

**Request for Qualifications**  
**City of College Place**  
**On-Call Engineering & Surveying Services**

**Project Description**

City of College Place (City) is seeking written Statements of Qualifications (SOQ) from engineering firms (Consultants) interested in providing on-call professional engineering and surveying services to the City. This RFQ is for a four-year term. A new RFQ will be issued every four years.

Minimum qualifications/information required:

- A. General statement of the understanding of the City and its future needs from a transportation, stormwater, wastewater, and water standpoint.
- B. Have an organizational office within **100 miles** of the College Place City Hall which is located at (625 S. College Avenue, College Place, Washington, 99324)
- C. Working knowledge of the Walla Walla Valley Metropolitan Planning Organization (WWVMPO), Walla Walla County (WWC), and the ability to work with WWVMPO, WWC, Washington State Department of Transportation (WSDOT), Washington State Department of Health (DOH) , Washington State Department of Ecology (DOE) , and the Washington State Transportation Improvement Board (TIB) on the City's transportation and utility needs.
- D. Working knowledge of the city's/Walla Walla Valley's private developer community and experience with development review.
- E. Ability to assist with updating the City's engineering and planning documents to comply with federal and state law.
- F. The experience of the managers and personnel that would work with the City most frequently.
- G. Consultant's experience with Federal, State, and other project funding applications.
- H. Experience with IJR's and access revisions involving FHWA and WSDOT.
- I. Experience with development plat reviews.
- J. Approach to managing and completing projects (general).
- K. Experience with other engineering disciplines: electrical, structural, and mechanical engineering.
- L. Experience with environmental permitting, mitigation, design and review (SEPA, NEPA, etc).
- M. Experience with Geographic Information Systems and AutoCAD files.

Here are some documents that may serve as supporting documentation:

- A. Comprehensive Plan:  
[http://www.cpwa.us/departments/planning/comprehensive\\_plan.php](http://www.cpwa.us/departments/planning/comprehensive_plan.php)
- B. Development Code:  
[http://www.cpwa.us/departments/planning/development\\_code.php](http://www.cpwa.us/departments/planning/development_code.php)
- C. Critical Areas Ordinance:  
[http://www.cpwa.us/departments/planning/critical\\_area\\_maps.php](http://www.cpwa.us/departments/planning/critical_area_maps.php)
- D. College Avenue Design Standards:  
[http://www.cpwa.us/departments/planning/design\\_standards.php](http://www.cpwa.us/departments/planning/design_standards.php)
- E. Engineering Standards and Specifications:  
[http://www.cpwa.us/departments/engineering/engineering\\_standards.php](http://www.cpwa.us/departments/engineering/engineering_standards.php)
- F. Six-Year Capital Facility Plan:  
[http://cms6.revize.com/revize/cityofcollegeplace/document\\_center/Finance/Budget%202020/2020to2025\\_CFPBooklet\\_Final.pdf](http://cms6.revize.com/revize/cityofcollegeplace/document_center/Finance/Budget%202020/2020to2025_CFPBooklet_Final.pdf)
- G. Right-of-Way & Street Cut Restoration:  
[http://www.cpwa.us/departments/engineering/right\\_of\\_way.php](http://www.cpwa.us/departments/engineering/right_of_way.php)
- H. Walla Walla County Comprehensive Plan and Development Regulations including Urban Growth Areas: [https://www.co.walla-walla.wa.us/government/community\\_development/2018\\_update.php](https://www.co.walla-walla.wa.us/government/community_development/2018_update.php)
- I. Walla Walla Valley MPO 2040 & 2045 Metropolitan and Regional Transportation Plan: <https://www.mpo.org/2040-plan.html>
- J. Walla Walla Valley Transportation Improvement Program: <https://www.mpo.org/transportation-improvement-program.html>
- K. Blue Mountain Regional Trails Plan: <https://www.mpo.org/blue-mountain-region-trails-plan.html>
- L. College Place Municipal Code:  
[https://library.municode.com/wa/college\\_place/codes/code\\_of\\_ordinances](https://library.municode.com/wa/college_place/codes/code_of_ordinances)
- M. College Place Public City Map Viewer:  
<https://cocp.maps.arcgis.com/apps/webappviewer/index.html?id=86f9039347fa48749100523105fc84bb>

**Project Title:** City of College Place General Engineering and Surveying Services

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be considered unresponsive and may therefore be subject to disqualification by the City.

## **Background**

Throughout the contract the City may require the services of a professional engineering firm for planning, concept, design, estimating, and specification work for various public projects. The City may require the services of a professional engineering firm for assistance with private development plat reviews, SEPA, NEPA, and other associated work. The City may also require assistance applying grants, loans, or other sources of

project funding. The City does not expect that one firm will have all the minimum qualifications listed. A team of consultants may meet the minimum qualifications.

## Procurement Process

### General Information

- A. Compliance with Legal Requirements: The procurement of these consultant services will be in accordance with applicable city, federal, state, and local laws, regulations, and procedures. The City reserves the right to reject any and all submittals received. Any Consultant failing to submit information in accordance with the procedures set forth herein may not be considered responsive and may therefore subject to disqualification by the City. In accordance with the provisions of this RFQ, the City will evaluate the Submittals. The final selection, if any, will be that Consultant which, in the opinion of the City, best meets the requirements set forth in the RFQ and is determined to be the most highly qualified.
- B. Clear and Concise Submittal: Consultants are discouraged from submitting lengthy Submittals (20-page maximum). The City requests that Submittals be concise and clearly written containing only essential information.
- C. Cost Borne by Proposers. All cost incurred in the preparation for and in participation of this RFQ and negotiations process shall be borne by the proposing firms.
- D. Paper Reduction. The RFQ shall be provided to the City digitally via email. The RFQ shall be emailed to Mr. Mike Rizzitiello, City Administrator, at [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us) **No paper copies will be accepted.**
- E. Public Disclosure. Once in the City's possession, Submittals shall become property of the City and considered public documents under applicable Washington State law. All documentation provided to the City may be subject to disclosure in accordance with Washington State public disclosure laws.
- F. **Schedule**

The selection process is anticipated to proceed as outlined below:

<b>Date</b>	<b>Selection Process</b>
September 2 <sup>nd</sup> , 2020	Announcement of the RFQ
September 18 <sup>th</sup> , 2020	Submittals due (5 P.M to <a href="mailto:mrizzitiello@cpwa.us">mrizzitiello@cpwa.us</a> )
September 21 <sup>st</sup> , 2020	Announce finalists
September 22 <sup>nd</sup> thru 25 <sup>th</sup> , 2020	Interview over Zoom, if deemed necessary
September 25 <sup>th</sup> , 2020	Email out Notice of Selection
September 28 <sup>th</sup> to October 2 <sup>nd</sup> , 2020	Complete contract negotiations
October 3 <sup>rd</sup> , 2020	Council authorize Mayor & City Administrator to sign and execute consultant contract.

- G. Addenda: Updates on this RFQ opportunity will be posted on this webpage: [http://www.cpwa.us/businesses/doing\\_business\\_with\\_the\\_city.php](http://www.cpwa.us/businesses/doing_business_with_the_city.php)

## **Negotiations**

- A. At the completion of the selection process, the selected Consultant will enter into contract negotiations with the City. Negotiations of a contract will be in conformance with applicable Federal, state, and local laws, regulations and procedures. The negotiated cost and pricing data once agreed to by the City and the Consultant, shall form the basis for a billing/payment provision.
- B. If the City and the selected Consultant cannot come to terms after three (3) revisions, the City may discontinue negotiations and go to the next highest ranked Consultant. Failure to reach agreement after three (3) revisions demonstrates an inability to reach agreement within a reasonable timeframe.

## **Cost and Pricing Data**

The selected consultant shall provide the following information within two (2) business days after receiving Notice of Selection. Failure to provide such information in a timely manner may result in the City determining to discontinue negotiations with the selected Consultant and start negotiations with the next highest ranked Consultant.

## **Standard Rate Table**

Please provide a standard rate table where it shows the hourly rate charged for the role/title independent of the individual.

## **Evaluation and Selection Criteria**

- A. Evaluation and Technical Competence (50 points): The City will evaluate the experience and technical competence of the Consultant's Team to provide the services as listed in the Project Description.
- B. Record of Past Performance & Project Examples (50 Points):
1. The City will evaluate the Consultant's record of performance on previous projects with consideration given to quality of work, ability to meet schedules and budget, cooperation, responsiveness, and other managerial considerations.
  2. The City will evaluate the project examples provided with respect to the Consultant's experience with similar projects and the amount of involvement the Consultant had with the project examples. The project examples provided should demonstrate the Consultant's experience in providing services similar to those listed in the Project Description.
- C. Interviews (50 Points Potentially):

1. The City may or may not conduct an interview. If the City determines that interviews are necessary, the City will conduct interviews with the short listed Consultants (finalists).
2. Consultants will be notified in writing of the interview request and provided the date and time of the interview. Interview would be conducted via Zoom. The interview process may or may not include a Consultant presentation and the Consultant will not be given questions to prepare for in advance of the interview. The City may choose different criteria for the interview, in which case the Consultants will be notified in writing.

### **Questions**

Questions must be directed to Michael Rizzitiello, City Administrator at [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us) or by phone 509-394-8506.

**Publication Dates:** September 3<sup>rd</sup> and 5<sup>th</sup>, 2020 MRSC Consultant Roster

### **Americans with Disabilities Act (ADA) Information**

The City in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. The material can be made available in an alternate format by emailing Michael Rizzitiello, City Administrator at [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us) or by calling 509-394-8506.

### **Title VI Statement**

The City in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat, 42 USC 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 bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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, national origin, or sex in consideration for an award.