

City of Royal City



Request for Statement of Qualifications for Professional On-Call Architectural, Engineering and General Land Surveying Services

www.royalcitywa.org

Qualifications/Proposals shall be submitted not later than **4:00 p.m. (PST),
Tuesday, August 16, 2022**

Faxed, emailed, telephone or late proposals will not be accepted.

A. INTRODUCTION

The City of Royal City is soliciting “Statements of Qualifications” (SOQ) from local firms to provide various professional architecture, engineering, and general land surveying services for projects in various service areas including, but not limited to the following categories:

- General Civil Engineering
- Utilities Planning and Design
- Traffic Engineering and Planning
- Architectural Design
- Landscape Architecture
- Land Surveying and Mapping Services
- Private Development Review
- Structural Design and Review
- Environmental Preparation and Permitting
- Environmental Services
- Construction Management
- Project and Program Management
- Public Outreach and Communication

Firms interested in providing these services must complete a SOQ submittal using the information and forms contained in this packet. This SOQ process is intended to qualify prime consultants who will be contracting directly with the City. Subconsultants providing services to the prime consultant should not complete this submittal.

This is a multi-year contract (October 01, 2022 – September 31, 2025) for general architectural, engineering and land surveying services.

B. OVERVIEW

This Professional Services Packet provides the necessary information to submit qualifications to provide professional services in the following areas:

STAFF AUGMENTATION

Provide technical staff for on-site engineering and engineering support services. Services may include project management, program management, staff engineering, and public works inspection.

INFRASTRUCTURE

Provide engineering services, including sub-consultants as necessary, for the design and/or construction of various infrastructure projects and/or associated site work, for new construction, rehabilitation and restorations. Basic services may include programming, reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, project management. Service areas may include; Environmental

Remediation, Right-of- Way Services, Roadway Engineering, Storm Drains Construction Management, Labor Compliance, Material Testing, Pavement Evaluation and Management, Soils Testing, Geotechnical Services, Environmental Services and Testing, Engineering and Design, Traffic Engineering, Development Review, Plan Checking, Surveying, Ground Water Monitoring, Interface with DTSC, Material Abatement, NPDES, Master Plans and Technical Studies and Public Works Inspection.

DEVELOPMENT REVIEW

Provide architectural, landscape architectural and engineering services, including sub- consultants as necessary to review and comment on applications and plans for development projects, and prepare conditions of approval for development projects.

FACILITIES

Provide architectural and engineering services, including sub-consultants as necessary, for the design and/or construction of various building projects and/or associated site work, for new construction, remodels, and restorations. Basic services may include reports, studies, surveys, master planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management.

PARKS/RECREATION

Provide landscape, engineering, and minor architectural services for the design and/or construction of various parks, recreation areas, open spaces, and right-of-way projects, to include new construction, renovations, and restorations. Basic services may include reports, studies, surveys, master planning, urban planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management.

C. SCOPE OF SERVICES:

1. General Civil Engineering

Design of municipal infrastructure including, but not limited to: Design of roadways, trails, bike paths, sidewalks, intersections, complete streets. Grading and drainage including drainage design, hydrology, hydraulics, FEMA compliance, drainage master planning, various support studies, storm water management and compliance studies and design, pavement assessment, design and engineering.

2. Utilities Design

Design of utilities associated with Capital Improvement Projects (CIP).

3. Traffic Engineering and Planning

Municipal traffic engineering including design of traffic signals, signing and striping, traffic control, traffic impact studies, traffic simulations, roundabout analysis and design, transportation modeling, peer review for other traffic studies.

4. Architectural Design

Architectural design/review of new public facilities/buildings; renovation and/or expansion of existing buildings, interior building modification, electrical and plumbing studies.

5. Landscape Architecture

Urban and Landscape design, park and recreational planning, photo simulation and 3D animation, landscape construction documents including grading, drainage, irrigation and lighting. Provide landscape architectural services for plan checking, design, and or construction of various development and City projects. Basic services may include plan checking, meetings with staff and applicants, attending Council and Commission meetings, performing field inspections, preparing conditions of approval, programming, reports, studies, surveys, master planning, urban planning, schematic design, design development, construction documents, permitting, bidding assistance, construction administration, and project management.

6. Land Surveying and Mapping Services

Land surveying for boundary locations, and accuracy assessment, topographic surveys and construction staking. Perform various surveys, review of plats, legal descriptions, subdivision maps and parcel maps.

7. Private/Land Use Development Review

Review land development consultant grading plans and public improvement plans for compliance with federal, state, and local ordinances, policies, and project conditions of approval. Verify consultant's calculations on the engineering drawings. Prepare/review plats, legal descriptions, subdivision maps, and parcel maps.

8. Structural Design and Review

Calculate or review structural calculations for retaining walls, drainage structures, and other structural facilities.

9. Environmental Preparation and Permitting

Prepare environmental documents as needed for projects. Prepare environmental permit applications and coordinate with the review agencies to obtain permits.

10. Project and Program Management

Coordinate and manage project and/or program activities through project management for various projects. Track project scope, cost and schedule and manage project progress through coordination. Bring experience, expertise and skill in addressing complex project and program issues.

11. Public Outreach and Communication

Conduct public outreach on a capital improvement projects for compliance with regulatory permit requirements; preparation and distribution of mailings as needed.

D. MINIMUM EXPERIENCE/QUALIFICATIONS

1. The lead consultant shall be licensed in the State of Washington.
2. Five or more years of experience in providing the type of services described above is preferred.

E. HOW TO RESPOND

Provide five (5) copies of a written response responding to each inquiry in the order below:

1. Firm Experience

- a. Provide a narrative description of the firm including number of years in business under its current name.
 - b. Describe the general experience of the firm.
 - c. Identify other municipal clients.
 - d. Identify projects that best illustrate the firms' qualifications for meeting the City's scope of services including, but not limited to, project name, prime consultant's role, project construction cost, construction change order history and construction completion date.
- 2. Proposed Consultant Team**
- a. Specify the organization structure applicable to this contract, including who the lead consultant will be, and the relationship of any assisting the lead consultant.
 - b. Provide a resume or similar description for each team/staff member, with considerable detail in the experience and qualifications of the lead consultant and his/her team.
 - c. If additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please briefly identify such individuals and specialties as well.
- 3. Accessibility and Responsiveness**
- a. Identify the accessibility of the proposed designated lead consultant, or his/her designee, and the response time that the individual offers to the City. Specifically identify the lead-time required for attending scheduled or adhoc meetings. Identify how quickly the lead consultant and/or an assistant consultant can arrive in person to attend an unscheduled, urgent meeting.
- 4. References**
- a. Provide three references. The City prefers references that are specific to municipal government services experience.
 - b. Inclusion of the reference in your proposal is also agreement that the City may contact the named reference. The City may contact any companies or individuals, whether offered as references or otherwise, to obtain information that will assist the City in evaluating the Proposer. The City retains the right to use such information to make selection decisions. Submittal of Qualifications is agreement that the City may contact and utilize such information.

F. EVALUATION AND AWARD PROCESS

The City reserves the right to award the contract to that proposal that best meets the needs and interest of the City based on the established evaluation criteria. The following steps are anticipated:

Step:

1. Receipt and review of minimum qualifications.
2. Selection Committee will score written proposals.
3. Mayor and staff may contact references and conduct information checks.
4. Selection Committee makes recommendation to the City Council for contract award, subject to contract negotiations including, but not limited to, refining the

scope of services and price with the objective of obtaining the best value for the agency.

Evaluation Criteria:

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions.

Each SOQ will be independently reviewed and scored by a panel of 3 to 4 evaluators (“Selection Committee consisting of the Mayor, City Employees, and a councilmember”) as follows (100 points possible):

- 1) Experience of firm in the areas listed in Sections B and C (15 pts)
Show understanding of work to be performed in B and C. Potential for completing work as specified in sections B and C.
- 2) Quality of Current and Previous Performances (35 pts)
Assessment of the proposer’s past and present projects will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness will be evaluated.
- 3) Personnel Qualifications, Project Organization and Experience (35 pts)
Identify the team and provide an organizational chart describing the roles and responsibility of each team member. Describe the team’s experience and capacity for providing the services being requested. Demonstrate the technical and analytical experience, proposals, and the availability of personnel.
- 4) Project Approach (15 pts)
Show the project team’s approach for providing services. Describe how the team will provide efficient management of an on-call contract with multiple task orders.

G. CONTRACT NEGOTIATIONS

The City of Royal City reserves the right to refine all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded, and a cost of services is fair and reasonable to all concerned. City representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the proposer may offer, and the City may accept revisions to the proposal.

H. CONTRACT TERM

It is anticipated that the period of contract will be three (3) years. The City retains the right to solicit other qualifications/proposals for professional services every 24-months, or as needed, including, but not limited for a specific project after the initial contract if professional service needs change substantially.

I. EQUAL EMPLOYMENT OPPORTUNITY

The City of Royal City is an equal opportunity and affirmative action employer.

The City of Royal City encourages women, disadvantaged, minority, and veteran-owned consultant firms to apply.

J. SCHEDULE OF PROPOSAL PROCESSES

The City will make every effort to follow this timetable; however, we reserve the right to modify the proposal process and dates as necessary.

- Issue SOQ: Monday, July 18, 2022
- Legal Notice Published: Monday July 25, 2022, and Monday August 01, 2022
- Deadline for submittal of SOQ response: **Tuesday August 16, 2022, not later than 4:00 p.m., PST**
- Interviews Completed (Optional): TBD
- Committee provides recommendation to City Council for preliminary selection: Tuesday, September 06, 2019
- Notify Firm Selected and Negotiate Contract: No later than Friday, September 09, 2019
- Award/Execute a professional services agreement: Monday, September 16, 2019

K. SUBMISSION DEADLINE

- Five (5) copies of written response materials of the response materials shall be submitted on or before **4:00 p.m. Tuesday August 16, 2022**, to:
Shilo Christensen, Finance Director
City of Royal City
445 Camelia Street NE
Royal City, WA 99357
(509) 346-2263
- **Questions** concerning this Request for Statement of Qualifications directed to Shilo Christensen at the above phone number, address, or via email at shilo@royalcitywa.org.
- **Proposals** should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Items such as special bindings, glossy finishes, and promotional materials are not desired. Submittals, including graphic materials, should be limited to a total of twenty (20) pages, front and back. Faxes, emails, telephone proposals or late submissions **will not** be accepted.

L. RESERVATIONS

The City of Royal City reserves the right to reject any and all SOQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Royal City to pay any costs incurred by respondents in the preparation and submission of an RFQ. This solicitation does not obligate the City of Royal City to accept or contract for any expressed or implied services. Furthermore, the City of Royal City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

Newspaper ad -

LEGAL NOTICE
CITY OF ROYAL CITY
REQUEST FOR STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ARCHITECTURAL,
ENGINEERING AND GENERAL LAND SURVEYING SERVICES ON CALL SERVICES

NOTICE IS HEREBY GIVEN that the City of Royal City has issued a Request for Statement of Qualifications (SOQ) for professional architectural, engineering and general land surveying services. SOQ Title: City of Royal City Request for Statement of Qualifications for Professional Architectural, Engineering, and General Land Surveying Services. SOQ Due Date and Time: Monday, August 16, 2022, not later than 4:00 p.m., PST. Brief Scope of Services: The City is soliciting the interest of qualified professional consulting firms to provide a full range of on call municipal architectural, engineering and general land surveying services for a contract period of October 1, 2022 – September 30, 2025. The complete SOQ, including all submittal requirements, can be viewed on the City's website at royalcitywa.org. A Paper copy may be obtained by contacting the City of Royal City, 445 Camelia Street NE, PO Box 1239 Royal City, WA 99357, (509) 346-2263, or requesting a copy by email at shilo@royalcitywa.org. The City of Royal City is an equal opportunity and affirmative action employer. Minority- and women-owned firms are encouraged to submit statements or proposals.