



**CITY OF MILTON REQUEST FOR QUALIFICATIONS (RFQ)  
GENERAL ON-CALL ENGINEERING SERVICES**

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

The City of Milton is seeking qualification statements from Professional Engineering firms with experience providing design services, up to and possibly including: roadway, water, storm sewer, electrical, bridge, 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 Milton's website ([www.cityofmilton.net](http://www.cityofmilton.net)).

Questions regarding this Request for Qualifications should be directed to Aaron C. Nix, MPA, Community Development and Public Works Director at (253) 517-2715 or via email at [anix@cityofmilton.net](mailto:anix@cityofmilton.net).

The City of Milton 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 Milton.

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 Public Works Administrative Assistant, Sue Timm of the City of Milton, Washington up to the hour of **3:00 p.m., Friday, January 22, 2016**. Responses delivered later will not be accepted. The City of Milton 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:

**Public Works Office  
1000 Laurel St. Milton, WA 98354-8850  
Ph 253.922.8738 / Fax 253.922.3466**

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 "Milton Professional Engineering Services RFQ".

The City of Milton 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 Milton 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 3 years from the date of execution. The City reserves the right to terminate the master agreement at any time during this 3-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 storm sewers, 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. Full range of Structural and Bridge Design Services - Steel, timber, and concrete bridges (including cast-in-place, pre-stressed or post-tensioned; retaining walls, piers, columns, culverts, abutments and other related structures
2. Hydraulic and Hydrologic studies, (including bridge scour mitigation), analysis and design of storm sewers; Water Quality Analysis and temporary and/or permanent system design.
3. Roadway and pavement design.
4. Utility design (including permitting) and Utility coordination.
5. Land Surveying (including Topographical Surveys, Improvement Surveys, R.O.W. – preliminary, final legal descriptions, exhibits and monumentation)
6. Electrical and Lighting Engineering
7. Plan Review, including reviews of transportation, storm and water systems
8. Landscape Architecture, irrigation design and Urban/Streetscape Design
9. Traffic signal and signal system design
10. Cost estimating
11. 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. Signal system management including signal retiming along corridors or systems of corridors
3. Traffic signal system communications including expansion of the signal system, fiber optic interconnect which may include cabinet changes and plan preparation and splicing diagrams
4. Performance measurement
5. Multi-mode transportation planning and multi-mode traffic and operation simulation
6. Traffic Forecasting
7. Development-related traffic impact analysis

#### **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 Milton 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.*