

# **Request for Qualifications**

## **Town of Yarrow Point On-Call Engineering Services**



January 2022

4030 95<sup>TH</sup> AVE NE  
YARROW POINT, WA 98004  
(206) 276-8922

## Table of Contents

	I. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS .....	3
I.	Public Notice .....	3
II.	Purpose and Project Overview .....	3
III.	RFQ Schedule and Package Submission.....	3
IV.	Changes to the Solicitation by Addenda .....	4
V.	Evaluation and Selection Criteria.....	4
VI.	Selection Process.....	5
VII.	Respondent’s Acceptance of Evaluation Methodology.....	5
VIII.	Response Format .....	5
IX.	Response Content.....	6
X.	Contents .....	6
	II. REPRESENTATIONS, CONDITIONS AND OTHER SUBMITTAL REQUIREMENTS.....	8
I.	Duties and Obligations of Firms in the RFQ Process.....	8
II.	Addenda .....	8
III.	No Collusion, Bribery, Lobbying or Conflict of Interest .....	8
IV.	Public Records.....	8
V.	Cost of Proposal Preparation.....	8
VI.	Advertising .....	8
VII.	Financial Capacity; Insurance Requirements .....	8
VIII.	Ownership of Work Products .....	8
IX.	Town Rights and Reservations.....	9
X.	Professional Services Agreement.....	9
XI.	References .....	9

# I. REQUEST FOR QUALIFICATIONS (RFQ) INSTRUCTIONS

## I. PUBLIC NOTICE

The Town of Yarrow Point (Town) plans to contract with one firm to provide Professional Engineering Services. The Town is seeking a Statement of Qualifications (SOQ) from experienced engineering firms whose combination of resources, professional experience and expertise will provide capable and timely professional services to the Town of Yarrow Point.

The Town of Yarrow Point is always conscious and extremely appreciative of the respondent's efforts and time investment in the preparation of submittal information. The Town will receive Qualification Statements at Yarrow Point Town Hall until 4:00 pm on January 31<sup>st</sup>, 2020. Information related to this solicitation, including any addenda, will be posted to the Town's website at <https://yarrowpointwa.gov>. For questions related to this RFQ, contact:

**Town of Yarrow Point**  
**Stacia Schroeder, P.E., Town Engineer**  
**4030 95<sup>th</sup> Ave NE, Yarrow Point, WA 98004**  
**Direct Phone: (206) 276-8922 or (425) 454-6994**  
**Email: [sschroeder@yarrowpointwa.gov](mailto:sschroeder@yarrowpointwa.gov)**

## II. PURPOSE AND PROJECT OVERVIEW

The purpose of this Request for Qualifications is to obtain information about professional engineering consulting firms interested in providing engineering services to the Town of Yarrow Point for miscellaneous projects that may arise over the next three (3) years. The information obtained will be utilized by the Town of Yarrow Point to evaluate each interested firm by utilizing the criteria outlined in this Request for Qualifications (RFQ).

*NOTE: The Town anticipates selecting one firm to provide professional engineering services.*

Projects are expected to include all of the following activities:

1. Stormwater Capital Improvement Project – Design/ Bid/ Closeout
2. Construction Project Management & Inspection

## III. RFQ SCHEDULE AND PACKAGE SUBMISSION

Provided below is the anticipated schedule of events.

Advertisement of RFQ:	Wednesday, January 12 <sup>th</sup> , 2022;
Deadline for RFQ Inquiries:	Thursday, January 27 <sup>th</sup> , 2022 at 10:00 AM PST
RFQ Evaluations:	February 1 <sup>st</sup> - February 3 <sup>rd</sup> , 2022
Selection Announcement:	Friday, February 4 <sup>th</sup> , 2022 (anticipated)
Upcoming Town Council Meetings:	Tuesday, February 8 <sup>th</sup> , 2022

Proposals shall be enclosed in a sealed envelope or package, addressed to the Town of Yarrow Point. The name/address of the firm and the RFQ Title, shall be placed on the outside of the package. All items required for a responsive proposal shall be included. It is the sole responsibility of the proposer to ensure the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. The Town Hall Bid Clock time will govern. Proposals submitted by facsimile or other electronic means will not be accepted. To avoid delivery-related

complications, please consider submitting your Qualifications Package at least an hour prior to the deadline.

**Submit/Deliver to:**  
**Town of Yarrow Point**  
**4030 95<sup>th</sup> Ave NE**  
**Yarrow Point, WA 98004**  
**Attn: Town Engineer – Stacia Schroeder, P.E.**

#### **IV. CHANGES TO THE SOLICITATION BY ADDENDA**

The Town reserves the right to make changes to this RFQ by written addendum, which shall be issued to all those who have obtained the RFQ by email from the Town of Yarrow Point Deputy Clerk or Town Engineer. Addenda will also be made available on the Town's website at: <http://www.yarrowpointwa.gov>. Proposers are advised to check the Town's website regularly for addenda.

A prospective Proposer may request a change in the RFQ by submitting a written request to the address set forth above. The request must specify the provision of the RFQ in question, and contain an explanation of the requested change. All requests for changes to the RFQ must be submitted to and confirmed received by the Town no later than Thursday, January 27<sup>th</sup>, 2022, at 10:00 a.m PST.

The Town will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. Changes accepted by the Town shall be issued in the form of an addendum to the RFQ. All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning the scope of work or project are not binding.

No addenda will be issued later than the date set above, except an addendum, if necessary, postponing the date for receipt of qualifications, withdrawing the invitation, modifying elements of the qualification packet resulting from delayed process, or requesting additional information, clarification, or revisions of qualifications.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal. Receipt of each addendum (if issued) shall be acknowledged in writing as part of the submission packet.

#### **V. EVALUATION AND SELECTION CRITERIA**

Firms will be considered based on the following minimum qualifications being met:

- Firms must be properly registered with the Washington Board of Professional Engineers; and
- Firms must employ at least one (1) Full-Time Professional Engineer, registered with the State of Washington, in responsible charge of the anticipated work that may occur as a result of this solicitation.

All written, bound SOQ's submitted will be evaluated by an Evaluation Committee. The review of the SOQ will be based on the following selection criteria:

- 25% past experience of the firm and team members on comparable projects;
- 25% qualifications, certifications of firm and project team members;
- 20% past project record (if any) with the Town of Yarrow Point;
- 10% responsiveness of qualifications;
- 20% QA/QC procedures

The Town will utilize an evaluation committee whose responsibilities will include performing independent, technical evaluations of each proposal and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each SOQ. Interviews with individual firms may be held at the discretion of the evaluation committee. The Town may obtain clarification or additional information with any firm in regards to their

submission.

The Town reserves the sole right to select the most qualified firm on the basis of the best overall proposal deemed most beneficial and advantageous to the Town.

Firms submitting qualifications will be notified of the selection results. Final recommendation of the selected firm is subject to approval from the Yarrow Point Town Council.

## **VI. SELECTION PROCESS**

- a. The evaluation committee will review and rank each respondent's experience, technical competence, capability to perform, past performance of the respondent's team and members of the team, and other appropriate factors submitted. Cost-related or price-related evaluation factors will not be considered. Each respondent must certify that each surveyor listed was selected based on demonstrated competence and qualifications in the manner provided by Chapter 39.80, Revised Code of Washington (RCW). The Town shall review the written responses and rank Respondents on demonstrated competence, qualifications, and responsiveness to the RFQ.
- b. The licensed Engineering member(s) of the firm will have full responsibility for complying with all legal requirements, including those of Chapter 18.43, Revised Code of Washington (Engineers and Land Surveyors).
- c. The Town may request additional information regarding demonstrated competence and qualifications, the feasibility of implementing project(s) as proposed, the ability of the respondent to meet schedules, or other factors as appropriate.
- d. The successful Respondent(s) will enter into a Professional Services Consulting Agreement with the Town. Work directives will include the scope of services for the specific project(s) and agreed upon compensation amount. If agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the Town will open negotiations with the next ranked firm.
- e. Upon execution of an Agreement, the Engineering Firm must show the ability to provide the Town with any required insurance and/or bonding.

## **VII. RESPONDENT'S ACCEPTANCE OF EVALUATION METHODOLOGY**

WAIVER OF CLAIMS: Each Respondent by submission of a response to this RFQ waives any claims it has or may have against the Town or its consulting engineers, and their respective employees, officers, members, directors and partners that are connected with or arising out of this RFQ, including, the administration of the RFQ, the RFQ evaluation, and the selection of qualified Respondents to receive a Request for Qualifications. Submission of qualifications indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the Town during the determination of qualification. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have, due to information contained in such evaluations.

## **VIII. RESPONSE FORMAT**

Interested firms must submit one (1) bound proposals, and one (1) CD or USB-drive containing a digital copy of the complete proposal package in PDF format. Please begin the file name of the pdf copy with the Proposer's firm name.

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. Proposals are limited to a maximum of ten (10) single-sided numbered pages. Required forms, resumes, tabs/dividers, and the coversheet do not count toward the page limit.

Proposals shall be printed on 8-1/2" x 11" paper; although pages containing organizational charts, matrices, or large diagrams may be printed on larger paper in order to preserve legibility. Type size shall be no smaller than

11 point for narrative sections, but may be reduced for captions, footnotes, etc. as required while maintaining legibility. Submissions that do not conform to the requirements listed herein may be removed from consideration at the sole discretion of the Town of Yarrow Point.

## IX. RESPONSE CONTENT

Responses shall be arranged as follows:

1. Coversheet: General Information
  - a. Show the RFQ title, the name of the firm, address, telephone number(s), name of contact person, and date.
2. Table of Contents
  - a. Clearly identify the materials by section and page number.
3. Letter of Transmittal
  - a. Briefly state the firm's understanding of the services to be performed and make a solid commitment to provide the services as specified.
  - b. Give the name(s) of the person(s) authorized to make representations for the firm, their titles, address(es), and telephone numbers.
  - c. The letter must be signed by a corporate officer or other individual with the authority to bind the firm. The letter must also be signed by the project manager.

## X. CONTENTS

**Tab 1:** Qualifications, certifications, and abilities of **key staff** identified in the SOQ Package, as demonstrated by performance/role in projects of a similar nature.

- Provide a description of the company, including origin, background, current size, financial capacity, available resources, general organization, and company headquarters. Identify the name and title of the person authorized to enter to the agreement(s) with the Town.
- Describe the firm's interest in this RFQ and the unique advantage the firm and team brings to the Town.
- Provide an organizational chart which clearly identifies the key members of the project team. Sub-consultants, if any, should be included. **Specifically identify the individual(s) who will serve as project manager(s).** Provide the following information for the project manager(s) and key team members:
  - Name, title, and licensures/certifications;
  - Office Address;
  - Phone number;
  - Email;
  - Project responsibilities;
  - Role in and name of similar past projects; and
  - Name of company employing project manager for each past project listed.
- Resumes may be submitted for each proposed key team member. Resumes will not be counted towards the page limit.
- State any possible conflicts of interest your firm or any key team member may have with performing work for the Town of Yarrow Point.

**Tab 2:** Experience of the firm providing similar services for similar projects.

- List a maximum of three (3) relevant, similar projects, either currently in progress or having been completed **in the past five (5) years**, including any projects with the Town, containing work demonstrating the skills and abilities of the key team members and the use of the modeling techniques listed in 1.2, as follows:
  - List only projects involving the key team members or subcontractors proposed for anticipated work.
  - List projects in order by date with newest projects listed first and include the following:
  - Brief project description;
  - Owner's representative having knowledge of the firm's work, include the contact name, phone, email, address;

- Provide the initial award of contract amount, the final contract amount (include any and all change orders) and the total time period to complete the work. **Note whether contract work was completed on time and/or within budget.**
- Name of key team member(s) involved; including any changes to the project team and/or key team member(s) after project initiation, and if the key team member(s) completed the project. Include the project's current status if it is not yet completed. If experience for a key team member is listed from a previous employer, fully disclose with what firm the work was performed.
- A list highlighting those skills demonstrated by key team member(s).
- Discuss the methods, approach and controls used on the project in order to complete the project in an effective, timely, economical and professional manner.
- Identify if the project was involved in any construction claims, how they were resolved and what the role of the key team members were for resolution.

**Tab 3:** Engineering Firm's approach to providing quality services

- Discuss the firm's understanding of the objectives of the anticipated work and describe the proposed project approach to deliver the Services in an effective, timely and professional manner. Outline the project plans, structure and services to be provided and how and when these services shall typically be provided. This description should fully and completely demonstrate the firm's intended methods for servicing the requirements of all aspects of all Projects as set forth herein.
- Describe the firm's project management and quality control procedures.
- Describe the team's approach to addressing constructability of and providing opinions of probable cost for projects designed/ recommended by the firm.
- Describe any support needed from Town staff in order to execute the Services.

**Tab 4:** Depth of Team, Firm's office proximity to Yarrow Point and ability to respond to routine project meetings and urgent requests

- A. Discuss the team's ability to handle multiple concurrent projects in terms of resources including equipment, staff availability, and scheduling capacity.
- B. Discuss the team's ability to respond to routine project meetings and/or urgent requests.

## **II. REPRESENTATIONS, CONDITIONS AND OTHER SUBMITTAL REQUIREMENTS**

### **I. DUTIES AND OBLIGATIONS OF FIRMS IN THE RFQ PROCESS**

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFQ before submitting a response. Firms are expected to promptly notify the Town in writing to report any ambiguity, inconsistency or error in this RFQ. Failure to notify the Town accordingly will constitute a waiver of claim of ambiguity, error or inconsistency.

### **II. ADDENDA**

In order to clarify or modify any part of this RFQ, addenda may be issued and posted at the Town's official website at [www.yarrowpointwa.gov](http://www.yarrowpointwa.gov).

Any requests for information or clarification shall be submitted in writing to the contacts listed in this RFQ by the deadline for questions.

### **III. NO COLLUSION, BRIBERY, LOBBYING OR CONFLICT OF INTEREST**

By responding to this RFQ, the firm shall be deemed to have represented and warranted that the proposal is not made in connection with any competing firm submitting a separate response to this RFQ, and is without collusion or fraud. Furthermore, the firm certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, or has a conflict of interest with an officer or employee of the Town in connection with this RFQ.

### **IV. PUBLIC RECORDS**

Upon receipt by the Town, each response becomes the property of the Town and is considered a public record. Responses will be reviewed by the Town's evaluation committee.

### **V. COST OF PROPOSAL PREPARATION**

The Town shall not be liable for any expenses incurred by any firm responding to this RFQ. Firms submitting a response agree the submittals are prepared at the firm's own expense with the express understanding the firm cannot make any claims whatsoever for reimbursement from the Town for costs and expense associated with preparing and submitting a response. Each firm shall hold the Town harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or firm responding to this RFQ.

### **VI. ADVERTISING**

In submitting an RFQ, respondent agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the Town of Yarrow Point.

### **VII. FINANCIAL CAPACITY; INSURANCE REQUIREMENTS**

The selected firm must have the financial capacity to undertake the work and assume associated liability. The selected firm may be required to provide certificates of insurance evidencing coverage for professional liability in the minimum amount of \$1,000,000; auto liability in the minimum amount of \$1,000,000; commercial general liability in the minimum amount of \$1,000,000; and workers' compensation insurance as required by Washington State statutes.

### **VIII. OWNERSHIP OF WORK PRODUCTS**

The Town shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFQ (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the Town's name and shall be the sole and exclusive property of the Town, whether or not the work contemplated therein is

performed. The Town will grant the firm a royalty- free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.

#### **IX. TOWN RIGHTS AND RESERVATIONS**

The Town anticipates selecting one firm, but reserves the right to request substitutions of any team member, including key staff and subcontractors. The Town reserves the right to contact any firm/team for any additional information including, but not limited to, experience, qualifications, abilities, resources, facilities, and financial standing. The Town reserves the right to modify any part of this RFQ as issued with an addendum. The Town, at its sole discretion, reserves the right to reject any or all responses to the RFQ, to cancel the RFQ, to re-advertise for new RFQ responses either with identical or revised specifications, or to accept any RFQ response, in whole or part, deemed to be in the best interest of the Town. The Town reserves the right to waive technicalities and informalities.

A response to this RFQ shall not be construed as an agreement.

The Town of Yarrow Point reserves the sole right to award an agreement or agreements to the most qualified firm on the basis of best overall response deemed to be most advantageous to the Town.

#### **X. PROFESSIONAL SERVICES AGREEMENT**

The contents of this RFQ and all provisions of the successful response as deemed responsive by the Town of Yarrow Point may be incorporated, either in whole or in part, into a Professional Services Agreement and become legally binding when approved and executed by both parties.

All work, unless otherwise specified, shall be performed pursuant to a "time and materials" budget. Proposer shall prepare a detailed scope of work, a payment schedule, and a schedule of deliverables for review by the Town Engineer, and upon recommendation, approval by the Yarrow Point Town Council.

#### **XI. REFERENCES**

List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar products and/or services as contained in this package were recently provided.

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**COMPANY NAME**

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Contact Person

Title

---

Address

PO Box

City

---

State

Zip

e-mail

---

Phone Number

Fax Number

---

**COMPANY NAME**

---

Contact Person

Title

---

Address

PO Box

City

---

State

Zip

e-mail

---

Phone Number

Fax Number

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**COMPANY NAME**

---

Contact Person

Title

---

Address

PO Box

City

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State

Zip

e-mail

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Phone Number

Fax Number