

Issued: July 17th, 2020

Request for Statements of Qualifications Due Date: July 31st, 2020

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Background/General Information

The Autumn Meadows Subdivision is a 92 taxlot subdivision located south of 12th Street, north of State Route 125, west of the Commercial Drive subdivision, and east of the Country Estates mobile home park subdivision in College Place, Washington. The subdivision was developed in the 1990's and is governed by a home owners association (HOA). The HOA owns stormwater facilities, roadways, and park property. On June 1st, 2020 the City received a petition in accordance with College Place Municipal Code (CPMC) 3.22.010 asking the City Council to consider assumption of the private infrastructure within the subdivision. In accordance with CPMC 3.22.020 the City Council approved proceeding to a infrastructure analysis during its June 9th, 2020 City Council meeting. The Infrastructure/Deficiencies Analysis needs to be completed in accordance with CPMC 3.22.040:

https://library.municode.com/wa/college_place/codes/code_of_ordinances?nodeId=TIT3REFI_C_H3.22ASPRIN_3.22.040INSTDEAN

Autumn Meadows Subdivision Map



The Autumn Meadows Subdivision is within an area bounded by 12th Street to the north, State Route 125 to the south, Commercial Drive subdivision to the east, and the Country Estates Mobile Home Subdivision to the west. The subdivision is within the City of College Place, Washington.

Scope of Work (In accordance with CPMC 3.22.040)

1. Existing infrastructure against city standards and develop the cost-to-cure needed to bring the facilities up to city standards for new infrastructure. Cost-to-cure for infrastructure already meeting city standards may be reduced based on estimated remaining life of the assets.
2. Required dedications and easements (and terminations) needed to bring the development into current development regulations for public infrastructure.
3. Assessed value of properties dedicated to the city to offset any costs of assumption of infrastructure. Such assessment shall not include the value of any of the facilities, the land they occupy or benefitting easements associated with facilities being petitioned for public assumption.
4. Third party interests in infrastructure proposed to be assumed and properties and assets proposed to be dedicated.
5. Property title searches for all properties associated with infrastructure proposed to be assumed and assets proposed to be dedicated.
6. Benefits and liabilities for each infrastructure element proposed for assumption.
7. Recommendations regarding proposed infrastructure to assume and off-setting properties and assets to accept.
8. The net costs owed either by or to the petitioner based on the recommendation above.

Additional Information

1. City of College Place City Council Agenda Packet Materials Pertaining to Autumn Meadows Subdivision – June 9th, 2020:
<http://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=BQ9UJA7C41BE>
2. City of College Place Municipal Code 3.22 – Assumption of Private Infrastructure
https://library.municode.com/wa/college_place/codes/code_of_ordinances?nodeId=TIT3REFI_CH3.22ASPRIN

Budget

A maximum budget of \$15,000 for this project.

Deliverables

1. Infrastructure/Standards Deficiencies Analysis done in accordance with CPMC 3.22.040:
https://library.municode.com/wa/college_place/codes/code_of_ordinances?nodeId=TIT3REFI_CH3.22ASPRIN_3.22.040INSTDEAN

Submittal Instructions

Responses to this Request for Statements of Qualifications (RSQ) should include:

- Firm/team information including, but not limited to, scope of capabilities, applicable resources, key personnel assignments, potential sub-consultants, qualifications and experience.
- Relevant experience with three similar projects assessing private subdivision infrastructure including project description, web link, client name and contact information, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.
- Your approach to the project while demonstrating a strong understanding of it, including any creative ideas for how to structure the work to accomplish the scope and deliverables described above.
- Proposed table of contents for the final report
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery
- Project budget including individual team members' names, hourly rates, time allocated by task, and the total hours anticipated to complete the project.

Questions

Questions about the RSQ must be submitted by July 29th, 2020 addressed to Robert Gordon, City Engineer, rgordon@cpwa.us. Replies to all submitted questions will be posted on city website for bids by July 30th, 2020.

Submittals are due Friday, July 31st, 2020 at 5:00 pm PST

Submittals

Submittals must be transmitted in pdf format by email as well as three paper copies to Robert Gordon, City Engineer, rgordon@cpwa.us located at College Place City Hall: 625 S. College Avenue, College Place, Washington, 99324.

Selection Process

Written proposals will be reviewed by a team including City Public Works, Finance, and Engineering Staff.

Selection Criteria

- Credentials and experience of professional and support staff (30%)
- Innovative and energetic approach to undertaking the scope of work (25%)
- Organization/Communication skills (25%)
- Completeness and quality of proposal (20%)

Notification

Notification to all proponents should be complete by August 10th , 2020 at 5:00 PM PST

Provisions

1. The City assumes no contractual obligations by issuing the RSQ, or by accepting and evaluating consultant responses.
2. The City reserves the right to accept or reject any or all responses, or parts of proposals, and to waive any minor irregularities.
3. Any costs incurred by the consultant in the preparation of a proposal will be borne solely by the consultant and the proposal will become the property of the City.
4. The City reserves the right to amend the RSQ at any time prior to final consultant selection by transmittal of an addendum to all registered parties by July 30th 2020.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.