



CITY OF FERNDALE REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

Stormwater Comprehensive Plan

Summary

The City of Ferndale is seeking a qualified consultant to develop a Stormwater Comprehensive Plan. This project will include planning level work on topics such as: regulatory compliance; flood control; municipal stormwater system operation, assessment, and maintenance; capital improvement program planning; policies and processes; and resource considerations.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience with projects of this type, and the approach proposed to complete the work. Interested firms should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the project. Examples of relevant work are encouraged and should demonstrate the quality and approach used in prior projects.

General Information

The City of Ferndale is a Western Washington Phase II Municipal Stormwater Permittee, and operates a municipal stormwater system with approximately 3400 catch basins and inlets, 60 miles of storm pipe, 11 miles of open conveyance, and stormwater facilities including ponds, filter installations, and LID BMPs. Storm and surface waters in the City of Ferndale flow to multiple receiving waters, including small streams and the Nooksack River. The City of Ferndale is the local sponsor of a levee that is active in the PL 84-99 program. The City has established a Stormwater and Flood Control Utility Fund to pay for construction, reconstruction, repair, enlargement, improvement, acquisition, maintenance, operation, and administration of the storm drainage system.

The previous Stormwater Comprehensive plan was created in 2005, prior to the City's Phase II Municipal Stormwater. The general scope of work is anticipated to include a review of previous plans and studies, current information, and regulatory requirements to develop a stormwater comprehensive plan to address: regulatory compliance; watershed and basin delineation; stormwater system modeling/analysis; maintenance and replacement of existing stormwater infrastructure; potential water quality and flood control projects; and a gap analysis to identify resources required to meet current and future needs. The comprehensive plan will inform the Capital Improvement Program by identifying surface and stormwater projects to meet operational and regulatory requirements. Additional tasks may be identified during formal scope development.

The City anticipates work will begin in November 2020 and be completed by May 2021.

Inquiries regarding this Request for Qualification should be directed to Paul Knippel, Public Works Surface/Stormwater Manager, (360) 685-2357 or via email 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 parties are responsible for monitoring this website for information concerning the RFQ and any addenda issued.

Statement of Qualification

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

1. **Cover Letter**

2. **Qualifications:**

- Project Understanding
- Experience and qualifications of the firm to perform this work
- Key personnel and relevant experience including subconsultants
- Approach and Schedule
- Availability of personnel and resources to complete project
- Project Management and Quality Control

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 single-sided pages (not including the cover page), and one original and four copies shall be submitted.

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 Surface/Stormwater Manager of the City of Ferndale, Washington up to the hour of **5:00 p.m., Friday, October 9, 2020**. 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 Surface/Stormwater Manager, City of Ferndale, P.O. Box 936, Ferndale, WA 98248. Hand-delivered responses will not be accepted due to ongoing restrictions due to COVID-19. All responses shall be placed in a sealed envelope clearly marked "STORMWATER COMPREHENSIVE PLAN PROJECT RFQ".

The selection process for this project will involve the following three steps:

1. Request for Qualifications.
2. After the City reviews the Statement of Qualifications received, up to three firms will be invited to interview. Interviews may be conducted via Microsoft Teams to comply with COVID-19 restrictions.
3. After the City considers content and material provided as part of the interview process, the City will solicit a request for proposal from the most qualified firm.

The City of Ferndale 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.

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.

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