



LYNNWOOD
WASHINGTON

Request for Qualifications to Provide
Utilities Engineering
Services

Prepared by: City of Lynnwood Public Works Department

19100 44th Ave W

Lynnwood, WA 98036

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Proposals Due: September 9, 2019 by 4:00 PM

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1. UTILITIES 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 Utilities Engineering Services. The City requires these services to complete the preliminary and design engineering phases, including all plan review coordination, and, possibly, services during construction for six small- to medium- size capital utilities projects. The City plans to award approximately six contracts to one or more firms to complete the projects described below. The total Agreement amount is estimated to be \$450,000.00. The City anticipates that this work will be conducted over a 2-year-period.

Project Locations

The firm(s) hired will be providing Utilities Engineering services at various locations throughout City of Lynnwood, including the following sites:

- Lift Station #10
- 3 MG Steel Water Tanks
- PRV #2 Vault
- Sewer Line along segment of 48th Ave W from Lynnwood Transit Center to 194th St SW
- Water Line along segment of 200th St SW in vicinity of 44th Ave W

Summary Budget Information:

The total amount contracted for these projects is estimated to be \$450,000.

Source of funding:

These projects will be locally funded.

Type of contract:

City of Lynnwood’s Standard Agreement for Professional Services. See Attachment A for template.

Project Manager: David Mach
City of Lynnwood
Public Works Department
19100 44th Ave W
Lynnwood, WA 98036
DMach@lynnwoodwa.gov / 425-670-5275

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 Funding

These Projects will be funded through the City's 412 Fund (Utilities).

2. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

2.1 Services Required

Firms with experience providing utilities engineering and design services, including part or all but not limited to the following capabilities: preliminary engineering and design engineering phases; preparation of documents for permits; selection of materials, electrical components, and equipment; inspection and evaluation of infrastructure such as pressure-relief valves and finished water storage tanks; design of Wonderware-based SCADA communicating over a fiberoptic network; geotechnical engineering; creation of plans, specifications, and estimates; coordinating review of submittals directly with City subject matter experts; and construction design support.

2.2 Individual Projects

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

The firm(s) hired will be providing Engineering Utilities services for the following utilities projects to be completed during a 2-year-period:

- Lift Station #10 Vault Flood Protection – Design of infrastructure protection that will prevent flooding of the lift station.
- Lift Station #10 Electrical and Pump Upgrades – Design and selection of new rag-passable, sewer pump system, including electrical and building modifications, modification of wet well pump intakes, pump removal system, evaluation of a piped inlet system to reduce off-gassing, and installation of wetwell fresh air exchange and updated odor control system.
- Water Tank Modifications – Install mixing system and chlorine sampling system on West Tank and new overflow pipes on both tanks (each approx. 3 MG).
- PRV #2 Vault Replacement and Possible Valve Rebuild (40th Ave W at approximately 19500 block) – evaluation of existing PRV and design (if needed) for a rebuilt PRV with design of new vault structure including improvements for maintenance access and ventilation.
- 48th Ave W Sewer Line Replacement – Replace sewer line along 48th Ave W from 194th to Lynnwood Transit Center to meet planned capacity needs.
- 44th Ave W Vicinity Water Line Replacement – Upsize existing water piping along 200th St SW.

As part of this set of projects, the City will require the consultant to develop each project, including meeting with and coordinating stakeholders, creating a project charter, and scoping for the design phase.

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 Projects. 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 (via e-mail as an attachment (maximum of 20 MB) or via e-mail with a link to an Internet location) to the contact listed in section 3.2 below. No hard-copies should be submitted.

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 City of Lynnwood's Standard Agreement for Professional Services (Consultant Agreement) shall conform to requirements laid out in section 5.5.

SOQ Package

The submitted Proposal shall include the following elements:

1. Capacity for Project Development and Delivery (50 points):

Describe the Firm's and Project Manager's experience and capabilities with respect to producing complete plans, specifications, and estimates with minimal owner oversight. This description should also include past experiences highlighting the firm's capabilities in developing the project concept and coordinating stakeholder input. Describe the consulting firm's ability to produce all listed projects in the shortest possible time, hopefully with construction for all beginning in 2020.

2. Consultant Team (20 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.

3. Qualifications and Experience (40 points):

Describe your team's qualifications for providing the requested services, highlighting the project manager's relevant qualifications and experience. Discuss previous relevant experience and explain how this experience will enable you to deliver high-quality, cost-effective services for these Projects. Discuss your track record meeting budget and schedule requirements with projects experiencing large risk elements and complicated issues. Discuss your experience successfully working through the regulatory permitting process for projects in sensitive areas.

4. 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 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.

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.

6. Attachments (exclusive of page count):

- 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 4:00 PM on September 9, 2019. Submittals shall be emailed to: David Mach, City of Lynnwood Public Works Department – City Engineer, DMach@lynnwoodwa.gov.

Time is of the essence, and any submittals arriving after the above-referenced submission deadline, will not be considered. 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 one week 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 within the following week 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 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 questions for interviews, which may or may not be sent to the short-listed candidates.
6. Based on the submitted SOQs and 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.

4.3 Contract Development

The selected consultant firm(s) will be expected to negotiate and enter into approximately six contracts with the City using the contract mentioned in section 1.1. The process for developing individual contracts typically proceeds as follows:

1. The City will schedule a scoping meeting with the highest-ranking consultant candidate(s) to discuss specific details of the scope of work.
2. The highest-ranking consultant candidate(s) will be asked to submit a detailed scope of work, schedule, and cost proposal. The scope, fee estimate, contract schedule proposal will need to be consistent with the City of Lynnwood Scope and Fee Preparation Guidelines. The scope of work, schedule, and cost proposal will be incorporated into the contract.
3. During negotiations, the consultant(s) 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.
4. Fixed Fee rates will be negotiated with the City. For reference the City will follow Local Agency Guidelines procedures for determining equitable Fixed Fee Rates.
5. Prior to entering into a contract with the City the candidate(s) must submit a current City of Lynnwood business license.
6. The highest-ranking consultant candidate(s) may be asked to submit additional materials.
7. Prior to contract award the City will conduct a background check as needed.
8. If the City is unable to successfully negotiate a satisfactory contract with the highest-ranking consultant candidate(s), the City reserves the right to commence negotiations with the remaining candidates in order of their ranking. This process will continue until either an agreement is reached, or the City decides to re-advertise the RFQ.

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 the projects described in this RFQ.

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 (David Mach) at (DMach@lynnwoodwa.gov) or by calling collect ((425) 670-5275).

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.

5.16 Schedule

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

Selection Process Steps	Date
1) Advertisement Dates	8-23-19 8-30-19
2) Deadline for SOQ Submittals	9-9-19
3) Results of SOQ /Selection of Interview Short-list Notification	9-18-19
4) Conduct Interviews	9-19-19 through 9-25-19
5) Notify firms of results	9-27-19

6. ATTACHMENTS

Attachment A: City of Lynnwood’s Standard Agreement for Professional Services (Template)