

**CITY OF EDMONDS
REQUEST FOR QUALIFICATIONS
SUPPLEMENTAL INFORMATION
On-Call Construction Management, Engineering & Inspection Services**

The City of Edmonds, Washington, is soliciting a statement of qualification (SOQ) from individuals or firms interested in providing construction management, engineering and inspection services for various City funded utility capital projects that are scheduled to begin construction in 2024 and 2025.

BACKGROUND

The City of Edmonds is in the process of completing PS&E for various storm, water, and sewer replacement and trenchless rehabilitation capital projects that are scheduled to begin construction in 2024 and 2025. The City is looking to supplement its current engineering staff with professional services to administer and/or inspect these projects during the construction phase.

PROJECT SCOPE AND SCHEDULE

The anticipated scope of work for the consultant consists of the following services:

1. Provide Construction Inspector(s) to assist City staff with Daily Field Inspections.
2. Perform contract administration procedures related to RFI's, Material Submittals, Change Orders, Schedule review, and Progress Pay Estimates.
3. Comply with WSDOT Specifications, City of Edmonds Amendments to WSDOT specifications, and material approval requirements.
4. Monitor and track certified payrolls, and City of Edmonds Apprentice Utilization Requirements.
5. Perform employee wage interviews.
6. Coordinate public notification and construction activities with businesses and residents.
7. Assist with project close out activities.
8. Coordinate with City of Edmonds Project manager, and provide project documentation as required by the City of Edmonds.

SUBMITTAL

The City will accept one electronic copy of the Statement of Qualifications (SOQ) by e-mail. Electronic SOQ's shall be scanned in a (pdf) format and shall be e-mailed to Michele (Mike) De Lilla, at mike.delilla@edmondswa.gov, no later than **4:00 PM on February 15, 2024**. The size of the e-mail with the SOQ attachment shall not be larger than 10 MB (Megabytes). A confirmation email will be sent by the City upon receipt of the SOQ. 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 construction 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. Project 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. Qualifications/Experience of Construction Manager: Provide up to three examples for the proposed Manager that demonstrates their experience as a Manager for pipe replacement, and/or trenchless rehabilitation projects. Include the dates, name of the client, and list responsibilities and tasks. Demonstrate familiarity with relevant regulations and/or procedures.
- D. Related Construction Management/Inspection Experience of Project Team: List key personnel for the project team and their role/responsibility on the project. Provide the qualifications and experience of key personnel and provide up to three examples of prior experience in pipe replacement, and/or trenchless rehabilitation projects. Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of key personnel on those project(s).
- E. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects in the last five (5) 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
Qualifications / Experience of Construction Manager	0-30
Related CM / Inspection Experience of Project Team	0-40
References / Past Performance	<u>0-10</u>
Maximum Points	100

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 Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Bertrand Hauss at Bertrand.hauss@edmondswa.gov or by calling (425)771-0220.

The City of Edmonds, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively

ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

For information about this project in another language, you may request, free of charge, language assistance services by contacting Michele (Mike) De Lilla at (425)771-0220 or via e-mail at mike.delilla@edmondswa.gov.

Si desea obtener información sobre este proyecto en otro idioma, puede solicitar servicios gratuitos de asistencia lingüística poniéndose en contacto con Michele (Mike) De Lilla al (425) 771-0220 o por correo electrónico a mike.delilla@edmondswa.gov.