

## **REQUEST FOR QUALIFICATIONS, SEWER COMPREHENSIVE PLAN UPDATE, CITY OF FERNDALE**

The City of Ferndale is seeking qualification statements from Professional Design Engineering firms with capacity and experience for preparing a Sewer Comprehensive Plan Update.

The City of Ferndale's current Comprehensive Sewer Plan has been in place since 2016. Because of significant growth that has occurred within the city and that is projected to continue, the City is seeking a consultant firm to provide assistance with the preparation of a Sewer Comprehensive Plan Update. The Plan must comply with the requirements of Washington State WAC 173-240-050.

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. Experience and References
6. Familiarity with City Infrastructure and Operations
7. Proximity of Project Office and Project Manager
8. Resumes

The Statement of Qualifications submittal shall be a maximum of 15 double-sided pages (30 pages). One original, four copies, and one USB thumb drive with a PDF copy shall be submitted.

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

- Submittal Delivery Instructions
- 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 **4:00 p.m., February 14, 2024**. The Statement of Qualification submittal shall be a maximum of 15 double-sided pages (i.e., 30 pages). One original, four copies, and one USB thumb drive with a PDF copy 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 shall be mailed through the United States Postal Service and shall be addressed to the Public Works Department, City of Ferndale, P.O. Box 936, Ferndale, WA 98248. Hand-delivered responses will not be accepted. 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 “**COMPREHENSIVE SEWER PLAN RFQ, CITY OF FERNDALE.**”

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](mailto:mikeolinger@cityofferndale.org). The City will not accept any other inquiries.

## **PROJECT BACKGROUND**

The City owns and operates a wastewater treatment facility and collection system. Ferndale’s existing collection system contains more than 310,000 feet of sewer piping (gravity and force main). It is made up of piping from 4 to 48 inches in diameter. There are also 16 pump stations. The wastewater treatment plant was substantially upgraded in 2022 and has a capacity of 4.1 million gallons per day.

## **Available Information**

The following planning information is publicly available on the city’s website:

- Comprehensive Wastewater Plan
- Wastewater Facilities Plan
- Sewer System GIS Map

## **Scope of Work**

The consultant work may include:

- Updating the City’s sewer system hydraulic model based on updates to the City’s pipe network, updated development and population data, and sewer flow monitoring. Modeling future capacity improvement and expansion needs based on future growth and development.

- Projecting future asset replacement needs for the City, using available system component age, material, and condition.
- Preparing program for evaluation and reduction of I/I within the City's sewer service area.
- Preparing a 6-year and a 20-year Capital Improvement Plan
- Developing strategies for future system expansion including policy, financial, and physical considerations.
- Providing data for and incorporating the financial program analysis into the final plan.
- Assembling and preparing a draft and the final updated Comprehensive Sewer Plan.

Additional items may be identified while preparing the scope of work for the contract.

## **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. List hours per average week each key personnel will work on the project.

**Schedule** – Provide a work schedule for the Plan. Consultant shall assume a minimum of two (2) weeks for all City of Ferndale review periods.

**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 and Operations** – Describe key personnel's

familiarity with City of Ferndale sewer infrastructure and operations.

**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 written submittal.

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 City 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.