

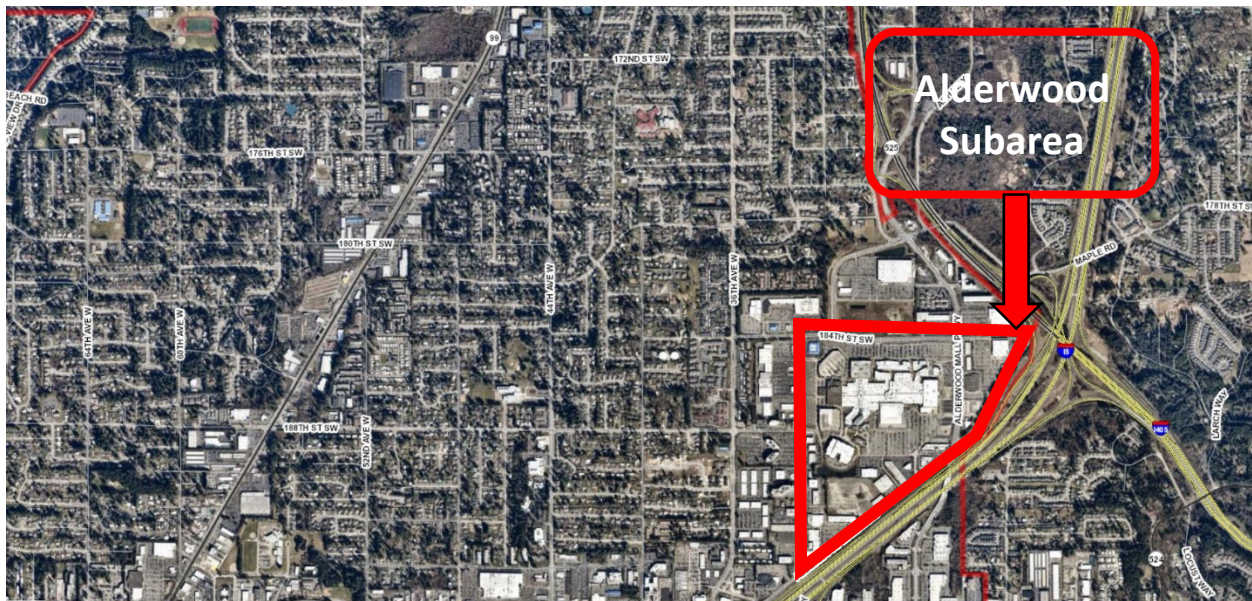


# LYNNWOOD WASHINGTON

## Request for Qualifications to Provide Engineering Services

For

### Surveying Alderwood Mall Subarea Utilities



Prepared by: City of Lynnwood Public Works Department

19100 44th Ave W

Lynnwood, WA 98036

Issued: August 26, 2019 to September 6, 2019

Proposals due: September 10, 2019

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# 1. ON-CALL ENGINEERING SERVICES INFORMATION

## 1.1 General Information

The City of Lynnwood Public Works Department (City) solicits interest from consultants who wish to be evaluated and considered to provide Engineering Services for surveying Alderwood Mall Subarea Utilities. The agreements will be for approximately 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 Washington State Certified Professional Engineer(s), or engineering firm(s), to perform work associated with project tasks.

### Possible Task Location

Alderwood Mall Subarea from Alderwood Mall Parkway to 33<sup>rd</sup> Ave W and 184<sup>th</sup> St SW to Alderwood Mall Blvd.

### Type of contract:

- City of Lynnwood – Standard Consultant Contract.

### Project Manager:

Ehsan Shirkhani

City of Lynnwood

Public Works Department

19100 44th Ave W

Lynnwood, WA 98036

EShirkhani@lynnwoodwa.gov / 425-670-5218

Existing documents for the Project are available at <insert project website address here>

- Alderwood Utility Easement document
- City of Lynnwood Ordinance No. 511 & 512 & 711
- Alderwood Mall Utility As-built CAD file dated 09/08/2003

## 1.2 Schedule and Programming

Project Milestone	Proposed Schedule (1)
Release RFQ	August 26, 2019
Last Date to Submit Questions	September 5, 2019
Submit Proposals	September 10, 2019
Interview Date (if necessary)	September 17, 2019
Notification of Selected Firm	September 19, 2019
Sign Contract	October 1, 2019
Completion of Data Collection	October 31, 2019
Start Services	November 1, 2019
Completion of Services	TBD

## 2. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

### 2.1 Project Goals

Project goals include the following:

- Responsive project management
- On-time task delivery
- Thorough quality control and assurance
- Avoid or minimize environmental impacts
- Creative technical solutions
- Cost-effectiveness
- Consensus with regulatory agencies
- Readiness for construction

### 2.2 Project Objectives

Objectives for the Project include:

1. Locate the existing City utilities on the Alderwood Mall subarea.
2. Update underground as-built drawings and easements in Alderwood Mall Subarea.
3. Identify growth strategies in Alderwood Mall Subarea based on data collected from this project.

### 2.3 Task Services Required

Tasks that may be executed under this contact are listed below. The City reserves the right to add or subtract from that list as long as the elements of work to be performed conform with section 2.1.

- Locate the existing City utilities on and possibly around the Alderwood Mall site that are not well known and, in many cases, have not been located after being constructed.
- Compare all available underground utility as-builts with the surveying information obtained with this project, and update Alderwood Mall underground utility as-built drawings
- Verify information on the existing as-builts, consolidate old and new information in a color-coded master plan that shows utilities constructed outside city easements.
- Conduct utility modeling to identify various strategies for which lines should be public versus private (this defines maintenance obligations). Strategies may include implementation of new utility connections located within public right of ways and relinquishment of utilities located on private property.
- Based on the strategy selected, prepare various utility easements and assist with relinquishment of existing easements

### 3. SUBMITTAL REQUIREMENTS

The purpose of the Request of Qualifications (RFQ) is to demonstrate the consultant's 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

Consultant candidates shall provide an electronic copy (either on CD, via e-mail as an attachment, or via e-mail with a link to an Internet location) to the contact listed in section 3.2 below.

##### Transmittal Letter

The transmittal letter shall be addressed to the project manager contact identified in Section 3.2 below. The letter shall provide the consultant's primary contact information, list any sub-consultants, and identify the offices where work will be conducted. Any exceptions, objections, or requested changes to the RFQ or Consultant Agreement shall conform to requirements laid out in section 5.5.

##### SOQ Package

The submitted PROPOSAL shall include the following elements:

#### **1. Consultant Team (10 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 track record meeting budget and schedule requirements with projects experiencing large risk elements and complicated issues. Discuss your experience working with regulatory agencies including WSDOT and your experience with state or federal audits. Discuss your experience successfully working through the regulatory permitting process for projects in sensitive areas.

**3. Experience with Similar Services (30 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 or on-call programs 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. References (10points):**

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.

**5. Attachments (10 Points):**

- a. Staff Résumés - Résumés of key staff. (optional)

### 3.2 Deadline for Delivery of Submittals

The deadline for submission of a Statement of Qualifications (SOQ) is September 10, 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 consultant 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 both a SOQ review process and an interview process for short-listed firms. SOQs will take between 2-3 weeks for the City to review. All firms submitting proposals will be contacted as to the status of their SOQ once short-listed firms have been selected. SOQs will be evaluated based on selection criteria outlined below.

Interviews will be scheduled over the following 1-2 weeks with short-listed firms. Selected firms should plan to have the project principal, project manager to be assigned to the project, and up to three other key project team members and/or subconsultant representatives present during interviews. Interviews will be one hour in length. The format of the interview will be an informal question and answer format. Consultants scheduled for interviews may or may not be provided the list of questions in advance. Firms participating in interviews will be contacted shortly after interviews are held and informed of the City's final selection.

### 4.2 Selection Criteria

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

- Experience and qualifications of project team members with a focus on the project manager and
- The consulting firm's experience with
  - Analysis and surveying of existing utilities
  - Detailed topographic mapping
  - Utility as-built retracement and recovery
  - Boundary and easement research
  - Global Positioning System (GPS) Surveying
  - Locating existing utility routes including sanitary sewer, storm and water
  - Boundary survey including topographic features and easements in AutoCAD Civil 3D
- similar projects with supporting examples.
- Staff, technology and equipment used for similar projects.

### 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 consultant 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 committee will establish a short list of the most qualified candidates. All consultant candidates will be notified of the results of the initial reviews.
4. The committee will interview the short-listed candidates.
5. Based on the submitted SOQs and section 2.1, the committee will develop the rating criteria and sample questions for interviews, which may or may not be sent to the short-listed candidates.
6. Based on the submitted SOQs and/or the interview results, the committee will develop a final rating of the interviewed candidates. All consultant candidates will be notified of the results after final reviews.

### 4.4 Contract Development

The selected consultant 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 develop an on-call roster from the consultants interviewed.
2. Each consultant selected to the on-call roster will be required to submit a current WSDOT-audited overhead for both the prime consultant and any applicable subconsultants per the WSDOT Local Agency Guidelines. Consultants that do not have current WSDOT audited overhead rates may use Safe-Harbor rates.
3. Hourly rates for consulting staff will be memorialized in an exhibit to accompany the contract.
4. Prior to entering into a contract with the City the candidate must submit a current City of Lynnwood business license.
5. If applicable, DBE documentation required by the LAG manual need to be submitted.
6. Prior to contract award the City will conduct a background check as needed.
7. Once the contract has been executed the City will cut task orders for project work at the discretion of the City.

## 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 consultant candidate is responsible for meeting all of the requirements, specifications, and conditions stated in this RFQ. If the consultant 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 consultant candidates related to the preparation or presentation of responses to this RFQ.

## 5.8 Notification of Withdrawal of Submittal

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

## 5.14 Non-Discrimination Requirements

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 alternate format by emailing Ehsan Shirkhani at EShirkhani@lynnwoodwa.gov or by calling collect (s425) 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-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 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

Consultant 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.