of projects and programs using computer software and methodologies acceptable to Clark County and the Clark County Regional Transportation Commission. Studies must conform to applicable local, state, and federal laws and regulations.

Minimum Qualifications

Employee Experience

Category A: Staff must demonstrate relevant experience and qualifications listed below.

- Individual in responsible charge of service to provide environmental studies must have a minimum of five years experience and have successfully completed such service on a minimum of five separate projects.
- Individual in responsible charge of service to conduct air quality impact studies should have experience in localized (hot-spot) and area-wide air quality impact analysis and have successfully completed such service on projects of similar scope.
- Individual in responsible charge of service to conduct on-site surveying and laboratory tests of building materials that may contain asbestos shall have a Nevada Professional Engineer license, Certified Environmental Manager (CEM) status, a minimum of five years experience and have successfully completed such service on a minimum of five separate projects. The PE and CEM status can be split between two “A” category employees.

Category B: Staff must demonstrate relevant experience and qualifications listed below.

- Knowledge and experience with federal, state, and local laws and regulations as they pertain to air quality and transportation planning.
- Staff must include individuals with formal accreditation for asbestos abatement.

SERVICE: GEOTECHNICAL ENGINEERING

Investigate on-site soil and rock properties and make recommendations on the use of those materials for structures normally associated with road and flood control improvements.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Firms must complete the submittal section Geotechnical Testing Qualifications.

Firm Experience

- Identify and list specific accreditations achieved by the firm or the laboratory.
- Demonstrate the personnel and equipment to perform drafting and automated mapping. Firms, furthermore, shall be capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer on staff who is in responsible charge of the work with experience listed below. Non-staff engineers are prohibited.

- Engineering either five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

All laboratory and field technicians shall be certified (where applicable) under Nevada Alliance for Quality Transportation Construction (NAQTC) including the extended modules for Marshall mix design. This program includes ACI certification for concrete field sampling and laboratory concrete breaks. Indicate on the resume the modules for each technician and/or engineer.

In general, a professional engineer license cannot be a substitute for a NAQTC certification, however, for geotechnical exploratory drilling, the acquisition of field samples does not require a NAQTC certified technician.

Geotechnical Testing Capability

- All tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.
- The laboratory shall be AMRL or CMEC R-18 AASHTO accredited that include the following appropriate requirements: ASTM D3666, ASTM D3740, and ASTM C1077.
- The laboratory shall be AASHTO accredited for each individual test method performed. The accreditation shall be current at the time of submittal and at the time actual testing is performed.

SERVICE: HIGHWAY ENGINEERING - FREEWAY DESIGN

Design of limited access roadway, including diamond, single-point and fully directional, interchanges; alignment studies (depressed sections and fully elevated), sound walls, drainage facilities, mitigation of impacts and specifications.

Minimum Qualifications

Firm Experience

- Demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on microcomputer disk media in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects to completion performing this same service.

Firm must perform as a prime for this Service to submit on the following Works category:
Limited Access Roadways

SERVICE: HIGHWAY ENGINEERING - TRAFFIC ENGINEERING

Design traffic signals, I.T.S., pavement markings, signs, and other traffic control device plans. Prepare specifications. Conduct traffic operations, traffic engineering studies, and traffic planning for feasibility studies, including level of service analysis at intersections and roadway segments. Prepare and/or review geometric design and channelization plans.

Conduct intersection warrant analyses for multi-way stops and traffic signals, school related pedestrian studies, speed studies, and other traffic related safety studies.

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past eight years.
- Direct involvement or supervision of traffic engineering projects including the design, drafting, and preparation of plans, specifications, and contract documents for the installation, construction, or modification of traffic control devices, such as traffic signal and lighting systems, traffic signs, pavement markings, channelization, and geometric design.
- Must own latest traffic engineering software relevant to traffic analyses and be able to provide documentation of results.
- Must provide maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years experience in traffic engineering studies, including capacity analysis, feasibility, corridor or route studies, design, operations, and planning.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

SERVICE: HIGHWAY ENGINEERING - URBAN ARTERIAL DESIGN

Design of typical arterials (normally four to eight lanes wide with right-of-way widths of 80 to 120 feet) located in the Las Vegas Valley. Design includes pavement, curb, gutter, sidewalks, drainage improvements, and reconstruction within developed areas.

Minimum Qualifications

Firm Experience

- Must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firm must perform as a prime for this Service to submit on the following Works categories:
Streets and Road Repair – Major Project
Streets and Road Repair – Minor Project

SERVICE: HYDRAULIC/HYDROLOGY - DETENTION/RETENTION

Design of facilities to temporarily store storm water run-off. Design includes inlet structures, outlet structures, dam embankment, spillway design, multiple and mixed use, and associated hydrology and hydraulics.

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past eight years
- Direct involvement or supervision of a minimum of five storm water management facility or transportation designs. Higher value will be placed on experience with storm water management facility design projects that are located in the arid Southwest.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments.
- Must have an understanding of the Clark County Regional Flood Control District's Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage.

Firm must perform as a prime for this Service to submit on the following Works category:
Flood Control – Major Project

SERVICE: HYDRAULIC/HYDROLOGY - HYDROLOGY

Provide an analysis of the off-site and on-site hydrology of a project for the existing, proposed and future conditions.

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past eight years
- Direct involvement or supervision of a minimum of five transportation or storm water management facility designs. Higher value will be placed on experience with projects located in the arid Southwest.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments.
- Must have an understanding of the Clark County Regional Flood Control District's Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage.

SERVICE: HYDRAULIC/HYDROLOGY - STORM DRAIN CONVEYANCE

Design of storm water collection and conveyance facilities in both open channel and closed conduits. Design includes inlets, transition structures, culverts, and associated hydrology and hydraulics.

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past five years
- Direct involvement or supervision of a minimum of five transportation or storm water management facility designs. Higher value will be placed on experience with projects located in the arid Southwest.
- Demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years experience in hydraulic and hydrology design together with a thorough understanding of the Federal Emergency Management Agency's policies and procedures regarding map amendments.
- Must have an understanding of the Clark County Regional Flood Control District's Policies and Procedures Manual, Design Manual, and Uniform Regulation for the Control of Drainage.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firm must perform as a prime for this Service to submit on the following Works category:
Flood Control – Major Project
Flood Control – Minor Project

SERVICE: LANDSCAPE ARCHITECTURE

Design of landscaping for areas within the public right-of-way, detention basins, or redevelopment projects. These design services may include irrigation, lighting, and maintenance recommendations.

Minimum Qualifications

Employee Experience

Category A: Nevada Registered Landscape Architect on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Five years or five projects experience providing such services, with a minimum experience of at least three years and three projects successfully completed in this Service.

SERVICE: RIGHT-OF-WAY - ACQUISITION/NEGOTIATION AND/OR RELOCATION

This service encompasses both the acquisition/negotiation and relocation services. Firms may be contracted to perform acquisition/negotiation and relocation services or either acquisition/negotiation or relocation work.

Acquisition/Negotiation - Assist in the acquisition of right-of-way by negotiation or eminent domain proceedings, present offers, explain appraisals, provide liaison duties between the County and property owners, monitor escrows, maintain diaries, records, correspondence and reports, and prepare pre-condemnation packages.

Relocation - In compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable state and federal policies and regulations: perform project relocation studies and relocation advisory assistance to displaced commercial and residential property owners and/or tenants; compute benefits and review benefit applications; maintain diaries, correspondence, and generate reports; and provide close coordination between relocation and acquisition activities.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Employee Experience

Category A: Staff must demonstrate relevant experience and qualifications listed below.

- Individual in responsible charge of Acquisition/Negotiation: a minimum of five years experience in completing real estate acquisitions and have successfully completed such service on a minimum of five separate projects and must also comply with one of the following:
    - Possess an active State of Nevada Real Estate Broker's license, or
    - Possess an active State of Nevada Real Estate Broker-Salesman or Salesman license and work under a licensed Broker in order to comply with Nevada Revised Statutes regarding real estate licensing.
- Individual in responsible charge of Relocation: a minimum of five years experience involving relocation activities and have successfully completed such service on a minimum of five separate projects.
    - All relocation agents must be experienced in the implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Relocation Act Amendments of 1987, and subsequent amendments, and be able to fully comply with all federal and state requirements.

SERVICE: RIGHT-OF-WAY - APPRAISALS

Prepare valuations of interests in real property in compliance with the Uniform Standards of Professional Appraisal Practice and the Uniform Appraisal Standards for Federal Land Acquisition. Perform appraisal review assignments and provide written reports in accordance with the Uniform Standards of Professional Appraisal Practice, containing a credible opinion as to the quality of another appraiser's work. Provide testimony as an expert witness in condemnation proceedings, and perform supplemental studies as needed.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Employee Experience

- Two years experience appraising Nevada real estate.
- Ability to comply with all federal, state, and local laws/regulations regarding preparation of appraisal reports.

All appraisals must be performed by a Nevada Certified General Appraiser. In addition, the Nevada Certified General Appraiser must be a Member of the Appraisal Institute (M.A.I.) or a senior or designated member of the Appraisal Institute or American Society of Appraisers. The Nevada Appraiser Certification number and MAI, senior or designated status must be noted in the employee certification section.

SERVICE: RIGHT-OF-WAY - GOVERNMENT LAND ACQUISITIONS

Coordination, processing, and completion of right-of-way grants, easements, leases, permits, or other realty actions required upon federal, state, city, or other government-owned lands; preparation of application packages involving right-of-way, leases or other land uses requiring Bureau of Land Management (BLM) authorization; coordinating and processing of advertising and public notices if required by BLM or other governmental agency; preparation and coordination of environmental documentation or reports to meet NEPA (National Environmental Policy Act) requirements related to right-of-way, easements, or other realty actions cited above; processing, monitoring, and coordinating BLM departmental reviews in a timely manner; resolution of issues during application processing; complete desert tortoise reports or clearances; work with staff to prepare and coordinate renewal applications; preparation of final lease/right-of-way grant/temporary use or other permits and agreements, offer letters, decision letters, and applicable stipulations or conditions.

↔ Note: Firms submitting on this Service are automatically included in WRD Rankings.

Minimum Qualifications

Employee Experience

Category A: Individual in responsible charge of service. Relevant experience of proposed staff:

- Two years experience in acquiring interests in government owned lands, and be able to fully comply with federal, state, and local governmental agency requirements and must comply with one of the following:
    - Possess an active State of Nevada Real Estate Broker's license, or
    - Possess an active State of Nevada Real Estate Broker-Salesman or Salesman license and work under a licensed Broker in order to comply with Nevada Revised Statutes regarding real estate licensing.

SERVICE: SID (SPECIAL IMPROVEMENT DISTRICTS)

Provide services to assist the County in the formation and administration of assessment districts for new developments involving one or a small number of private property owners who intend on developing their property for residential, commercial, industrial, or other beneficial use. Work may include the major components of special improvement district (SID) formation, reapportionment services, and acquisition audits. The major components of SID formation include review of construction plans, right-of-way certifications, bid document review, inspection and materials testing, review and recommendation of payment request, determination of assessment allocation, and preparation of the Engineer's report.

Minimum Qualifications

Firm Experience

Relevant developer-type Special Improvement District projects administered by the firm in the past eight years:

- Three projects of over $10,000,000.00 construction contract value each.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff and in responsible charge of the work. Relevant experience of proposed staff:

- Three projects of over $10,000,000.00 construction contract value each.

SERVICE: STRUCTURAL ENGINEERING - TRANSPORTATION AND FLOOD CONTROL

Design of structures associated with transportation or flood control improvements, such as bridges, viaducts, large culverts, spillways, transitions, structures, retaining walls, and related structures.

Firms should have experience in utility coordination and design that includes the following functions:

- Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.
- Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
- Coordinate the preparation of construction plans to avoid utility conflicts. Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
- Coordinate with municipalities for related inspections

Minimum Qualifications

Firm Experience

- Relevant projects administered by the firm in the past eight years
- Direct involvement or supervision of a minimum of five transportation or flood control structural facility designs. Structural design experience in the building construction industry will not be considered.
- Must demonstrate personnel and equipment capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil or Structural) on staff and in responsible charge of the work. Higher value will be placed on firms using a licensed Structural Engineer (SE) that has the required experience on transportation and flood control projects. Relevant experience of proposed staff:

- Five years experience in structural design experience of transportation or flood control facilities

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Firm must perform as a prime for this Service to submit on the following Works category:
Bridges
Pedestrian Grade Separations

SERVICE: SURVEYING - CONSTRUCTION STAKING - MAJOR PROJECT

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a major project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed major project improvements. Major project improvements may be defined as improvements normally associated with the construction of limited access roadways, super arterial roadways, and beltways including bridges, tunnels, and similar structures. Examples include the Desert Inn Super Arterial and the Southern Beltway.

Minimum Qualifications

Firm Experience

- Relevant construction staking limited access roadways, super arterial roadways, or Beltway projects administered or performed by the firm in the past eight years.
- Submit projects which included construction staking of ramps, bridges, interchanges, flyovers, tunnels, and other structures or design features unique to major projects.
- Total contract value of the surveying services, with contract duration, should be included.

Employee Experience

Category A: Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work. The P.L.S must have been a licensed professional land surveyor for at least five years.

Category B/C: Nevada Certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: SURVEYING - CONSTRUCTION STAKING - MINOR PROJECT

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements.

Minimum Qualifications

Firm Experience

- Relevant construction staking urban arterial roads, collector roads, Special Improvement Districts (SID), flood control improvements, and other structures or design features unique to minor projects administered or performed by the firm in the past eight years.
- Submit at least five projects, which included construction staking of significant infrastructure improvements.
- Total contract value of the surveying services, with contract duration, should be included.

Employee Experience

Category A: Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work. The P.L.S. must have been a licensed professional land surveyor for at least five years.

Category B/C: Nevada Certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: SURVEYING - LAND SURVEYING (BOUNDARY/TOPO/ALIGNMENT)

The establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work 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 work to include ground control, aerial mapping, and generation of Nevada State Plane coordinates as specified.

↔ Note: Firms submitting on this Service are automatically included in RPM and WRD Rankings.

Minimum Qualifications

Firm Experience

- Relevant roadway, drainage, flood control, site development or other projects for which boundaries or limits of rights-of-way were established. Experience should include resolution of conflicting surveys, identification and preparation of rights-of-way plans/plats, survey plats, legal descriptions of surveyed and acquisition areas, alignment and topographic surveys.
- Submit at least five projects which included the establishment, re-establishment, perpetuation of the legal boundaries and/or alignments, legal limits of rights-of-way, easements, lots, parcels, units or sites, including topographic surveys and aerial mapping of these facilities for the pre-design, design, and construction of public infrastructure improvements, or other site specific development purposes that were administered or performed by the firm in the past eight years. Of the preceding work, the firm must specifically describe the work it performed or administered on each project.
- Total contract value of surveying services should be included.

When a Sub Consultant is used to provide such services as aerial mapping or pot holing, said Sub Consultant must be approved by Clark County.

Employee Experience

Category A: Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work. The P.L.S. must have been a licensed professional land surveyor for at least five years.

Category B/C: Nevada certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: SURVEYING - LAND SURVEYING AND CONSTRUCTION STAKING - MINOR PROJECT (LAUGHLIN ONLY)

The establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work 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 work to include ground control and aerial mapping.

Includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements.

"Land Surveying", includes the establishment of boundaries, alignments, limits of rights-of-way, and so forth, sufficiently tied to the land net (United States Public Land Survey) to enable the survey to be retraced. This work 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 work to include ground control and aerial mapping.

"Construction Staking - Minor Project", includes the verification of horizontal alignment or boundary configuration, limits of right-of-way, and the vertical controls from which a minor project is to be constructed. Also includes the establishment of necessary site-specific construction benches and horizontal control points, and the physical placement of all construction stakes necessary to enable the contractor to locate the proposed minor project improvements. Minor project improvements may be defined as improvements normally associated with the construction of urban arterial roads, collector roads, special improvement districts, and flood control improvements.

Minimum Qualifications

Firm Requirements

- The land-surveying firm must have a local office that within a one-hour response time to the Laughlin area, and be able to work a five-day, 40-hour week (or as necessary) to support County projects, with no travel costs to be paid by the County.

Employee Experience

Category A: Nevada Professional Land Surveyor (P.L.S.) on staff and in responsible charge of the work. The P.L.S. must have been a licensed professional land surveyor for at least five years.

Category B/C: Nevada certification as Land Surveyor Intern for all non-registered surveyors is preferred but not mandatory.

SERVICE: UTILITY COORDINATION AND DESIGN

This service includes the following functions:

- Coordination with utility companies to determine existing and/or proposed utilities. Request as-built record drawings.
- Using Engineer's electronic CAD mapping files, input utility record drawing information into mapping file on a separate layer.
- Coordinate the preparation of construction plans to avoid utility conflicts.
- Prepare plans and specifications for the relocation of existing utilities, as well as new facilities for water and sewer lines associated with road and flood control improvements.
- Provide Subsurface Utility Engineering services, through a sub-consultant if required, to locate existing utilities. Task includes all permitting, traffic control, notifying "CALL BEFORE YOU DIG," excavating holes to locate utilities with vacuum extractor method, survey to obtain horizontal and vertical elevations of the utilities being found, and pavement patching per the Agency requirements. Said sub-consultant must be approved by Clark County.
- Coordinate with municipalities for related inspections.

↔ Note: Firms submitting on this Service are automatically included in RPM and WRD Rankings.

Minimum Qualifications

Firm Experience

- Must demonstrate the personnel and equipment capable of providing maps, surveys, and engineering plans on electronic media storage in AutoCAD® format.

Employee Experience

Category A: Nevada Professional Engineer (Civil) on staff an in responsible charge of the work. Relevant experience of proposed staff:

- Five years or five projects experience providing such a service, with a minimum experience of at least three years and three projects successfully completed in this service.

Category B: Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. All these employees should have a Bachelor's Degree in Engineering (or equivalent for non-engineers) and have worked on not less than three projects performing this same service.

Employees

Identifying employees and their roles is a central issue in your SOQ Submittal. To simplify the process, you only need to enter each employee one time. In a separate step you will assign employees to Services.

Add an Employee - Allows you to create an employee and add background information about her.

Edit an Employee - Allows you to edit the employee name and background data including experience.

Assign Employee to Services - You may assign a selected employee to a Service. Depending on the Service, the employee will be ranked by category.

Delete Employee - To delete and employee is to remove them entirely from your submittal. If you only want to remove them from a particular service, use the Click to Remove action.

> *NOTE: You cannot delete an employee without also deleting their related projects. If you were allowed to retain the employee projects while removing the employee there would be no way to access the projects.*

In addition, the total number of employees in your company (organized by general categories) is required as part of the firm data.

EMPLOYEE EXPERIENCE

Employee experience is noted as part of service submittals. This experience is noted by years of experience in professional areas or with the firm. When an employee is assigned to a service to justify firm experience, the employee is also assigned to a category (A, B, and C) based on their experience.

"A" Category Personnel: An "A" category employee refers to a Nevada licensed engineer, landscape architect, professional land surveyor, or other professional with Nevada registration or certification as required by Nevada Revised Statutes (NRS). Also included are those professionals for whom NRS does not require Nevada license or certification to practice their expertise. These individuals include certain right-of-way professionals, biologists, photogrammetrists, and others. "A" employees should include any national certification or accreditation (such as MAI), if applicable. Only individuals who can be put in responsible charge of a service are to be included in the "A" category. While some services may have stricter requirements, in general such employees must demonstrate either five years or five projects experience in the proposed service, with a minimum of three years and three projects experience in that service.

"B" Category Personnel: This category includes Nevada licensed engineers, landscape architects, and surveyors without the necessary experience to be put in responsible charge of a service; engineers, landscape architects, and surveyors registered in other states; Engineering Interns and other non-licensed engineers; landscape architect Interns and other non-licensed landscape architects; Land Surveying Interns; and other such individuals. Not more than twenty percent of the submitted "B" category employees performing a service shall have less than three years experience. Employees should have an appropriate Bachelor's Degree (Landscape Architecture, Engineering, or equivalent based on discipline) if applicable, and have worked on not less than three projects performing this same service.

"C" Category Personnel: This category includes the technical and support staff. These employees should be experienced and not more than twenty percent of them should have less than one year of experience in the service area.

The employee experience category determines how many projects may be included to establish an employee's resume. The overview of employee projects section discusses these requirements.

ADD / EDIT AN EMPLOYEE

A description of the data required for each employee is explained below.

Employee Name - The employees first and last name.

Employee Title - The employee's current responsibility or job title.

Nevada Resident - Check if the employee is currently a Nevada resident.

Clark County Resident - Check if the employee is currently a Clark County resident.

Career (Professional Experience) - Provide the employee's total career experience in years. You may enter partial years by using decimals (EX: 3 months = .25 years)

Firm (Professional Experience) - Provide the number of years professional experience with the firm. You may enter partial years by using decimals (EX: 3 months = .25 years)

Local (Professional Experience) - Provide the number of years the employee has worked locally as a professional. You may enter partial years by using decimals (EX: 3 months = .25 years)

Professional Experience - Provide the years of employee career experience spent in each professional area category. The upper-case bold letter to the right of each field correlates with the key used on the Employee Listing (A/B/C players) report.

It is acceptable to have zero experience as a value. You can also specify decimal (fractional) values. The sum of the years you enter cannot exceed the career total specified. A running sum of the years you have entered is included at the bottom of the section. The running sum is updated after you exit from editing any professional area field.

Education - Provide employee's educational background (degrees earned, year earned, majors, college name). You may enter several degrees or certifications earned.

NV License #(s) - Provide the employee's license or certification numbers. If licensed in Nevada (as required by N.R.S.), provide the license number.

Discipline(s) - Provide the name of the discipline(s) related to the above license(s).

Original Licensure State - Provide the state and year first licensed.

Other Certifications - Provide descriptions of any other applicable certifications. (EX: i.e. ICBO, NAQTC, etc.)

Adding an employee creates an employee that may be referenced in more than one place in your submittal. To Add an employee:

1. Start on the Employees page and click on Add Employee.
2. Enter the employee's data.
3. When your data is complete and accurate, click Insert to save. If you do not want to save your new entry, click Cancel.

Editing an employee changes the employee record, and any references to the employee in your submittal will reflect the saved changes. To Edit an employee:

1. Start on the Employees page, which is also an option off the Main Menu. After visually locating the Employee you want to edit, click on Details then Edit.
2. When your data is complete and accurate, click Update to save. If you do not want to save your changes, click Cancel.

DELETE AN EMPLOYEE

Deleting an employee removes them completely out of your submittal. To Delete an employee:

1. Start on the Employees page, which is also an option off the Main Menu. Employees are shown in an Alphabetical Listing of Employees.
2. Visually locate the Employee you want to remove and click Remove.

The system will present a confirmation option. If the employee is assigned to one or more Services, each Service will be listed along with projects assigned to the employee/ Service combination. If projects are included, you may uncheck and retain Template projects if desired.

3. When you are sure you want to proceed, select Remove Employee or Remove Employee-Service.

To restore an employee that has been deleted use the Add Employee option.

ASSIGN EMPLOYEE TO SERVICES

Employees and their experience history are assigned to one or more Services to demonstrate experience in a Service. This history is also referred to as an employee resume.

Service Name: Identify the Service(s) that the employee will be assigned to.

Staff Category: Identify the proper category for the employee listed on the form. The three staff experience categories and their definitions are discussed in the Employee Experience section.

To assign an Employee to a Service:

1. Start on the Employees page, which is an option off the Main Menu. Visually locate the employee that will be assigned. Available employees are shown in an Alphabetical Listing of Employees.

2. Click Details.

The system will present a new form. If the employee is assigned to one or more Services, each Service will be listed along with the Staff Category (see definitions above).

3. Select Add a Service in the Services & Qualifications section.

4. Pick a new Service from the Services available for assignment list and select the appropriate Staff Category.

5. Click Insert to submit.

The form will refresh and show the new Employee – Service. If there is a reason the selected Employee – Service combination cannot be added, a warning message will display.

REMOVE AN EMPLOYEE SERVICE

To remove an Employee from a Service:

1. Start on the Employees page that is an option off the Main Menu. Visually locate the employee that will be removed from a Service. Available employees are shown in an Alphabetical Listing of Employees.

2. Click Details.

The system will present a new form. If the employee is assigned to one or more Services, each Service will be listed along with the Staff Category.

3. In the Services & Qualifications section, click Remove at the right of the Service the employee should be removed from.

The system will present a confirmation option.

4. Confirm your choice by selecting Remove Employee-Service.

The form will refresh and show any remaining Employee – Service assignments.

Projects

There are two categories of projects in the SOQ process: firm projects and employee projects. We have provided tools to make it easy to 're-use' the project information you provide.

Firm projects are those that the firm managed. They are related to a specific Service or Works. A firm may have an unlimited number of firm projects that have been started or completed within the past eight (8) years, however, we recommend that you only submit those needed to establish your firms expertise and experience.

NOTE: If you have projects that are beyond the eight-year cutoff, the Verification report will list them. Even if you retain these projects, they will not be included for evaluation.

Employee projects are those that a particular employee worked on whether with the current firm or while at a previous employer. You may copy an employee project so its data can be used as a firm project.

In addition to regular firm and employee projects, template projects are created with basic information that may be used as a template to create one or more projects. The created projects are all linked to the original template. This link allows the operator to make changes one time in the template, and push them out to linked projects.

If you want to leverage existing non-template projects you may use the copy functions to copy a project. For example, you may copy a firm project so the data can be used as an employee project, or vice versa.

TEMPLATE PROJECTS

A template project can be either a firm project or an employee project. It acts as a normal project in terms of assigning it to a Service, Works, or an Employee - Service. However, it is also designed to share selected data with other projects. When you create other projects from a template, they remain linked to the template. This linking provides a unique tool. The operator can make changes to a template project and push the changes out to linked projects. All changes made to a template do not have to all be pushed out to linked projects. The system allows you to designate which changes you want to push out.

Linked projects can have their relationship with the template project severed. This is accomplished while editing the linked project. Removing the template project link will make the formerly linked project stand on it's own. Once a link is removed it cannot be re-established, and future changes to the template project will not modify the unlinked project.

To create a template project:

1. Create either a new firm or employee project from scratch or by copying an existing non-template project.
2. Designate the new project as a template project by clicking the Use As a Template Project check box at the top of the project page before you save it.

EMPLOYEE PROJECTS

These projects are used as a resume to show individual employee experience in a specific Service category. You may include projects worked by an employee while they were with a previous employer.

You can:

- Add an employee project,
- Edit an employee project, or
- Delete an employee project.

Firms may submit up to five (5) "A" Category resumes, five (5) "B" Category resumes, and when permitted, five (5) "C" Category resumes for each Service. For most Services, firms are limited to just "A" and "B" Category resumes. Only the following Services may include resumes for "C" Category employees:

- Construction Management – Administration Major and Minor
- Construction Management - Quality Assurance (Materials Testing and Inspection)
- Construction Management - Staff Augmentation
- Surveying - Construction Staking Major and Minor
- Surveying - Land Surveying (Boundary/Topo/Alignment)
- Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)

For details about the "A", "B", and "C" employee categories, refer to the Employee Experience section.

Each employee resume (employee / Service / category) is limited to the following number of projects:

- "A" category personnel – five projects
- "B" category personnel – three projects, except for:
    - Construction Management - Quality Assurance (Materials Testing and Inspection)
    - Construction Management - Staff Augmentation

where the above are allowed five projects each.

- "C" category personnel – three projects

For a detailed discussion of employee categories "A", "B", and "C" please refer to the Employee Experience section.

ADD AN EMPLOYEE PROJECT

To add a new employee project:

1. Start on the Projects page, which is an option off the Main Menu.
2. Select Employee Projects – By Employee.
3. Select an Employee from the drop-down list and click

to the right of the assigned Service.
4. Start a new project by clicking on one of the options described:

The web site will display a new form to add a project related to the selected Employee - Service. You have four (4) methods to create a new project:

- Copy Existing Employee Project,
- Copy a Template Employee Project,
- Copy Existing Firm Project,
- Create New Employee Project From Scratch, or
- Use Unassigned Employee Project.

5. Select a method, and enter the project data. When the provided data is complete you must click

to record it. If you select Cancel the data will not be recorded and the data will restore to the condition it was in when the page was first displayed.

A description of required data and options to add a new employee project from scratch is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

Employee - The name of the employee assigned to the Employee – Service.

Service - The name of the Service portion of the Employee – Service.

Project Name - The descriptive project name.

Start Date - The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.

End Date - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway (incomplete), check the 'Not Complete' option box. All projects that are part of the employees work history will be accepted.

Not Complete – This option box sets a flag telling the evaluators that the project is still in process, and has not been completed.

Job Title - A descriptive title for the employee's role in the project.

Location - A description of the geographic project location, cross-streets, etc.

Description - Indicate the nature of the project (Limited to 1,000 characters).

Duties - Indicate what the named employee was responsible for on this project.

Owner / Client - This is the project owner's name.

Manager - Name of the owner's project manager. An optional title may be included.

Manager Phone - The contact's phone number in either of the following formats: 702-555-5555 or (702) 555-5555

EDIT AN EMPLOYEE PROJECT

To edit an existing employee project:

1. Start on the Projects page and select Employee Projects – By Employee.
2. Select an Employee from the drop-down list then search for the Project you want to edit.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, enter water in the Filter text box.
4. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Service and by project name within each group.
5. After visually locating the project you want to edit, click on the Project link.

The web site will present the data entry form for you to edit the project information. Each data item is discussed in the Add An Employee Project section.

6. Click Update to record the changes. If you select Cancel the changes will not be recorded and the data will restore to the condition it was in when the page was first displayed.

DELETE AN EMPLOYEE PROJECT

To delete an employee project:

1. Start on the Projects page and select Employee Projects – By Employee.
2. Select an Employee from the drop-down list then search for the Project you want to remove.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, type water in the Limit list to Keyword or Phrase text box.
4. Select Update List when ready to start your search. Projects meeting the search criteria will be displayed in ascending order grouped by Employee Name – Service and by project name within each group.
5. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right.

You will be prompted with a confirmation option.

6. Click Remove Project to confirm the delete.

FIRM PROJECTS

These projects are intended to show the firm's background in a specific Service or Works category. Firm projects should be provided for each Services or Works you submit (except Construction Administration Works). A firm may have an unlimited number of firm projects.

Project work performed by employees while employed with another firm are not to be shown on your firm's project list.

You can:

- Add a firm project,
- Edit an existing project , or
- Delete a firm project.

A description of required data and options to add or edit a firm project is outlined below:

Use As A Template Project - At the time of creating a new project you can designate it as a template project. This option is only displayed at the time a new project is being created.

Project Name - The descriptive project name.

Region - Select region from the drop-down list options (Clark County, Nevada, or Other State)

Location - A description of the geographic project location, cross-streets, etc.

Start Date - The approximate start date. You should enter a date for this field in the format of MM/YYYY. A start date is required.

End Date - The approximate project design or construction completion date. You should enter a date for this field in the format of MM/YYYY. If the project is still underway (incomplete), check the 'Not Complete' option box. Only projects that are underway or completed in the past eight years will be accepted.

Project Description and Firm Responsibility - Indicate what the firm was responsible for on this project, and other information that pertain to the nature of the project (Limited to 1,000 characters).

Firm Role - Indicate if the firm was acting as the Prime or Sub-consultant on the project.

Firm Role Description - You may want to explain your firm's relationship (when acting in joint or sub role), percentage of work performed in a joint relationship, or add other brief comments.

Total Project Cost - The entire project cost in dollars. Do not enter commas or a dollar sign. The numbers you enter will be formatted by the web site.

Firm Portion Cost - The cost of the firm's portion of the work in dollars. Do not enter commas or a dollar sign. The numbers you enter will be formatted by the web site.

Owner / Client - This is the project owner's name.

Owner Class - Select from the drop-down list options (City, County, or State Government)

Owner Address - This is the project owner's address.

Contact Name - Name of the owner's project manager. An optional title may be included.

Contact Phone - The contact's phone number in either of the following formats: 702-555-5555 or (702) 555-5555

ADD A FIRM PROJECT

When you create a firm project, it is assigned to a specific Service or Works. To add a new firm project:

1. Start on the Projects page, which is an option off the Main Menu.
2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list then click Add.

The web site will display a new form to add a project related to the selected Service/ Works. You have five (5) methods to create a new firm project:

- Copy Existing Employee Project,
- Copy a Template Firm Project,
- Copy Existing Firm Project,
- Create Firm Project From Scratch, or
- Use Unassigned Employee Project.

3. Select a method and enter the project data. When the provided data is complete you must click Insert to record it. If you select Cancel the data will not be recorded and the data will reset to the condition it was in when the page was first displayed.

EDIT A FIRM PROJECT

To edit an existing firm project:

1. Start on the Projects page, which is an option off the Main Menu.
2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list and search for the Project you want to edit.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, enter water in the Filter text box. Click on Update List to execute your search.

Projects meeting the selected criteria will be displayed in ascending order.

4. Visually locate the desired project, and click on the Project link.

The web site will present a data entry form for you to edit the project information.

5. When the provided data is complete, click Update to record the changes. If you select Cancel the changes will not be recorded and the data will reset to the condition it was in when the page was first displayed.

DELETE A FIRM PROJECT

To delete a firm project:

1. Start on the Projects page, which is an option off the Main Menu.
2. Select Firm Projects – By Service or Works. Choose the desired Service/Works from the drop-down list and search for the Project you want to delete.
3. Optionally, you may limit the search by entering words or phrases contained in the project title. For example, if you only want to see projects that include the word 'water' in their title, enter water in the Filter text box. Click on Update List to execute your search.
4. Projects meeting the selected criteria will be displayed in ascending order.
5. After visually locating the project you want to delete, click on the Project link and the web site will present the data entry form. Click on Remove Project at the top right.

You will be prompted with a confirmation option.

6. Click Remove Project to confirm the delete.

Equipment

Firms must include equipment data in their submittal for the following Services:

Surveying - Construction Staking - Major Project
Surveying - Construction Staking - Minor Project
Surveying - Land Surveying (Boundary/Topo/Alignment)
Surveying - Land Surveying and Construction Staking - Minor Project (Laughlin only)
Construction Management - Quality Assurance (Materials Testing and Inspection)
Geotechnical Engineering

The Equipment page will display only when these Services are selected for submittal. The following methods of working with equipment are provided.

Add Equipment Items to an Open List (Surveying Services)
Add Equipment Items to a Pre-defined List (Testing Services)

ENTER EQUIPMENT FOR SURVEYING

Surveying Services require equipment to be entered using an open list. Three data fields are included to describe each equipment item:

Category - Select the category that best describes the equipment being named. Even if the equipment falls into more than one category select only one.

Description - A helpful description of the equipment that will provide someone else with an understanding of key functionality or options. Example, for a personal computer you might use 'Compaq PIII 600MHz 256MB RAM'. For a pickup truck you might use 'Ford PU ¾ ton with shell'.

Quantity - Enter the equipment quantity in this box. No fractions or decimals; whole numbers only.

To see a list of all firm equipment shown on your SOQ submittal, you can print the list of equipment as it displays on the Equipment page or use the report titled **Equipment Listing**.

ADDING EQUIPMENT

The system allows you to enter up to six (6) new equipment items at one time.

1. Start on the Equipment page, which is an option off the Main Menu.

2. Click on Add Equipment Items.

You will be presented with a data entry form. You may leave one or more of the six available equipment entries blank if they are not needed.

3. Select the Category that best describes the equipment. If none of the categories apply, select ‘Other’.

4. Enter a Description of the equipment. You do not need to provide unnecessary detail.

5. Enter the quantity of the described equipment items that are available for use.

6. When you are done adding equipment, click on Add These Items to save the entries.

ENTER EQUIPMENT FOR TESTING

Construction Management – Quality Assurance and Geotechnical Engineering Services are specialized. A pre-defined list of County testing-related requirements is presented for Firms to select from. No additional information on equipment is required.

EDITING AND DELETING EQUIPMENT

Start on the Equipment page, which is an option off the Main Menu. On this page, your equipment is displayed by category.

To change the quantity available of an equipment item, the description, or category, click Edit. Enter the changes then click Update to save. If you want to totally remove an equipment description from your submittal click Remove.

NOTE: You will not be able to remove items from the pre-defined equipment list for the Construction Management – Quality Assurance and Geotechnical Engineering Service categories.

Geotechnical Tests

Qualifications are applicable to firms submitting for the following Works and Services:

Geotechnical Engineering

Construction Management - Quality Assurance (Material Testing and Inspection)

All tests and procedures shall be performed in accordance with standard AASHTO / ASTM methods, where applicable.

Due to the large number of Geotechnical tests included in the SOQ there are several methods of organizing and updating them:

- Edit an individual test
- Working lists
- Mass update options
- Geotechnical Sub Consultants

Geotechnical sub consultants are not required to provide supporting submittals. You may designate your own list of Geotechnical sub consultants as needed.

EDIT INDIVIDUAL GEOTECHNICAL TEST

You can edit a single Geotechnical test from any sorted working list.

1. Click the Edit link.
2. Make the desired revisions.
3. When you are done select Save Changes at the bottom of the page or click the Save Changes menu link to save the entries. If you select Cancel the changes will not be recorded. The Reset option restores data to the condition it was in when the page was first displayed.

GEOTECHNICAL WORKING LISTS

To view the options for managing the geotechnical working lists:

1. From the Main Menu select Geotech Testing.

A form will be displayed that allows you to view tests sorted by various criteria. You cannot add or remove tests from the list, but you can modify the status of the listed items.

2. Select the sort option (see step 3 below), then select Display List.

A working list will be displayed. Due to the long list of tests you will need to use the vertical scroll bar or Page Up / Page Down keys on your keyboard to navigate.

3. To re-sort the list select a new sort option from the Working List: Tests Sorted By list, then select Display List. Sort options include:

    a. Organization – By the certifying organization name (abbreviated).

    b. Test Name – By the descriptive test name.

    c. Sub Assigned – By Name of the primary Sub Consultant.

    d. Alt Sub Assigned – By Name of the alternate Sub Consultant.

Each sort option is in ascending order, meaning smallest to largest, or A to Z. Prudent use of these sort options allows you to better organize the data to check accuracy and completeness. From these sorted lists you can pick out a single geotechnical test and edit it.

GEOTECHNICAL SUB CONSULTANTS

Firms submitting for Geotechnical related testing may opt to sub contract out work. If a firm desires to sub contract out any testing, the firm creates and maintains a list of Geotechnical Sub Consultants that work may be assigned to. This list is specific to Geotechnical testing, and does not impact Sub Consultants related to Works.

ADD A GEOTECHNICAL SUB CONSULTANT

The following data is required for each Geotechnical Sub Consultant:

Sub Consultant Name - The Geotechnical Sub Consultant's full business name.

Phone Number - This phone number (including area code) that Clark County would use to contact the Geotechnical Sub Consultant firm.

To add a Geotechnical Sub Consultant:

1. Start on the Testing page.

Any geotechnical sub consultants you have created will be displayed at the bottom of the page.

2. Select Add Additional Sub Consultants at the bottom of the page.

3. Provide the sub consultant name and phone number.

4. Select Insert New Sub Consultant to save your data. Select Cancel to abandon the new data. Reset ALL resets the form back to a blank status.

EDIT A GEOTECHNICAL SUB CONSULTANT

The following data is required for each Geotechnical Sub Consultant:

Sub Consultant Name - The Sub Consultant's full business name.

Phone Number - This phone number (including area code) that Clark County would use to contact the Sub Consultant firm.

To edit a Geotechnical Sub Consultant:

1. From the Main Menu select Geotech Testing.

Any geotechnical sub consultants you have created will be displayed at the bottom of the page.

2. After visually locating the sub you want to edit, select the Edit link.
3. Modify the data and select Save Changes to save your changes. Select Cancel to abandon your changes. The Reset option restores data to the condition it was in when the page was first displayed.

DELETE A GEOTECHNICAL SUB CONSULTANT

From the Main Menu select Geotech Testing. A list of Geotechnical Sub Consultants will be displayed at the bottom of the page.

1. After visually locating the sub you want to delete, select the Delete link.

If the Sub Consultant is named on any Geotechnical tests you will be prompted to remove them from those tasks before you will be allowed to delete them. If the Sub Consultant is not assigned as noted above, then you will be prompted with a confirmation option.

2. Select OK to confirm the delete. If you do not want to delete this Sub Consultant, then click Cancel.

MASS UPDATING

Even with all the power of the web, it would be tedious to edit each and every test. Mass updating allows you to quickly identify groups of tests to modify, then change them in mass.

The areas you can modify with mass editing include:

In-House Capability (to perform the test) – toggle Yes / No

Certification (laboratory is certified for the specified test) – toggle Yes / No

Sub Consultant Information – modify sub or alt sub names

Mass Update: In-House Capability

This option set all Geotechnical tests you select as either:

- performed in house by the firm (Yes), or
- by a Sub Consultant (No).

To change the status of whether you will perform tests in-house:

1. From the Main Menu select Geotech Testing.

2. Select Mass Update In-House Capability to . . . (either Yes or No).

The Geotechnical Testing Qualifications data entry form will be presented. If you get an exception message it may indicate that all test data has previously been set as you wanted.

3. Check the appropriate boxes or select Select All in the upper right corner of the form.

4. When you are done be sure to click the Update link in the side bar menu, or select Update Tests at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. Cancel closes the page without saving any changes. The Reset option restores data to the condition it was in when the page was first displayed.

MASS UPDATE: CERTIFICATION

This option selects all tests that are specified by a certifying body and the firm doing the testing is certified (Yes) or uncertified (No). For example, if we select to Mass Update Certificates to (Yes), the web site displays the following list (Uncertified = No).

To change the status of these to indicate your firm can perform them in-house:

1. Start on the Testing page.

2. Select Mass Update Certificates to . . . (either Yes or No).

The Geotechnical Testing Qualifications data entry form will be presented. If you get an exception message it may indicate that all test data has previously been set as you wanted.

3. Check the appropriate boxes or select Select All in the upper right corner of the form.

4. When you are done be sure to click the Update link in the side bar menu, or select Save Checked Tests as Yes/No at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. Cancel closes the page without saving any changes. The Reset option restores data to the condition it was in when the page was first displayed.

MASS UPDATE: SUB CONSULTANTS

This option is the most powerful of the Mass Update options. You can update Sub Consultant(s) and/or alternate Sub Consultant(s) in mass.

1. From the Mass Update form select Mass Update Sub Consultants.

The Geotechnical Testing Qualifications data entry form will appear.

2. Select an update choice: Subs Only, Alts (Alternate subs), or Both.

3. Select a Sub Consultant or alternate Sub Consultant firm that will perform the selected geotechnical tests. If no subs are available on the drop-down lists, enter Sub Consultants first.

4. Check the Update box in front of each test you want to update to this new information. Be sure to check for additional tests that may be on the list but appear below the bottom of the screen. To select all tests, select Select All in the upper right corner of the form.

5. When you are done be sure to click the Update link in the side bar menu, or select Update Tests at the bottom of the form. If you leave the form without performing the Update, your changes will not be saved. Cancel closes the page without saving any changes. The Reset option restores data to the condition it was in when the page was first displayed.

Reports

The reports available to you will depend in part on the Services and Works options you have selected. This is because all options may not be applicable to your submittal.

> *NOTE: The submitting firm is solely responsible to check the completeness and accuracy of their submittal per the documentation provided by Clark County Public Works. These reports along with the Submittal Verification Results list may be used as aids in your effort. No single report or option should be relied on for determining accuracy or completeness.*

Reports can be viewed on screen or printed. Also remember you may print any page in the SOQ web site as a paper report.

Depending on the layout, some web pages and reports fit best in portrait mode, others in landscape. You must set the layout option in your browser. In Internet Explorer you find these under the File menu, Page Setup.

Reports are divided into five groups:

Firm

Employees (Personnel Experience and Qualifications)

Services

Works

Other

Unique reports are available within each of the above groups.

FIRM REPORTS

Firm reports include the following:

Firm Information – Provides a single report summarizing the firm data section of your submittal.

Firm Equipment – Lists all equipment you name as pertinent to providing services for Public Works.

PERSONNEL EXPERIENCE AND QUALIFICATIONS REPORTS

This report includes employee background data and project data as it relates to specific Services. It may be printed for All Employee - Services, or a single Employee - Service.

SERVICE REPORTS

Reports documenting Services include the following:

Services – This report has four sections. You may choose which sections to include in the report:

- Include 3-page summary
- Include Firm Projects
- Include Uploaded Images
- Include Employee Experience and Qualifications

This report may be printed for All Services, or one selected Service.

WORKS REPORTS

This report has three sections. The Services Matrix is always included, and you may choose which of two optional sections to include in the report:

- Include 5-page summary
- Include Firm Projects
- Include Uploaded Images

This report may be printed for All Works, or one selected Works.

OTHER

These reports include the following:

Geotechnical Testing – Lists all Geotechnical tests along with your selected options for providing required testing services.

Quality Assurance Testing – Lists all Quality Assurance tests along with your selected options for providing required testing services.

Uploaded Images – Displays all images included in your submittal

Contact Us

The staff at Clark County Public Works is interested and ready to help you with your SOQ needs.

General Statement of Qualifications - Procedures, login/password issues, forms, deadlines, technical support, and other general information:

- Karla Jimenez - soq@clarkcountynv.gov (karlaj@clarkcountynv.gov) - (702) 455-4879
- Tammi Tiger - soq@clarkcountynv.gov (tammit@clarkcountynv.gov) - (702) 455-2762

SERVICES

Const Management - Administration
Michael Mamer - mmamer@clarkcountynv.gov
(702) 455-6081

Const Management - QA (Mat Test/Insp)
Mike Dunning - dunning@clarkcountynv.gov
(702) 455-7430

Const Management - Staff Augmentation
Michael Mamer- mmamer@clarkcountynv.gov
(702) 455-6043

Electrical Engineering
Irene Lam - lam@clarkcountynv.gov
(702) 455-1487

Environmental Engineering
Ray Kilmer - rlk@clarkcountynv.gov
(702) 455-6074
Kathleen Kingston - kingston@clarkcountynv.gov
(702) 455-6043

Geotechnical Engineering
Mike Dunning - dunning@clarkcountynv.gov
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Highway Eng - Freeway Design
Joe Yatson - jyatson@clarkcountynv.gov
(702) 455-6082

Highway Eng - Traffic Engineering
Irene Lam - lam@clarkcountynv.gov
(702) 455-1487

Highway Eng - Urban Arterial Design
Joe Yatson - jyatson@clarkcountynv.gov
(702) 455-6082

Hydraulic/Hydrology - Detention/Retention
Roy Davis - rdavis@clarkcountynv.gov
(702) 455-6075
Mona Stammetti - monas@clarkcountynv.gov
(702) 455-6077

Hydraulic/Hydrology - Hydrology
Roy Davis - rdavis@clarkcountynv.gov
(702) 455-6075
Mona Stammetti - monas@clarkcountynv.gov
(702) 455-6077

Hydraulic/Hydrology - Storm Drain Conveyance
John Catanese - catanese@clarkcountynv.gov
(702) 455-6616

Landscape Architecture
Mona Stammetti - monas@clarkcountynv.gov
(702) 455-6077

Right-of-Way - Acquisition/Negotiation and/or Relocation Services
Pam Wyatt - pwyatt@clarkcountynv.gov
(702) 455-6098

Right-of-Way - Appraisals
Pam Wyatt - pwyatt@clarkcountynv.gov
(702) 455-6098

Right-of-Way - Government Land Acquisitions
Pam Wyatt - pwyatt@clarkcountynv.gov

(702) 455-6098

SID (Special Improvement Districts)
Patsy Schrader - patsys@clarkcountynv.gov
(702) 455-6022

Structural Eng - Transportation and Flood Control
Ray Kilmer - rlk@clarkcountynv.gov
(702) 455-6074

Surveying - Construction Staking - Major Project
Gene Sawyer - genes@clarkcountynv.gov
(702) 455-0640
Jim Marlett - jmx@clarkcountynv.gov
(702) 455-0640

Surveying - Construction Staking - Minor Project
Gene Sawyer - genes@clarkcountynv.gov
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Jim Marlett - jmx@clarkcountynv.gov
(702) 455-0640

Surveying - Land Surveying
Jim Marlett - jmx@clarkcountynv.gov
(702) 455-0640
Steve Williams - stevew@clarkcountynv.gov
(702) 455-6150

Surveying - Land Surveying (Laughlin)
Gene Sawyer - genes@clarkcountynv.gov
(702) 455-0640
Jim Marlett - jmx@clarkcountynv.gov
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WORKS

Bridges
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Flood Control
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Pedestrian Grade Separations
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Streets and Road Repair
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Glossary of Definitions & Terms

Authentication

The process of verifying an identity.

AutoCAD®

Any reference made in the manual to CADD or AutoCAD will be a reference to the Autodesk® software known as "AutoCAD®" or AutoCAD Civil 3D.

The use of third party overlay programs such as "Eagle Point" or AutoCAD's LDD civil programs are at the discretion of the user. All CADD files will be submitted to the County in the Standard AutoCAD .dwg or .xml format and on approved Microcomputer Disk Media. DXF files are not acceptable. The use of .dwf format is acceptable for the review process with pre-approval of the project manager. All text fonts or shape files in drawing must either be standard Windows or AutoCAD fonts. All other fonts or shape files must be provided with the electronic files submitted to the County. The preferred media will be CD Rom or DVD Rom. USB Flash Drives are also acceptable. Other formats are acceptable only with pre-approval of the project manager. The use of AutoCAD external reference files (XREF's) is acceptable providing the files come directly from the directory of the master drawing and the reference does not link to files in other 'drive directories'. All XREF drawings must have an insertion point of 0,0. All linked data files shall be treated in the same manner.

Clark County Standard Drawings

Refers to the Uniform Standard Drawings (Volumes 1 & 2) available from the Clark County Regional Transportation Commission. As of the release date of this document you may download these at:

http://www.rtcsnv.com/planning-engineering/streets-highways/

Clark County Standard Specifications

Refers to the 'Uniform Standard Specifications' available from the Clark County Regional Transportation Commission. As of the release date of this document you may download these at:

http://www.rtcsnv.com/planning-engineering/streets-highways/

County

The terms "County" or "the County" are a generic reference to the Department of Public Works, Clark County, Nevada

Dialog

An on-screen form designed to organize command options and data entry fields. Typically a dialog has a heading, with an OK button to accept the changes and close it, or Cancel to close it without saving changes.

Electronic Media Storage

Acceptable media for transfer of data includes:

USB flash drive (preferred)

CD-ROM (computer format -"Write Once" or "Rewriteable" formats)

DVD-ROM (computer format)

Other formats are acceptable only with pre-approval of the project manager. If file compression is required, a self-extracting format must be used. The use of e-mail to submit electronic files to the County is acceptable only with the pre-approval of the project manager.

Filter

To restrict your view of data to a selected group or criteria. For example, all equipment would be an unfiltered list. Listing only computer equipment would be a filtered list.

Hardcopy

The printed copy of an electronic file.

Hierarchy

Application of a top to bottom design. On the SOQ Web Site the top of the hierarchy is the Main Menu, followed by the Primary forms. From the Primary forms you can go to data input forms for specific tasks. These data input forms are the lowest level of the hierarchy.

Prime Consultant

The Prime Consultant is responsible to meet the requirements of the County as noted in SOQ and later contractual requirements. In some cases, a Sub Consultant may be hired by the Prime to provide services, subject to the requirements of the County.

Project Manager

A designated County employee assigned to oversee a design project.

SID

Special Improvement District.

Sub Consultant

A firm or individual that is being considered for, or is approved to provide professional services under the Prime Consultant.

Summary Page

A page on the web site that summarizes data for a section or topic. Normally this page links to one or more data entry pages where you may edit the data.

URL

Uniform Resource Locator. An address to an object, document, page, or other destination on the Internet or an intranet.