



REQUEST FOR QUALIFICATIONS WELL NO. 7

Proposals Due: 1:00 pm on Wednesday, February 23, 2022

PROJECT OVERVIEW

The City of College Place (City) is requesting engineers to submit qualifications for the Well No. 7 project. The Well No. 7 project will design and drill a new domestic water well, perform water rights, hydrogeological, geological, cultural, and environmental evaluations.

The qualifications shall be structured to address required elements as described below.

Funding and Project Component Considerations

This project is funded through the Washington State Public Works Board.

Schedule

Task	Date
State Public Works Board Loan Signed	09/22/2021
Advertise in the WW Union Bulletin	1/23/2022 & 02/06/2022
Proposal Opening – Engineering Services	02/23/2022 at 1:00 pm
City Council Approval/Notice of Award	03/08/2022

(Project Milestones and associated dates will be determined during Contract negotiations.)

CONSULTANT SERVICES & DELIVERABLES

The task outline noted below is preliminary in nature and will be modified and supplemented as part of contract negotiations. Consultants shall identify any additional deliverables required for successful completion of the design. The City is not obligated to authorize the full set of tasks to the selected consultant and reserves the option to issue additional requests for proposals if it deems it is in the City's best interests.

TASK 1: Project Administration. The consultant shall oversee, coordinate, track, schedule and communicate project status to the City. The consultant shall provide full project support in meeting the requirements of the Washington State Public Works Board for those elements of the project that do not require direct City involvement and submittals.

TASK 2: Project Survey & Services. Services necessary for the design will be provided to include staking of proposed project elements and ROW for property owners. The survey shall be suitably detailed to support Federal ROW acquisition requirements, dry utility relocation, final design, and construction staking. ROW, property lines, and easements are to be included. Lots shall be identified by address in addition to County parcel number. This task includes superimposing ROW/easements and utilities superimposed over design for the purposes of planning utility relocations and ROW acquisition. It also includes legal descriptions and drawings necessary to accompany easements and ROW dedications.



TASK 3: ROW Acquisition. ROW acquisitions shall be performed as needed in keeping with the requirements of the Federal Relocation Act.

TASK 4: Domestic Well Design. The consultant shall complete all aspects of the design phase and deliver a bid-ready project. Design shall include, but may not be limited to, water rights, hydrogeological, geological, cultural, and environmental evaluations. Reports and drawings must be stamped by a professional engineer licensed in the State of Washington.

TASK 5: Bid Support. The consultant will provide bid support services to include recommendation of the lowest responsible bidder.

TASK 6: Construction Engineering/Project Management (by Contract Addendum) Construction Engineering and Project Management services to be included as a possible addendum to the contract under this request for qualifications.

TASK 7: Deliverables. The following items shall be provided to the City prior to final completion.

- Provide PDF and Microsoft Word files of any reports.
- Provide CAD and/or GIS files of the figures associated with the design.

CONSULTANT QUALIFICATIONS

Desirable consultant qualifications and experience include:

- Professional Engineer registered in the State of Washington overseeing work.
- High level of experience with domestic water well design and estimating.
- High level of familiarity with the City's water system.
- Understanding of the complexities of domestic water regulations (State and Federal) as applied to local conditions.
- Familiarity with Federal property acquisition processes.
- The ability to interact on-site with staff as needed.

SUBMITTAL REQUIREMENTS

To be eligible for consideration as the selected consultant please provide the following:

- Three (3) copies of a proposal limited to 10 total one-sided pages of printed material. This number of pages excludes resumes, dividers, cover sheet, and evidence of insurance. Submittal shall be printed on 8 ½" x 11" papers with margins set at 1" and have a text font of 11 pt (excluding headings and graphics). The 10 pages may be duplexed if desired. 11"x17" sheets count as two pages or four if double sided.
- Name of the firm, address, contact person, email address, and phone number
- Project understanding that includes, but is not limited to, approach, scope of work, cost control, and relevant experience. Identify your firm's familiarity with the project elements and the project area. Note any additional issues that may be of concern.
- Project approach/response to challenges. This section can be incorporated into the project understanding if desired and should include strategies to address funding uncertainty and possible incorporation of third-party project elements.



- List of project team members including, title, project responsibilities, experience, licenses, and availability. Also, list in this section any sub-contractors that may be used by your firm for the project. Include an organizational chart for the proposed team as well as resumes for each member.
- Include descriptions of three similar projects, which your firm has completed in the past five years. Provide references for each project including contact name, phone number and email address.
- Timelines to deliver project. Scenarios should include City milestones showing consultant-recommended activity to meet milestones. Accelerated project delivery will be entertained.
- Proof of liability insurance.
- Any other pertinent information relevant for consideration.

CONSULTANT SELECTION

Proposals will be evaluated by a committee made up of City staff and representatives. Proposals will be evaluated on understanding of project (15%), approach/response to challenges (25%), personnel assigned (25%), qualifications/experience on similar projects /evaluation of references (25%), quality of proposal (10%). Proposals to address project challenges will be reviewed for their feasibility, cost-effectiveness, longevity, and the submitting firm's record of successfully managing similar projects within schedule and within budget.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely-scored consultants. The City will enter into contract negotiations with the selected consultant determined to be best qualified. If negotiations cannot be successfully concluded, the next top ranked or scored firm will be considered and negotiations will be continued with that firm. Upon successful completion of negotiations, the staff will recommend that the contract be approved and awarded by the City Council at a regularly scheduled City Council meeting. Work performed under the contract will be on a time and material basis with a negotiated not-to-exceed amount. A number of state equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. Minority- and women-owned firms are encouraged to submit proposals.

SUBMITTAL TIME AND PLACE

All questions or clarifications concerning this RFQ must be submitted in writing or by email to the below contact no later than **5pm on Friday, February 18, 2022**. As appropriate, City responses will be prepared in writing and shared through addenda.

Sealed proposals shall be received by the Stormwater Engineering Technician **no later than 1:00 p.m. local time on Wednesday, February 23, 2022 and should be clearly labeled as "Well No. 7 – Procurement of Professional Services"**. The City reserves the right to reject any and all proposals, waive informalities in proposals submitted, and modify this Request for Proposals at any time.



Address questions and submit proposals to:

Spencer Myrlie, Stormwater Engineering Technician
City of College Place
625 S College Ave
College Place WA 99324
509-394-8525
Email: smyrlie@cpwa.us

ADDENDA

Any clarifications and/or modifications to this request for proposal will be posted on the City's website: http://www.cpwa.us/businesses/doing_business_with_the_city.php. It shall be the respondent's obligation to check for updated addenda from time to time. No separate notice of changes will be provided.

GENERAL INFORMATION

The City of College Place shall not be held responsible for any oral instructions. Any changes to this Request for Proposals will be in the form of an addendum, which will be posted on the City's website http://www.cpwa.us/businesses/doing_business_with_the_city.php. The City of College Place reserves the right to reject any oral statement of qualifications and/or proposal, to waive any informality or irregularity in any statement of qualification and/or proposal received, and to be the sole judge of the merits of the respective statement of qualifications and/or proposals received. The City of College Place shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

All firms interested in this project (including firm's employees, representatives, agents, lobbyists, attorney, and sub-consultant(s)) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process.

All contact on this process should be addressed to the authorized representative identified above.

All proposals submitted to the City of College Place are subject to public disclosure requests. Firms submitting a proposal under this Request for Proposal acknowledge and agree to the possible release of submitted material.

The City of College Place, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.