

**CITY OF SHELTON—PUBLIC WORKS
INVITATIONS TO SUBMIT STATEMENT OF QUALIFICATIONS
ON-CALL ENGINEERING SERVICES POOL**

The City of Shelton, Washington is accepting Statements of Qualifications (SOQs) from qualified engineering consulting firms to provide a variety of municipal services, via the **2018-2020 On-Call Engineering Services Pool**. These services are intended to complement and augment capabilities that are otherwise unavailable to the City.

The following subjects are discussed in this Request for Qualifications (RFQ) to assist statement preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting

I. Background:

In order to provide timely and efficient design and construction of City projects and complete private development review, City staff needs to be periodically augmented. The City of Shelton needs specialized expertise in the engineering fields, as described below in Section II, Scope of Work, not expected to exceed \$20,000 per work order.

II. Scope of Work:

Consultant shall provide engineering services to the City of Shelton on an on-call basis. The general scope of services needed by the City of Shelton typically fall into the following categories:

- Design, review, coordination, administration, and construction engineering and technical support of Public Works projects by consultant from their office.
- Supplemental review of private development by consultant at their office. (*Consultant will not review any private development project in which the consulting firm has provided services to the developer on that project.*)

The general engineering and technical areas of service required by City may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/Geotechnical
- Water/wastewater/storm water/drainage
- Street and roadway
- Transportation
- Site planning/permitting/development/plan review
- Environmental documentation
- CADD
- Utility services and rates analysis

- Construction plans and specifications
- Estimating
- Construction support

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the City.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Statement Format and Content:

In submitting the Statement of Qualifications, your firm acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the “Principal-in Charge” and the key technical personnel to be assigned to projects.
2. A description of the services available from your firm that would be used to support on-call service needs of the City. Describe how your firm would use existing staff and services to meet the needs of the City in support of planning, design, permitting, and construction of various Capital projects.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm’s ability to complete projects on time and within budget.

D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFQ). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

Important: Statement of Qualification submittals shall not exceed a total of 15 (fifteen) pages. This number includes the Confirmation of Business Organization form. Additionally, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV – Statement Format and Content. This includes brochures, business cards, handouts, etc.

V. Evaluation Criteria and Selection Process

The basis of award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Past experience of the consulting firm related to on-call services. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

The City of Shelton hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City’s policy on non-discrimination.

VI. Submittal

Three (3) copies of the complete Statement of Qualifications are due to the City of Shelton, Washington, Department of Public Works Office prior to 2:00 p.m. on Thursday, November 30, 2017. Proposals may be hand-delivered, mailed, or delivered by courier. *Facsimiles and emailed proposals **WILL NOT** be accepted, and considered non-responsive to this RFQ. Submissions including less than the requested number of copies **will** be deemed non-responsive and ineligible for further consideration during the selection process.*

Submittal Address: City of Shelton
525 West Cota Street
Shelton, WA 98584
Attention: Public Works Department

Additional Contact Information, for inquiries only/submittals WILL NOT be accepted, via email, as outlined above:
(360) 432-5125
publicworks@sheltonwa.gov

All proposals must be clearly marked on the outside of the envelope: “**2018-2020 ON-CALL ENGINEERING SERVICES POOL.**” Statement of Qualifications’ should be submitted on 100% post-consumer content recycled paper, and duplex printed. It is requested that you DO NOT use plastic or non-recyclable covers or bindings (i.e.: combs and spiral bindings, binders, presentation folders, etc.), or include separate section dividers, tabbing or other non-recyclable materials in your submission. The City may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFQ can be directed to the Public Works Department, at the address and phone number, or by email noted above. *Response to inquiries cannot be guaranteed unless received in writing prior to 2:00 p.m., Tuesday, November 28, 2017.* An addendum will be posted to the “Current Projects and Bid Opportunities”, located at:

http://www.sheltonwa.gov/departments/public_works/current_projects_and_bid_opportunities.php -- and will outline all questions and their associated answers, received prior to the inquiry deadline.

VIII. Scoring and Contracting

Evaluation of the statements will be performed by a committee of individuals to be selected by the City of Shelton, Department of Public Works. The submissions will be scored and ranked based on the selection committee’s evaluation. In the event of close scoring, a shortlist interview may be performed. Interviews, if necessary, are tentatively scheduled for the week of December 18, 2017. All selected firms will be contacted with specific information as to location and time of the interviews.

This procurement intended as a “Pool Contract.” The firms with the highest cumulative scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. **The City reserves the right to award the contract to the highest ranked firm(s) without further discussions. The City reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses, and Certificates of Insurance.

Individual projects will be approved on a Work Order basis. Work orders will be assigned on a rotation schedule, determined by the type of services required—consultants will be eligible for the specific services, as identified on a Professional Service Roster form, provided to the firms selected for contracts. This process will be explained, in depth, during the contract negotiation phase.

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PROPOSAL

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as _____
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify) _____

Proposer or Company Name

City of Shelton Business License #

Address of Proposer

Tax ID #

Telephone Number

Signature

Facsimile Number

Signature Name and Title (print)