

**City of Lynnwood**  
**Request for Statement of Qualifications**  
**Lynnwood Utility Modifications Program**

The City of Lynnwood Public Works Department is currently requesting a Statement of Qualifications (SOQ) from consulting firms with expertise related to studying, designing, and implementing various modifications to the City's drinking water distribution system, wastewater collection system, and the wastewater treatment plant.

**Response Deadline: 5:00 PM, September 29, 2017**

**Program Description:** The expected work includes preparation of studies, designs, plans, specifications, estimates and/or related documentation for various modifications to the City's water and wastewater utilities. Modifications to the utilities infrastructure may include but are not limited to the City's water and wastewater systems, including wastewater lift stations, emergency generators, and the complete wastewater treatment plant. The modifications will typically connect to the City's existing Wonderware based SCADA system. Work under this contract will provide all necessary civil, mechanical, and electrical design for a complete system. The City and its SCADA consultant will provide the programming of the PLCs and Wonderware central system. The City may issue multiple awards during this five (5) year program limited to a total of \$300,000.00 per award and consulting firm. The program may include but is not limited to the following:

- Primary Clarifier Chemical Addition System at WWTP
- Incinerator Fuel Rack Replacement at WWTP
- Incinerator Preheat Burner Controls Replacement at WWTP
- New sand loading system for the incinerator at the WWTP
- New additive loading system after screw press at WWTP
- Replace ODS pump control cabinet at WWTP
- Pump operation study for Main Plant Pump Station at WWTP
- Review and possible replacement of ash polymer system at WWTP
- Replace Primary Generator MCC and Transfer Switch at WWTP
- Flow meter study at WWTP
- New Fluidizing Blower VFD
- New sump pumps at WWTP
- Air handling/scrubbing study at WWTP
- Sewer main lining projects
- Designs for emergency repairs
- Minor lift station upgrades

**Qualifications:** Firms will be selected based upon their: 1) program team (10 points), 2) demonstration of extensive technical expertise (15 points), 3) relevant experience with similar programs (15 points), 4) experience with similar sized public agencies, familiarity with WSDOT standards, successful performance history with budget/scope, and professional references (10 points).

**Submittals:** Submittals shall include clearly identified sections addressing the following areas: 1) summary of program team members, 2) résumé of principal-in-charge and program manager, and/or key staff/team members to demonstrate extensive technical expertise, 3) work history and relevant experience with similar programs, 4) experience with and lessons learned by the firm/team regarding similar programs with other similar sized public agencies, evidence that civil engineering and wastewater process design is a principle business enterprise, familiarity with WSDOT standards, successful performance history with budget/scope, and professional references.

All submittals shall be in electronic PDF file format and attached to an email with the email clearly titled "A&E Qualifications for Utility Modifications Program". The submittal shall include a one page "letter of interest", one page "cover sheet", and up to 15 pages of qualification information for a maximum total of 17 pages. The

font size shall be no smaller than 12 pt. The email shall be submitted no later than **5:00 PM, September 29, 2017** to:

Les Rubstello, Deputy Public Works Director  
City of Lynnwood  
19100 44<sup>th</sup> Avenue W.  
PO Box 5008,  
Lynnwood, WA 98046-5008.  
[LRubstello@lynnwoodwa.gov](mailto:LRubstello@lynnwoodwa.gov)  
425-670-5231

**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 sometime in in October, 2017.

The City reserves the right to combine and/or separate program tasks and/or consultant teams. The City may issue multiple awards during this five (5) year program limited to a total of \$300,000.00 per award and consulting firm.

This program 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 program tasks 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 Les Rubstello at [LRubstello@lynnwoodwa.gov](mailto:LRubstello@lynnwoodwa.gov) or 425-670-5231.

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