



City of Ferndale

REQUEST FOR QUALIFICATIONS, Water Line Extension Design and Implementation

The City of Ferndale is seeking qualification statements from Professional Design Engineering firms for the City's Nordic to Scout water line extension.

The City is seeking an Engineering firm to provide design-engineering and construction-engineering services for a water line extension, including the creation of plans, specifications, estimates, permitting and ancillary services.

Interested parties are responsible for monitoring the City's website for information concerning the RFQ and any addenda issued.

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

1. Cover Letter
2. Approach and Understanding
3. Project Organization
4. Schedule
5. Management Control Program
6. Experience and References
7. Familiarity with City Infrastructure and Design Standards
8. Proximity of Project Office and Project Manager
9. Resumes

The Statement of Qualification submittal shall be a maximum of 10 double-sided pages. One original and four printed copies and one electronic copy in PDF format shall be submitted.

This Request for Qualifications (RFQ) consists of the following parts:

- Submittal Delivery Instructions
- RFQ Schedule
- Background
- Submittal Requirements
- Selection Criteria

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 **5:00 p.m., Wednesday, October 24, 2018.** The Statement of Qualification submittal shall be a maximum of 10 double-sided pages (i.e., 30 pages. One original and four printed copies and one electronic copy in PDF format shall be submitted. 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 sent through the

USPS, shall be delivered to the Public Works Department, 2nd 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 “**FERNDALE Nordic to Scout Water Line Extensions RFQ**”.

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.

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, 1st Ex. Sess. State of Washington.).

All questions regarding the Request for Qualifications (RFQ) shall be directed to Mike Olinger via email at mikeolinger@cityofferndale.org. The City will not accept any other inquiries.

RFQ Schedule

The following are goals for the process:

- RFQ Advertisement: October 10, 2018
- Proposals Due Date and Time: October 24, 2018 at 5:00 p.m.

Project Background

The project scope involves a water main extension consisting of approximately 400 linear feet of 12–inch water main. The project includes one railroad crossing and one wetland crossing.

The City of Ferndale is requesting engineering services for preparation of plans and specifications as well as engineering and inspection services during construction.

Submittal Requirements

This part of the RFQ describes the format and content of each section of the submittal.

Introductory Letter – The proposer may use this section to introduce the RFQ submittal and/or to summarize the key provisions of the submittal. The introductory letter shall include, but need not be limited to, the following information: The name of the firm, as well as, the signature, printed name and title, telephone, and email of the officer authorized to represent the firm in any correspondence, negotiations and sign

any contract that may result. The address and office that will be providing the service, a project manager's name, telephone, and email address. The federal tax ID numbers, and state of incorporation, if applicable, must also be included.

Approach and Understanding – Provide a detailed description of the project understanding and technical approach for completing the project and any suggested revisions. Include any issues that your firm believes will require special consideration.

Project Organization – List contact information for the lead firm and all sub-consultants to be engaged for the project; organization chart; brief description of responsibilities and qualifications for key personnel that emphasize experience directly relevant to the project. Key personnel include the project manager, project engineer, structural engineer, controls engineer, electrical engineer, geotechnical engineer, construction manager, and QA/QC team. List hours per average week each key personnel will work on the project.

Schedule – Provide a work schedule for the design phase. Consultant shall assume a minimum of three (3) weeks for all City of Ferndale review periods.

Management Control Program – Describe the project management approach; cost control system used to track expenses and labor; method for project status reporting; and schedule control system. Describe the project review and QA/QC program.

Experience and References – Provide descriptions of projects performed by the individuals listed under Project Organization. Projects must be similar in scope to the City's project. Consultant experience that does not include the individuals listed under Project Organization will not be considered. Provide references for each of the listed projects.

Familiarity with City Infrastructure – Describe key personnel's familiarity with City of Ferndale water infrastructure, operations and design standards.

Proximity of Project Office and Project Manager – Describe proximity of Consultant's Project Office and Project Manager to Ferndale

Resumes – Provide a resume for all key personnel listed under Project Organization.

Selection Criteria

A technical review panel composed of City staff and/or others will evaluate and rate each proposal based on the following items:

- Introductory Letter
- Approach and Understanding (30 points)
- Schedule (10 points)
- Management Control Program (10 points)
- Experience and References (30 points)
- Familiarity with City Infrastructure and Operations (10 points)
- Proximity of Project Office and Project Manager (10 points)
- Interview/Oral Presentation if requested (30 points)

The City of Ferndale may hold interviews with a short list of Consultants prior to final

selection. The highest rated consultant will be invited to submit a scope of services and cost proposal. The Public Works Director will negotiate the final scope and cost of services with the selected Consultant. If the City and selected Consultant are unable to agree promptly on final terms and conditions, the City reserves the right to select the next highest rated Consultant.