

**City of Lynnwood**  
**Request for Statement of Qualifications**

The City of Lynnwood is soliciting requests for Statement of Qualifications from consulting firms with expertise related to the four projects listed herein.

**Response Deadline: 5:00 pm January 15, 2016**

**Project Descriptions:**

The work to be performed consists of preparing preliminary engineering and PS&E. Consultant services may also include but are not limited to: alternative evaluation, development of a preferred alternative, environmental planning/documentation, right of way/easement/permit acquisition services, community involvement, geotechnical engineering, traffic studies, surveying, bid process support, engineering support during construction and other related tasks. Engineering fees may vary subject to detail scope of work to be negotiated with the selected firm(s). Please refer to the city's website at <http://www.ci.lynnwood.wa.us/City-Services/Bids-Proposals/Capital-Projects-Bids.htm> for additional information. The anticipated timeframe for the services to be rendered is 2016-2017, but work orders executed during this term may extend beyond this timeframe subject to actual needs. Consultants will be considered for the following separate projects:

1) Wastewater Treatment Plant Hillside Slope Assessment, \$50,000 - \$150,000

The City desires to assess the stability of various steep slopes located around the vicinity of the Lynnwood Waste Water Treatment Plant located at 17000 76<sup>th</sup> Avenue W, Edmonds, 98026. Work tasks may include but are not limited to site investigations, conducting soil borings, identifying potential geotechnical hazards, developing technical memorandum for slope stabilization recommendations, field surveying, base mapping, wall type/size/location alternative analysis, preliminary wall design, preparation of plans, specifications, cost estimates, slope planting plans/details, environmental documentation, obtaining permits, preparation of property easements and other related documents, and construction management/testing services.

2) Wastewater Treatment Plant and Pump Station Infrastructure Upgrade Program, \$50,000 - \$300,000 annually

Periodically, the need arises to conduct various Wastewater Treatment Plant and pump station infrastructure improvements. Work tasks may include but are not limited to site investigations, developing technical memorandum, field surveying, base mapping, alternative analysis, preparation of plans, specifications, cost estimates, environmental documentation, obtaining permits, and construction management/testing services. Specific tasks will be determined as the need arises.

3) Water System and Wastewater System Modeling On-Call, up to \$100,000 annually

Periodically, the need arises to conduct various water/wastewater modeling related work. Work tasks may include but are not limited to site investigations, conducting various modeling scenarios, developing technical memorandum, alternative analysis, and cost estimates. Specific tasks will be determined as the need arises.

4) Traffic Modeling On-Call, up to \$100,000 annually

Periodically, the need arises to conduct various traffic modeling related work. Work tasks may include but are not limited to citywide traffic forecasting model analysis (VISUM), citywide traffic operation model analysis (VISSIM/SYNCHRO), localized traffic analysis for private and public projects, traffic signal warrant analysis, concurrency analysis, traffic impact fee rate study update, traffic impact fee related municipal code revisions and other traffic related code revisions, Comprehensive Plan Transportation Element revisions. Specific tasks will be determined as the need arises.

**Qualifications:** Firms will be selected based upon their: 1) project team (15 points), 2) demonstration of extensive technical expertise (15 points), 3) relevant experience with similar projects (15 points), 4) experience

with similar sized public agencies, successful performance history with budget/scope, and professional references (5 points).

**Submittals:** Submittals shall include clearly identified sections addressing the following areas: 1) firm's work history, 2) resume of principal-in-charge and project manager, and/or key staff/team members, 3) brief discussion of firm/team's approach to project management to include but not limited Q/A, cost controls, scope change, schedule management, communicating, managing sub consultants, etc., and 4) lessons learned by the firm/team regarding similar projects with other agencies. The City anticipates hiring one consultant team for each separate project, however, reserves the right to combine and/or separate project tasks and/or consultant teams. The city reserves the right to use selected consultants for subsequent phases in the event of a multi-phase project.

All submittals shall be placed in a sealed envelope and clearly marked "A&E Qualifications for <insert the name of project>". A separate sealed envelope is to be submitted for each project being submitted. The submittal shall include one letter of interest sheet (front and/or front and back), one cover sheet, and up to 10 sheets (front and/or front and back) for a maximum total of 12 sheets of paper. The font size shall be no smaller than 12 pt. Each envelope submitted shall contain three copies of the qualifications and shall be submitted no later than 5:00 PM, January 15, 2016 to:

Jeff Elekes, P.E.  
Deputy Public Works Director  
City of Lynnwood  
PO Box 5008  
Lynnwood, WA 98046-5008  
[jelekes@ci.lynnwood.wa.us](mailto:jelekes@ci.lynnwood.wa.us)  
425-670-5205

**Selection:** A selection committee will evaluate each firm based on its submittal of qualifications. Firms will be selected for interviews at the City's discretion. Interviews are anticipated in January/February 2016.

This project may involve Federal funds and local match dollars. The recipient, 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 enterprises as defined at 49 CFR Part 26 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. Therefore, all prospective consultants and vendors are advised that federally funded projects will be held to Federal EEO requirements, Title I and Title V of the Americans with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling Jeff Elekes at 425-670-5205.

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