

**CITY OF EDMONDS  
REQUEST FOR QUALIFICATIONS  
Consultant Services  
2018-19 Sanitary Sewer Replacement Projects  
Submittal Due Date: November 29, 2016 at 4:00 PM**

The City of Edmonds, Washington is soliciting a statement of qualification (SOQ) from individuals or firms interested in providing Consultant Services for the above project.

**BACKGROUND**

The City sewer system serves approximately 10,000 customers within an area of about 7.7 square miles. As of the 2010 census, the City of Edmonds population was 39,709 and approximately 70% of the population is served by the City of Edmonds sewer utility. The Olympic View Water & Sewer District serves the remaining population.

The City Comprehensive Sewer Plan (August 2013) includes a Capital Improvements Inventory, which delineates pipelines at various locations within the City that will need to be replaced due to increased conveyance needs, pipe age, and maintenance. In response to the inventory within the Plan, the City has updated its regular pipeline replacement program schedule and has selected a number of pipeline replacement projects that will need to be completed in the coming years.

**PROJECT SCOPE**

The work to be performed by the CONSULTANT shall consist of providing services to the Public Works Engineering and Operations divisions in finalizing site selection for the 2018-19 projects, providing site surveys, preparing cost estimates, engineered plans, specifications and bid documents with the option of construction management as needed.

The city estimates that the project will replace approximately 3,000 linear feet of sewer pipe per year at various locations within the City.

No questions, either written or oral will be taken by Edmonds staff related to the technical components of this RFQ. The City's August 2013 Comprehensive Sewer Plan can be accessed from the City's web site:

<http://www.edmondswa.gov/sewer-utility.html>

**SUBMITTAL**

One unbound original, four bound copies, and one electronic copy of the SOQ shall be submitted to the City of Edmonds, Office of the City Engineer, 121-5<sup>th</sup> Ave North, Edmonds, WA 98020-3145. The deadline for qualifications by interested parties is **November 29, 2016** by 4:00 PM. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of qualifications. Qualifications shall not be delivered by facsimile transmission or other telecommunication or electronic means. No questions, either written or oral will be taken by Edmonds staff related to the technical components of this RFQ.

Statements of Qualifications shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than **20 pages (including resumes)** and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. The following format and content shall be adhered to by each firm and presented in the following order:

**SOQ Evaluation Components/Criteria**

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's SOQ and an overview of the consultant team and project manager. Indicate the

address and telephone number of the respondent's office located nearest to Edmonds, Washington, and the office from which the project will be managed.

- B. Approach: Describe your firm's work plan for this project, who is involved with the decision making process for the development of the work plan, and the elements of the proposed work plan.
- C. Related Firm Experience: Provide a listing of all firms on your proposed team, type(s) of expertise that each firm can provide, and how long has each firm provided these type(s) of expertise. Indicate if the prime consultant has worked with proposed sub-consultant(s) on similar projects in the last three years. If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm. Provide a list of up to five projects that each firm on your project team has completed within the last three years.
- D. Qualifications of Proposed Project Manager: Provide up to three examples for the proposed Project Manager that demonstrates their experience as a Project Manager on similar projects. Include the dates, name of the client, and list responsibilities and tasks.
- E. Expertise of Key Staff (Prime and Sub Consultants): List each key team member's role/responsibility on your proposed team. For each member, provide up to three examples of prior relevant projects. Include the name of the project(s), dates of the project(s), and roles/responsibilities for each team member on those project(s).
- F. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. References shall include the project name, dates of service on projects, dollar amount your firm received on projects, contact name, contact phone number, and name of your project manager on projects.

The City's Evaluation Team will use the following criteria to evaluate each SOQ:

<u>Criteria</u>	<u>Points</u>
Project Approach	0-20
Related Experience of Firms on Team	0-20
Qualifications of Proposed Project Manager	0-30
Expertise of Key Staff (Prime and Sub Consultants)	0-20
References/Past Performance	<u>0-10</u>
<b>Maximum Points</b>	<b>100</b>

The SOQ will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Edmonds, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A,

Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.