

REQUEST FOR QUALIFICATIONS



Town of Cathlamet, Washington

RFQ # 2020-03

Engineering Services

July 2020

RESPONSES MUST BE RECEIVED BY:
12:00 PM Thursday, July 2, 2020

PLEASE SUBMIT YOUR RESPONSE BY MAIL OR DELIVERY TO:

Town of Cathlamet
ATTN: PUBLIC WORKS
375 2nd Street
Cathlamet, WA 98612

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REQUEST FOR QUALIFICATIONS

NOTICE.

TOWN OF CATHLAMET, WASHINGTON ENGINEERING SERVICES – QUALIFICATIONS DUE 12:00 PM ON JULY 2, 2020

NOTICE: The Town of Cathlamet is hereby requesting interested parties to submit a “statement of qualification” (RFQ) to provide the Town engineering services in accordance with the Revised Code of Washington RCW 39.80.

Specifically, the Town is seeking to appoint a company to serve as its Town Engineer for up to a five-year initial term. The company assuming this position shall have the capacity and expertise to prepare engineering services, manage and oversee construction contracts, prepare engineering and project estimates, prepare documents necessary and proper in connection with the business of the Town; and, in general, render civil engineering services of every kind and nature as may be required. In addition to the general Town engineering tasks, the position will include the ability to design a variety of improvements to the Town’s infrastructures.

Those interested in providing this service must complete a “statement of qualifications package” that is available from the Town upon request. Among the items that the Town will consider in the evaluation include: qualifications of key personnel, relevant experience, availability and capacity of the persons to accomplish the work, past experience with federally funded projects and especially USDA and CDBG projects, geographic proximity to the project location, professional reputation, and references.

The Town is an equal opportunity and affirmative action employer. Minority, women and veteran-owned firms are encouraged to submit qualifications.

Submittals should be mailed, or hand delivered to: Town of Cathlamet, 375 2nd Street, Cathlamet, WA 98612 ATTN: Public Works. No electronic submissions will be accepted. Submittals are due by 12:00 pm Thursday, July 2nd, 2020 and should be no longer than 25 pages in length.

Contact: David McNally, Public Works Superintendent, david@townofcathlamet.com.

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:

Town of Cathlamet
ATTN: Public Works
375 2nd Street
Cathlamet, WA 98612
2. Submit copies of the response by 12:00 pm, Thursday, July 2nd, 2020; and
3. The envelope must be clearly marked “RFQ 2020-03”
4. The full request for qualifications is available from the Town Hall.

Publish by Order of the Town Council, duly entered on June 16, 2020. PUBLISH: June 18th & 25th, 2020

ATTEST: Sarah Clark, Clerk-Treasurer

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Specifically, the Town is seeking to appoint a company to serve as its Town Engineer for up to a five-year initial term. The company assuming this position shall have the capacity and expertise to prepare engineering services, manage and oversee construction contracts, prepare engineering and project estimates, prepare documents necessary and proper in connection with the business of the Town; and, in general, render civil engineering services of every kind and nature as may be required. In addition to the general Town engineering tasks, the position will include the ability to design a variety of improvements to the Town’s infrastructures.

This may include preliminary and final tasks to develop bid documents, the approval of those documents with the State of Washington, Bidding Services, Construction Services and Project Close-Out tasks. Advice on the best funding of the improvement will be required as part of the project deliverables.

1.01 Statement of Qualifications:

Prospective consulting firms are encouraged to promptly notify the Town of any apparent inconsistencies, problems, ambiguities in the RFQ. Consultants may submit questions via email to david@townofcathlamet.com no later than Wednesday, July 1, 2020 at 12:00 p.m. All inquiries shall be made only through this email address; telephone calls will not be accepted.

All notices and clarifications made to this RFQ will be posted on the Town’s webpage <https://townofcathlamet.com>, please monitor the website for all information regarding this RFQ. The Town will not be sending individual notifications of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFQ.

1.02 Requirements:

1. A cover letter, stating the list of principals and proximity of firm’s location to Cathlamet, signed by an authorized representative of the prospective consulting firm; shall include the name, address, telephone number, e-mail address for future contact.
2. List of personnel to be made available for these services and a resume of qualifications for each, including sub-consultants to be used.
3. An organization chart depicting the relationships between the prime consulting firm’s team members and the sub-consultants. The organization chart shall include every person whose resume is submitted and shall clearly show the function which each person will be expected to fulfill.
4. List of recently performed, relevant similar services that indicate the past performances and abilities of the proposed team. Include a key client contact person with their current phone number. Identify recent experience and expertise with similar-in-nature types of project including: construction management, experience with a project of similar size, use and complexity, and experience with various Town, county, utility service agencies; A list of memberships in professional organizations, special training, licenses and experience shall be included in the submittal. The Contractor must be licensed in WA state.

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5. Firm's experience with funding entities and a pair of customer references for each funding source.

6. A brief, (1-page or less), description of a similar project and two of customer contacts for: an underground water line installation or refurbishment.

5. All of the above shall be accomplished in 25 pages or less, including any cover sheets, attachments, and addenda. The font size shall not be smaller than 10 point. This requirement shall be strictly enforced with any information included on page 26 and beyond disregarded.

6. Two (2) copies of the documents shall be submitted for review by the selection committee. Applications received postmarked after July 2, 2020, shall be disregarded. Sealed RFQ's in person shall be accepted by Town Staff only until 12:00 p.m. on the last day for submission.

1.03 Submittal Guidelines:

Submittals are due by: July 2, 2020;
MAILED OR HAND-DELIVERED TO:
Town of Cathlamet
ATTN: Public Works
375 2nd Street
Cathlamet, WA 98612

Contact: David McNally, Public Works Superintendent, david@townofcathlamet.com

The Town assumes no responsibility for delays caused by delivery service. Postmarking by the due date will not substitute for actual receipt.

EVALUATION & SELECTION PROCESS.

Qualifications will be screened, and the top candidate(s) will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Town will carefully weigh:

- Consultant's understanding of the Town's desires and general approach to completing the work;
- Consultant's experience with contracts of similar complexity and magnitude;
- Qualifications of the staff being assigned to this project;
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules; and
- Ability to work effectively with Town staff;

Other qualifications/criteria as deemed appropriate by the Public Works Superintendent or the panel reviewing the proposals.

All costs incurred during proposal preparation or in any way associated with the Consultant's preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant.

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If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker's compensation, reflecting the minimum amounts and conditions specified by the Town. Consultants are liable for all errors or omissions contained in their proposals.

TERMS OF CONTRACT.

The term of the agreement shall be for up to a five-year initial term, beginning July 2020 and ending July 2025. Approximately 30 days prior to the end of the contract term, a meeting will be held between the consultant(s) and the Town of Cathlamet staff to conduct an evaluation closing report. The agreement shall require the Town Council's approval.

NON-OBLIGATION STATEMENT:

The Town retains sole discretion to evaluate proposals and may make an award to the Consultant the Town deems to have the most responsive proposal. Receipt of proposals in response to this RFQ does not obligate the Town in any way to engage any Consultant and the Town reserves the right to reject any or all proposals, wholly or in part, at any time, without penalty. The Town shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a Consultant, and the Town shall bear no financial or other responsibility in the event of such abandonment. The Town reserves the right to negotiate all final terms and conditions of any agreements entered into.

The Town of Cathlamet is an equal opportunity and affirmative action employer. Minority, women, and veteran-owned firms are encouraged to submit proposals.