

**CITY OF FERNDALE  
REQUEST FOR QUALIFICATIONS  
FOR  
Plans, Specifications and Engineering Services**

The City of Ferndale is seeking qualification statements from firms with experience providing design services, up to and including: facility design; surveying; geotechnical investigation; studies and services; permitting; as well as the creation of plans, specifications and estimates; for the Decant Facility Design project.

The project will design of an approximately 100 feet by 50 feet covered and partially enclosed stormwater decant facility building to effectively and efficiently handle debris from the cleaning of stormwater structures and street sweeping in the City of Ferndale. The new facility will help the City meet stormwater permit requirements for proper stormwater conveyance liquids disposal. This project will be funded in part by a Department of Ecology grant for the water quality improvements in the Nooksack River and Schell Creek watersheds.

Question regarding the Request for Qualifications should be directed to Paul Knippel, Stormwater Manager, via telephone at (360) 685-2357 or via email at [paulknippel@cityofferndale.org](mailto:paulknippel@cityofferndale.org).

The City of Ferndale reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ Submittals will become the property of the City of Ferndale.

Interested firms shall submit a Statement of Qualification that contains the following:

**1. Cover Letter.**

**2. Qualifications:**

Outline the qualifications of the firm to perform this work.

Project management; provide an organizational chart of the proposed consulting team and a short resume of all key people listed on the chart.

**3. References:**

Provide a list of projects that were similar in scope. Project list should include year completed, budget, scope and reference contact.

The Statement of Qualification submittal shall be a maximum of 10 double-sided pages.

**RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION**

All responses shall be made in writing. **Responses by FAX will not be accepted.** Sealed responses will be received by the Public Works Department of the City of Ferndale, Washington

up to the hour of **5 p.m., Friday, August 24, 2018**. Responses delivered later will not be accepted. The City of Ferndale is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service shall be addressed to the Public Works Department, City of Ferndale, P.O. Box 936, Ferndale, WA 98248. Hand-delivered responses, or responses not set through the USPS, shall be delivered to the Public Works Department, 2<sup>nd</sup> floor front counter, City of Ferndale, 2095 Main Street, Ferndale, Washington. The United States Postal Service will **NOT** deliver to the street address. All responses shall be placed in a sealed envelope, which is clearly marked “DECANT FACILITY DESIGN RFQ”.

The City of Ferndale is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women’s Business Enterprises in contracting activities. (Section 4 of Chapter 56, Laws of 1975, 1<sup>st</sup> Ex. Sess. State of Washington.).

The City of Ferndale reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the City would be served.