

**BASIN CITY WATER
AND SEWER DISTRICT
Request for Qualifications
Engineering Consultant Services for:**

LEON DRIVE AND ESTELLA DRIVE WATERLINE REPLACEMENT PROJECT

Basin City Water and Sewer District (hereinafter called "District") is requesting Statements of Qualifications from professional consulting firms (hereinafter called "Consultants") with expertise on domestic water distribution systems for the purpose of engineering design work for the community of Basin City, Washington.

PROJECT INFORMATION AND BACKGROUND

Basin City Water and Sewer District's existing water distribution system is under designed and failing. The District has rebuilt and updated much of the water system utilizing Community Development Block Grant (CDBG) funds, USDA Rural Development loans, and District funds. Franklin County has recently been awarded a CDBG grant through the U.S. Department of Housing and Urban Development. Franklin County will pass the grant funds onto the District for the purpose of completing the last major phase of the reconstruction. The District has also obtained a USDA Rural Development loan for the purpose of purchasing water meters to be installed on approximately 95 residential properties.

The last phase of the project involves the realignment and reconstruction of approximately 7,000 LF of the water distribution in the north section of Basin City. The north portion of the project includes the lines that serve the community's elementary school, two churches, and the remaining residential properties that did not benefit from the previous phases. The water lines will need to be re-routed and homes currently served by the existing line will need to be re-connected to the new service lines. The project also includes the installation of residential water meters for the all residences north of R-170 and the installation of valves to ensure that any future breaks to the line can be adequately isolated so repairs can occur without jeopardizing water service to the users.

SCOPE OF WORK

The District is seeking a consulting team to perform work that will include but may not be limited to:

- Complete design services including completion of plans, specification, and cost estimate (PS&E).
- Site surveying services.
- Prepare both the SEPA and NEPA for submittal.
- Assist the District and Franklin County with CDBG grant submittals.
- Assist the District USDA Rural Development submittals.

- Identify all local agency, state, and federal permits that will be required.
- Identify all right of way needs, if any, including temporary construction easements.
- Coordinate with landowners, tribes, utilities, county, and any other government departments.
- Construction Inspection
- Construction Management

The Consultant may be considered for subsequent phases for additional work. The Consultant's engagement to complete subsequent phases depends upon the Consultant's satisfactory performance during the preliminary engineering phase and upon negotiation of a supplement to this agreement.

Anticipated Project Schedule

The District expects to advertise for construction by spring 2018.

Anticipated targets dates for this project are as follows:

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| <input type="checkbox"/> Deadline for RFQ response | May 15, 2017 |
| <input type="checkbox"/> Notice to Proceed | June 9, 2017 |
| <input type="checkbox"/> 30% Plans submitted | August 15, 2017 |
| <input type="checkbox"/> NEPA submitted | August 15, 2017 |
| <input type="checkbox"/> 75% Plans submitted | October 15, 2017 |
| <input type="checkbox"/> 90% Plans submitted | December 1, 2017 |
| <input type="checkbox"/> PS&E submitted | January 15, 2018 |
| <input type="checkbox"/> Project advertised for construction | February 1, 2018 |

STATEMENT OF QUALIFICATION SUBMITTAL PROCESS

Statement of Qualifications Response Content

Qualifications should be prepared as simply as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFQ. Expensive bindings, promotional material, etc., are not necessary or desired.

Emphasis should be concentrated on accuracy, completeness, and clarity of content.

The Qualifications shall include, as a minimum:

- Introductory Letter. Name of Firm, primary contact, contact information, and general statement of interest and why Basin City Water and Sewer District should select your firm for this work. Letter shall be from the Principal of the firm or equivalent.
- Firm and Project Experience. Provide similar technical experience for a minimum of three (3) relevant projects that have been completed during the past five (5) years by the Consultant's firm, preferably with similar needs as the District's in scope, size, and funding.

- Proposed Team Qualifications. Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants assigned to this Project. Include resumes with a brief summary of education, years of experience and accomplishments.
Indicate any previous project experience working for the District, as a Consultant, within past five (5) years.
Indicate any previous experience working with CDBG funded projects.
- Previous Performance and References. Provide a minimum of three (3) references related to similar projects. Include name of project, brief description of project, and primary contact information of reference.

Contents Format

Clearly label the RFQ cover and subject line in the cover letter with “Basin City Water and Sewer District’s Leon Drive and Estella Drive Waterline Replacement Project – 16-62210-024”. Responses shall be limited to ten (10) pages (single sided, minimum 11-pt font), excluding cover sheet, cover letter, table of contents, section dividers, client references, and staff resumes. Staff resumes shall be limited to one (1) page each. A list of recent similar project references shall be included. Project references to be included should be within the past five (5) years and shall include the agency name, contact person, phone number, and a brief description of the services provided. Client reference letters shall be limited to five (5) in number, and shall be dated within the past three (3) years.

If sub-consultants are to be used for any of the work the following will be provided: name, address, telephone number, and contact person for each sub-consultant. Include staff resumes and company qualifications for sub-consultants.

QUALIFICATIONS SUBMISSION

Qualifications Delivery

Submit one (1) original (containing original signatures) two (2) individually bound copies, and one (1) electronic copy in PDF format on CD or flash drive, shall be submitted in a sealed package marked “*BASIN CITY WATER AND SEWER DISTRICT’S LEON DRIVE AND ESTELLA DRIVE WATERLINE REPLACEMENT PROJECT – 16-62210-024*”. Package shall be delivered to the Franklin County Public Works Department in person or by mail at the following location:

**Franklin County Public Works Department
Attn: Kathleen Neuman, Associate Engineer
3416 Stearman Avenue
Pasco, Washington 99301**

All proposals will be received at the described location **no later than 1:30 pm Pacific Standard Time on Monday, May 15th, 2017**. Proposals received after the time and date specified above will not be considered and will be returned unopened to the proposer.

Inquiries Regarding RFQ

All questions and inquiries are to be placed in writing and emailed to the Basin City Water and Sewer's District's:

Basin City Water and Sewer District
Dan Winder, Chair of the Board of Commissioners
Phone: 509-269-4177
bcwater@centurylink.net

A Questions and Answers (Q&A's) document will be posted on the Franklin County Public Works website to ensure that all proposers have access to the information at the same time.

Revisions to RFQ

The District reserves the right to modify this request and/or cancel this request in whole or part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFQ, it shall be the responsibility of the interested firms to obtain a copy of the addendum.

Addendums, revisions, updates, or Q&A's will be posted on the County's web page at

http://www.co.franklin.wa.us/public_works/RFQandorProposals.htm
or by contacting our office at 509-545-3514.

Anticipated RFQ Schedule

The following schedule has been established for the submission and evaluation of the RFQ and selection of consultant(s). Except for the RFQ due date, the remaining dates are tentative only and the District reserves the right to adjust these dates at its sole discretion.

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| <input type="checkbox"/> Deadline for RFQ response | May 15, 2017 |
| <input type="checkbox"/> Announce Final Selection | May 24, 2017 |
| <input type="checkbox"/> Contract negotiation completed by | June 2, 2017 |
| <input type="checkbox"/> Board of Basin City Sewer and Water District Commissioners execute contract | June 9, 2017 |
| <input type="checkbox"/> Notice to Proceed | June 9, 2107 |

PROPOSAL EVALUATION AND SELECTION

Evaluation Criteria

The following criteria will be used to score each firm's submittal.

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|--|-----------------|
| • Consultants General Statement of Interest | 2 points |
| • Firms similar project experience | 4 points |
| • Experience of key personnel assigned to project | 4 points |
| • Previous performance and client references | 4 points |
| • Washington State Certified Minority Enterprise Participation | 1 points |
| • Experience with CDBG funded projects | <u>1 points</u> |
| Total | 16 points |

Scoring and Selection

Each firm's response to the RFQ will be evaluated on the above criteria. Selection will be based solely on the materials submitted in response to the RFQ. No other criteria will be used.

The evaluation team will consist of County employees and District Board members who have direct knowledge of the work to be performed and who will be directly impacted by the services provided under the agreement. The evaluation team average of the members' scores will be used to determine the selected firm.

Scoring is based on the stated criteria in order to select the most qualified firm to provide the indicated services.

Contract Negotiation Process

Negotiation of the scope of services and terms of the agreement for project will follow the guidelines provided in Chapter 5 of the Community Development Block Grant Program Management Handbook – October 2016. It is expected that the agreements will be "Cost plus Fixed Fee" contract.

GENERAL NOTICES

Authorship and Ownership

Proposals and other materials submitted in response to this RFQ becomes the property of the County and will not be returned.

Federal Debarment and Suspension

The Consultant and their subconsultants are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency or State department.

Equal Business Opportunity

All prospective consultants must be advised that federally funded projects will be held to Federal EEO requirements.

Title VI Statement

The County of Franklin in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 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.