



CITY OF LONG BEACH REQUEST FOR QUALIFICATIONS (RFQ) GENERAL ON-CALL ENGINEERING SERVICES

The City of Long Beach, Washington solicits interest from consulting firms with expertise in providing on-call professional engineering services.

The City of Long Beach is seeking qualification statements from Professional Engineering firms with experience providing design services, up to and possibly including: roadway, water, stormwater, sewer, electrical, and structure design; surveying; geotechnical investigation, studies and services; permitting; right of way acquisition; as well as the creation of plans, specifications and estimates; construction management, and construction engineering services.

Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued on the City of Long Beach's website (www.longbeachwa.gov).

Questions regarding this Request for Qualifications should be directed to David Glasson, City Administrator at (360) 642-4421 or via email at administrator@longbeachwa.gov.

The City of Long Beach 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 Long Beach.

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 and:
 - a. Project management and ability to meet review deadlines;
 - b. Provide an organizational chart of the proposed consulting team and a short resume of all key people listed on the chart, including their availability to perform this work.
3. References: Provide a list of relevant experience and reference contacts and:
 - a. Past performance and mechanisms used to ensure timely responses to City requests;
 - b. Demonstrated ability to perform high quality work, and to control costs.

The Statement of Qualification submittal shall be a maximum of 10 pages (not including the cover page) and one original and three copies will 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 City Administrator, David Glasson of the City of Long Beach, Washington up to the hour of **3:00 p.m., Friday, May 12, 2017**. Responses delivered later will not be accepted. The City of Long Beach 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:

**City of Long Beach
PO Box 310
Long Beach, WA 98631
Phone 360-642-4421 / Fax 360.642.8841**

Hand-delivered responses, or responses not set through the USPS, shall be delivered to the same address as identified above. All responses shall be placed in a sealed envelope, which is clearly marked "Long Beach Professional Engineering Services RFQ".

The City of Long Beach will evaluate and select the consultant based on the submitted Statement of Qualifications. The City reserves the right to utilize any additional evaluation criteria it so chooses in order to make a final decision on the selection of the consultant. The City may conduct interviews of the top ranking firms in order to make a final decision.

The City of Long Beach will execute a master agreement with the selected consultant and, when engineering services are needed, task orders will be executed amending the master agreement. The term of this master agreement will be for 2 years from the date of execution. The City reserves the right to terminate the master agreement at any time during this 2-year period.

The selected consultant will be required to execute the City's standard contract form. Any consultant submitting an SOQ in response to this notice verifies that they have reviewed the contract language, insurance requirements and indemnification requirements and agree to execute a contract in this form. No modifications to these documents will be considered.

For those projects which are federally funded, the selected firm will be required to comply with the applicable federal requirements including those relating to Equal Opportunity in Employment.

A. Project Description

This contract (or these contracts) will provide on-call professional engineering services to support the Capital Projects Management program, as well as provide general engineering services throughout Public Works, as requested.

These services include, but are not limited to: hydraulic and hydrologic studies, feasibility analyses and full project design for stormwater, sewer, street, water, electrical and facilities; utility coordination, relocation and permitting; surveying; traffic engineering; geotechnical investigations; and other Civil Engineering design services.

B. Summary of Required Services

The following is a list of anticipated general engineering services and work scope needed through this on-call contract:

Design Services

1. Roadway and pavement design.
2. Utility design (including permitting) and Utility coordination.
3. Land Surveying (including Topographical Surveys, Improvement Surveys, R.O.W. – preliminary, final legal descriptions, exhibits and monumentation)
4. Electrical and Lighting Engineering
5. Plan Review, including reviews of transportation, storm and water systems
6. Landscape Architecture, irrigation design and Urban/Streetscape Design
7. Traffic signal and signal system design
8. Cost estimating
9. Project Management Services

Construction/Preconstruction Services

1. Surveys/Construction Staking
2. Geotechnical engineering, materials testing and environmental and hazardous materials analysis
3. Construction Engineering/Project Management Assistance
4. Environmental Studies, evaluations, hazmat assessments and reports and project permitting
5. Inspection: all civil and structural, transportation and geotechnical

Planning Services

1. Utility Comprehensive Planning
2. Traffic signal system communications including expansion of the signal system, fiber optic interconnect which may include cabinet changes and plan preparation and splicing diagrams
3. Performance measurement
4. Multi-mode transportation planning and multi-mode traffic and operation simulation
5. Traffic Forecasting
6. Development-related traffic impact analysis
7. Water, Sewer and Stormwater plan updates

Miscellaneous Services

1. Database program development and GIS interface and mapping.
2. Project scheduling
3. Clerical and contract administration

4. Parking Studies
5. Special District Creation/management
6. Public Involvement/Agency Coordination
7. Data collection, including infrastructure assets or other information as needed
8. Traffic and Safety analysis
9. CAD and drafting
10. Traffic safety analyses, and other traffic studies.

The City of Long Beach 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 firms that it will affirmatively ensure that pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

