



**LYNNWOOD**  
WASHINGTON

Request for Qualifications to Provide  
Professional Services  
for

**Wastewater Treatment Plant (WWTP) Incinerator Stack  
Emission Testing**



Prepared by: City of Lynnwood Public Works Department

19100 44th Ave W

Lynnwood, WA 98036

Issued: November 12, 2019

Proposals due: December 9, 2019 by 2:00 pm

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## 1. Introduction

### 1.1 General Information

The City of Lynnwood Public Works Department (City) solicits interest from firms who wish to be evaluated and considered to provide Professional Services described in this RFQ for wastewater treatment plant's annual incinerator stack emission testing in 2020. The agreement will be for one (1) year in duration with the option for the City to extend for an additional year and money if necessary. The City will place on file all submitted Statement of Qualifications received from firm(s), to perform work associated with this project. Based on the scope of services described in this RFQ, the City will evaluate firm's technical qualifications to complete all the required tasks. After selection of the successful firm, a formal written contract will be prepared by the City and will not be binding until signed by both parties.

#### Task Location

Lynnwood Wastewater Treatment Plant at 17000 76<sup>th</sup> Ave W, Edmonds, WA 98026

#### Summary Budget Information:

The total amount contracted for this project is estimated to be \$39,500.

#### Source of funding:

This project will be funded through the City's 411 Fund (Operation and Maintenance)

#### Type of contract:

- City of Lynnwood – Standard Consultant Contract. [Standard Consultant Contract - Revised Mar 2018.doc](#)

#### Project Manager:

Ehsan Shirkhani  
City of Lynnwood  
Public Works Department  
19100 44th Ave W  
Lynnwood, WA 98036  
EShirkhani@lynnwoodwa.gov / 425-670-5218

### 1.2 Documents Available for Review

Existing documents for the Project are available at

<http://www.lynnwoodwa.gov/City-Services/Bids-Proposals/Capital-Projects-Bids.htm>

- Sample Contract

### 1.3 Project Background

The City of Lynnwood operates a fluidized bed incinerator to dispose of solids produced by the operation of its wastewater treatment plant (WWTP). The incinerator uses a Venturi and wet scrubber following combustion for emissions control. The incinerator has a Continuous Emissions Monitoring

(CEM) system for monitoring carbon monoxide and oxygen in the stack exit gas. A 'sealed' ash handling system is used to remove the collected ash for disposal.

This RFQ covers the work necessary to perform engineering level emissions testing of the incinerator stack in accordance with table two of sub-part MMMM of Part 60 of the Model Rule for Emissions Limits and Standards for Existing Fluidized Bed Sewage Sludge Incineration units.

## 1.4 Programming

The following schedule indicates the anticipated dates for steps in the selection process. The City reserves the right to modify this schedule as circumstances may require.

Project Milestone	Proposed Schedule
Release RFQ	11/12/2019
Advertisement dates	11/12/2019 and 11/18/2019 and 11/25/2019
Deadline for SOQ submittals	12/09/2019
Deadline for questions	11/28/2019
Addenda	12/04/2019
Results of SOQ/Selection of interview short-list notification	12/13/2019
Interviews (if any)	1/6/2020 to 1/10/2020
Notification of selected firm	1/15/2019
Start services	April 1, 2020

## 2. SCOPE OF SERVICES TO BE PROVIDED BY SELECTED FIRM

### 2.1 Task Services Required

The scope of services for the Incinerator Stack Emission Testing shall consist of, but not limited to, the services outlined below. All work will be performed at the direction of the wastewater treatment plant

supervisor on as needed basis. The City will negotiate the actual scope of work and cost requirements for each task with the selected firm. Tasks and associated cost estimates must be authorized by the City's Project Manager in advance of any work.

Management of the scope of work under this contract shall require the direct participation of the selected firm's project manager experienced in emission testing, EPA Sewage Sludge Incineration (SSI) rules (40 CFR 62 Subpart LLL and 40 CFR 503 Subpart E) and Puget Sound Clean Air Agency (PSCAA) particulate matter emissions requirements. As the project manager will be the principal contact with the WWTP supervisor, he/she will be required to communicate with the WWTP supervisor on a periodic basis to review the status of the various components of the project.

It may be necessary to fast track individual subtasks, which will result in several subtasks being completed simultaneously. The selected firm has the option to appoint a task manager for the independent subtasks with the approval of the WWTP supervisor.

The scope of service shall include the following tasks:

In order to demonstrate compliance with the EPA SSI rule, and with PSCAA's particulate matter emissions requirements the following pollutants and corresponding test methods will be required:

- Filterable Particulate Matter (FPM), EPA Method 5/29 – (mg/dscm@7% O<sub>2</sub> and g/kg sludge)
- Total Dioxins and Furans, EPA Method 23 – (ng/dscm@7% O<sub>2</sub>, TEQ)
- Hydrochloric Acid (HCl), Hydrofluoric Acid (HF), EPA Method 26A – (ppm<sub>vd</sub> @7% O<sub>2</sub>)
- Multiple Metals (Cd, Pb, Hg), EPA Method 5/29 – (mg/dscm@7% O<sub>2</sub>) including Particulate Matter
- Oxygen (O<sub>2</sub>) and Carbon Dioxide (CO<sub>2</sub>), EPA Method 3A – (% volume dry)
- Sulfur Dioxide (SO<sub>2</sub>), EPA Method 6C - (ppm<sub>vd</sub> @7% O<sub>2</sub>)
- Nitrogen Oxide (NO) and Nitrogen Oxides (NO<sub>x</sub>), EPA Method 7E - (ppm<sub>vd</sub> @7% O<sub>2</sub>)
- Carbon Monoxide (CO), EPA Method 10 - (ppm<sub>vd</sub> @7% O<sub>2</sub>)
- Opacity, EPA Method 9 – (%)
- Fugitive Emissions from Ash Handling, EPA Method 22 – (%)

Additionally, the stack volumetric flow rate (dscf and dscm) and moisture content (% volume) shall be measured, recorded, and reported as required by the isokinetic test methods.

#### **Method Specific Details and Requests**

The selected firm will perform the following:

- EPA Method 23 – (to be performed simultaneously with Filterable Method 5/29)
  - A full field blank for the EPA Method 23 shall be performed before or during the first run of the EPA Method 23. The field blank shall consist of a full EPA Method 23 sample train set up, leak checked, and recovered on site.
  - A full list of the included blanks shall be included in the proposal.
  - Ensure that the on-site mobile laboratory will be of sufficient size to accommodate all sample recovery operations as well as necessary CEMS work and data input.

- Provide the name of the laboratory that will be used for the EPA Method 23 analysis shall be stated in the bid.
- The EPA Method 23 test will be 4-hours in length.
  
- EPA Method 26A – (to be performed simultaneously with M6C and M10)
  - The EPA Method 26A probe and filter temperature shall be maintained between 243°F and 273°F.
  - A full list of the included blanks shall be included in the bid.
  - The costs associated with the required EPA Audit Samples.
  - Ensure that the on-site mobile laboratory will be of sufficient size to accommodate all sample recovery operations as well as necessary CEMS work and data input.
  - Provide the name of the laboratory that will be used for the EPA Method 26A analysis shall be stated in the proposal.
  - The EPA Method 26A will 2-hours in length.
  
- EPA Method 5/29 – (to be performed simultaneously with Method 23)
  - The EPA Method 5/29 sample trains shall be analyzed for the following metals:
    - Cadmium (Cd)
    - Lead (Pb)
    - Mercury (Hg)
    - Filterable Particulate Matter (PM)
  - Under a separate line item, please include the additional associated costs for analyzing the EPA Method 5/29 sample trains for each of the following additional metals:
    - Arsenic (As)
    - Chromium, Total (Cr)
    - Nickel (Ni)
    - Beryllium (Be)
  - A full list of the included blanks (including acetone) shall be included in the bid.
  - The costs associated with the required EPA Audit Samples.
  - Bidder must provide an on-site mobile laboratory that is of sufficient size to accommodate all sample recovery operations as well as necessary CEMS work and data input.
  - The laboratory that will be used for the EPA Method 5/29 analysis shall be stated in the bid.
  - The EPA Method 5/29 test will be 4-hours in length.
  
- EPA Method 6C and 10 – (to be performed simultaneously with M26A)
  - Bidder must provide an on-site mobile laboratory that is of sufficient size to accommodate all sample recovery operations as well as necessary CEMS work and data input.
  - All EPA Method 6C, , and 10 sample runs shall be conducted concurrently and be no less than 80 minutes in length.

**Commented [SN1]:** Delete – see prior comment

**Commented [SN2]:** We need a 4-hour block, so minimum test run is 80-minutes.

- EPA Method 7E – (not to be performed simultaneously with any other tests except Methods 1 through 4)
  - The EPA Method 7E test shall monitor, record, and report both NO and NOx. The source test firm shall then include in the Source Test Report NOX, NO, and NO2, with the NO2 result being the difference between the NOX and NO results. The source test report shall also include to in-stack NO2:NOx ratio.
  - Bidder must provide an on-site mobile laboratory that is of sufficient size to accommodate all sample recovery operations as well as necessary CEMS work and data input.
  - All EPA Method 7E test runs shall be no less than 80 minutes in length.
  
- EPA Method 9
  - The EPA Method 9 test runs shall be conducted for a period of 60 minutes.
  
- <sup>1</sup>EPA Method 22
  - The EPA Method 22 tests shall be conducted during at least two (2) ash handling operations, as a minimum.

#### **Reporting Specification**

A draft copy of the test report in electronic format shall be provided for review and comment within 45 days after the completion of the last on-site test run.

Data required for ERT submittal at EPA's CEDRI website shall be available within 50 days after the completion of the last on-site test run. Under a separate line item, provide the added cost for completing ERT reporting.

The City of Lynnwood will require an electronic copy (PDF format) and three (3) hard copies of the final report within 55 days of the conclusion of after the completion of the last on-site test run..

#### **Materials**

Provision, installation, and removal of scaffolding required to safely access the stack shell test points shall be the sole responsibility of the Contractor. Compliance of scaffolding with occupational health and safety requirements is the sole responsibility of the contractor.

The report shall include results calculation tables that contain pollutant concentration, emission rate, and process-weighted emissions as shown in the table below. These tables may be included either in the main body of the report or in a calculation's appendix. \*As appropriate, ng or pg may be used instead of mg. Scientific notation should be used for very small numbers.



Pollutant	Concentration, actual and corrected to 7% O2		Emission Rate		Process Weighted, dry sludge	
	English	Metric*	English	Metric*	English	Metric*
PM	gr/dscf	mg/dscm	lb/hr	mg/min	lb/ton	g/kg
SO2	ppmvd		lb/hr	mg/min	lb/ton	g/kg
NOx	ppmvd		lb/hr	mg/min	-	-
NO2	ppmvd		lb/hr	mg/min	-	-
In-stack NO2/NOx ratio	-		-	-	-	-
CO	ppmvd		lb/hr	mg/min	-	-
Acid gases	ppmvd		lb/hr	mg/min	lb/ton	g/kg
Dioxins, Furans	-	mg (or ng)/dscm	lb/hr	mg/min	lb/ton	g/kg
Metals	-	mg (or ng)/dscm	lb/hr	mg/min	lb/ton	g/kg

The results calculations tables referenced in item 2, above, shall also include the following data for each test run and for the average of the test runs:

- Incinerator sludge loading rate, lb/hr dry sludge
- Moisture content, % volume
- Measured oxygen and CO2, % volume dry
- Stack air flow rate, acfm (specify whether wet or dry) and dscfm
- Stack temperature, °F
- Stack static pressure, absolute

### 3. SUBMITTAL REQUIREMENTS

The purpose of the Request of Qualifications (RFQ) is to demonstrate the firms' ability and capacity for supporting the City's successful completion of Task Service. The following is the format and content requirements for submitted Statements of Qualifications (SOQ):

### 3.1 Format and Content Requirements

#### Submittal Format

candidates shall provide an electronic copy (via e-mail as an attachment, or via e-mail with a link to an Internet location) and three (3) hard copies to the contact listed in section 3.2 below. The submittals shall include one letter of interest sheet (front and/or front and back) and one cover sheet. All material submitted within the SOQ shall be no more than 20 sheets (front and/or front and back) and have a font equivalent to Times New Roman 12 pt or larger.

#### Transmittal Letter

The transmittal letter shall be addressed to the project manager contact identified in Section 3.2 below. The letter shall provide the firm's primary contact information, list any subcontractors, and identify the offices where work will be conducted. Any exceptions, objections, or requested changes to the RFQ or City of Lynnwood's Standard Agreement for Professional Services shall conform to requirements laid out in section 5.5.

#### SOQ Package

The submitted PROPOSAL shall include the following elements:

**1. Service Provider's Team (30 points):**

Identify the members of your team, including sub-consultants (if any), and describe each member's role and responsibilities. Discuss the projected availability of key staff and how you will assure staff continuity and timely work performance. Include an organizational chart.

**2. Qualifications and Experience (20 points):**

Describe your team's qualifications for providing the requested services, highlighting the project manager relevant qualifications and experience. Discuss previous relevant experience and explain how this experience will enable you to deliver high-quality, cost-effective services for this Project. Discuss your experience working with regulatory agencies and your experience with state. Include a description of three (3) of the most recent projects/programs/efforts that included similar scope of work. Discuss your experience successfully working through the regulatory permitting process for projects such as this (if applicable).

**3. Experience (20 points):**

Please provide information regarding the firm, and the project manager's, experience with relevant and/or similar design services. Please include up to three (3 ea.) supporting example projects that demonstrate the services being requested in section 2.1. Please provide a description of the services, listed in section 2.1, that the firm is best fitted to provide. Please note the special conditions, constraints, risks, innovations, ideas or approaches that helped facilitate design and/or delivery.

**4. Technical Approach (20 points):**

Discuss your anticipated approach to the contract. The firm shall demonstrate an understanding of the City of Lynnwood incinerator stack emission testing needs and how the firm proposes to address those

needs. The selected firm shall describe their approach to the task assignments of this RFQ, specifically how they will perform the appropriate stack testing, identify potential obstacles and how they will be addressed. Provide a schedule for completing the work and describe the resulting deliverables with the submittal.

**5. References (10 points):**

Submittals shall include past and present performance information from a minimum of three former clients (preferably government agencies). The performance information included in each reference must be clearly correlated to the requirements of this RFQ. Each reference shall include:

- a. The agency name, address, email address and telephone number for the current contact person of each referenced client.
- b. The dates of the work performed for referenced clients.
- c. A summary of the services performed for the referenced clients, including the time frame for implementation and date delivered.

### 3.2 Deadline for Delivery of Submittals

The deadline for submission of a Statement of Qualifications (SOQ) is 2:00 pm on December 9, 2019.

Submittals shall be delivered, mailed or emailed to:

City of Lynnwood Public Works Department  
Ehsan Shirkhani, Project Manager  
19100 44th Ave W,  
Lynnwood, WA 98036  
EShirkhani@lynnwoodwa.gov

Submittals received by any City office other than the Public Works Department will be rejected and returned unopened.

Time is of the essence, and any submittals arriving after the above-referenced submission deadline, whether by mail or otherwise, will not be considered (postmarks will not be accepted in lieu of this requirement). It is the sole responsibility of the candidate to ensure that its SOQ is received before the submission deadline.

## 4. SELECTION AND CONTRACT DEVELOPMENT

### 4.1 Selection Process

The selection process will include a proposal review process and may include an interview process for short-listed firms. The review of written proposals will take between 2-3 weeks for the City to review. All firms submitting proposals will be contacted as to the status of their proposal once short-listed firms have been selected. The selection committee will carefully review the SOQs and score the firms based upon the selection criteria outlined in section 3.1 of this RFQ. The selection committee's recommendation based on the final scoring will be submitted to the WWTP supervisor for final approval. The selection process may include an interview if a decision cannot

be made only based on the submitted SOQs. The short-listed firms will be contacted subsequently for an interview.

## 4.2 Selection Criteria

Firms proposals will be evaluated based on the following selection criteria:

- Qualification and experience of project team members to conduct stack emission testing procedure and testing methods within the scheduled time frames.
- The firm's knowledge and experience with EPA guidelines and standards and the most recent changes in federal/state regulatory requirements.
- The project team's approach to delivering the project, including identified work items, permits needed, ability to expedite and manage critical elements of the scope and other considerations that would need to be accounted for during project delivery.
- The firm's experience with similar projects with supporting example projects.
- Verification of performance quality and client satisfaction on the firm's previous jobs.

## 4.3 Review and Rating of Statements

The City's standard process for reviewing and rating SOQs proceeds as follows:

1. The City will designate a selection committee to evaluate each SOQ submitted in response to this RFQ.
2. Selection committee members will develop an initial rating of each SOQ using the criteria and weighted values listed in section 3.1.
3. Based on the average initial ratings the selection committee will choose the most qualified candidate that meets the selection criteria.
4. The selection committee may establish a short list of qualified candidates and invite them to an interview.
5. If an interview is determined to be necessary to make a final decision, the selection committee will develop the rating criteria and interview questions based on the submitted SOQs.
6. Based on the submitted SOQs and/or the interview results, the committee will develop a final rating of the interviewed candidates. All candidates will be notified of the results after final reviews.

## 4.4 Contract Development

The selected firms will be expected to negotiate and enter into a contract with the City using the contract mentioned in section 1.1. The process typically proceeds as follows:

1. The City will send the contract to the selected firm to review.
2. Prior to entering into a contract with the City the candidate must submit a current City of Lynnwood business license.
3. The highest-ranking firm may be asked to submit additional documents if needed.
4. The selected firm will be given 2-3 weeks from the Notice of Award date to prepare and submit the required documents.
5. Prior to contract award the City will conduct a background check as needed.

## 5. GENERAL CONDITIONS

### 5.1 Requests for Supplemental Information

The City reserves the right to require the submittal of additional information that supplements or explains response materials.

### 5.2 Interpretation of RFQ

The candidate is responsible for meeting all of the requirements, specifications, and conditions stated in this RFQ. If the candidate finds discrepancies in, or omissions from, the RFQ, or is in doubt as to the meaning of a particular portion thereof, a written request for interpretation or correction should be made to the City. Such inquiries shall be directed to the project manager in written format.

Any changes to this RFQ will be made and distributed only by written addendum hereto.

### 5.3 Right to Reject Submittals

The City reserves the unqualified right to reject any and all submittals received in response to this RFQ, or to waive, at its discretion, any irregularity, which the City deems reasonably correctable.

### 5.4 Compliance with RFQ Terms, Attachments and Addenda

- A. The City intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFQ. Submitters shall submit submittals, which respond to the requirements of the RFQ.
- B. Submitters are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the submittal. An exception is not a response to a submittal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the submittal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The City reserves the right to reject any submittal for any reason including, but not limited to, the following –
  - Any submittal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
  - Any submittal that has any qualification, limitation, exception or provision attached to the submittal;
  - Any submittal from Submitters who (in the sole judgment of the City) lack the qualifications or responsibility necessary to perform the Work;
  - Any submittal submitted by a Submitter which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
  - Any submittal, from Submitters who are not approved as being compliant with the requirements for equal employment opportunity; and
  - Any submittal for which a Submitter fails or neglects to complete and submit any qualifications information within the time specified by the City.
- D. The City may, at its sole discretion, determine that a submittal with a 'Notice of Exception' merits evaluation. A submittal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation

and negotiation shall only continue with the Submitter if the City determines that the submittal continues to be advantageous to the City.

- E. In consideration for the City's review and evaluation of its submittal, the Submitter waives and releases any claims against the City arising from any rejection of any or all submittals, including any claim for costs incurred by Submitters in the preparation and presentation of submittals submitted in response to this RFQ.
- F. Submittals shall address all requirements identified in this RFQ. In addition, the City may consider submittal alternatives submitted by Submitters that provide cost savings or enhancements beyond the RFQ requirements. Submittal alternatives may be considered if deemed to be in the City's best interests. Submittal alternatives shall be clearly identified.

### 5.5 Acceptance of Contract, Attachments and Addenda

- i) Submitter(s) shall review the Contract, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the submittal.
- ii) If there are exceptions taken to the terms and conditions in the Contract and any of its attachments, the Submitter's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and the Contract as an attachment to the submittal, identifying the exceptions and proposed changes. All proposed changes shall be tracked the Contract using the tracking changes feature in Microsoft Word®.

The project schedule is such that it requires a very efficient submittal review and negotiation period. It is very important that any possible roadblocks or issues the Submitter may have with the terms and conditions are identified during the submittal process and resolved prior to proceeding with the Contract negotiations.

### 5.6 Cancellation of RFQ

The RFQ process may be canceled after opening, but prior to award, if the City determines that cancellation is in the best interest of the City for reasons like the following:

1. The services are no longer required.
2. The submittals received did not arrive in open competition, were collusive or were not submitted in good faith.
3. The City determines that its needs can be satisfied through an alternative method.

The City hereby reserves the right to amend or modify this RFQ prior to award of a contract, as necessity may dictate, and to reject any and/or all submittals received hereunder. This RFQ does not commit the City to award a contract or to pay any costs incurred in the preparation of a submittal in response to this RFQ. The City reserves the right to accept or reject any or all submittals received because of this RFQ, to negotiate with any qualified source or to cancel in part or in its entirety this RFQ, if it is in the best interest of the City as determined thereby.

## 5.7 Reimbursement of Costs

No reimbursement whatsoever will be made by the City for any costs incurred by candidates related to the preparation or presentation of responses to this RFQ.

## 5.8 Notification of Withdrawal of Submittal

A candidate may withdraw its submittal at any time prior to the submission deadline upon formal written notice. Submittals shall become the property of the City after the submission deadline has passed.

## 5.9 Public Records and Trade Secrets

All submittals received in response to this RFQ shall become the property of the City and are subject to disclosure.

## 5.10 Supplemental Work

The City reserves the right, if determined to be in the best interests of the City, to amend or add follow up tasks and project work as later supplements to the services outlined in this RFQ. This may include, but shall not be limited to, any additional studies, reports, planning, design, construction administration and support, and any other tasks related to the development and delivery of these services.

## 5.11 Evidence of Insurability/Business License

If selected the firm must be able to provide proof of insurance and City of Lynnwood business license.

## 5.12 Contract Audit and Review Process Requirements

All services are subject to the contract audit and review per local, state and federal requirements.

## 5.13 Financial Management and Accounting System Requirements

The selected firm must have in place an adequate financial management and accounting system as required by Federal Acquisition Regulations (FAR) requirements.

## 5.14 Underutilized Disadvantaged Business Enterprises

The City of Lynnwood 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 alternative format by emailing (Ehsan Shirkhani) at ([Eshirkhani@lynnwoodwa.gov](mailto:Eshirkhani@lynnwoodwa.gov)) or by calling collect ((425) 670-5218).

### Title VI Statement

The City of Lynnwood in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d- 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 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."

### 5.15 Conflict of Interest

Candidates warrant and covenant that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been used, employed, retained, compensated or been gifted in any manner to solicit or assist in the procuring of the resulting contract in accordance with Lynnwood Municipal Code Section 2.94.040.