

**CITY OF SHORELINE  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
RFQ NO.: 4454**

**Update of Stormwater Management Program  
October 3, 2007 4:00 p.m. Pacific Local Time**

The City of Shoreline, Washington is soliciting statement of qualifications (RFQ) from individuals or firms interested in providing services to assist in updating the City's stormwater management program.

**Primary Objectives**

The objectives of this project are to update the City's codes, administrative procedures, and guidance manuals to meet the stormwater program update component of City Council Goal #6, "Create an Environmentally Sustainable Community" and to meet the compliance deadlines of the Department of Ecology's National Pollutant Discharge Elimination System Program (NPDES) Phase II Municipal Stormwater Permit, issued in February 2007.

**Background**

The City's current stormwater program consists of a combination of programs and requirements from the King County early Phase I permit in place prior to incorporation that has been modified and added onto over the past 12 years. This RFQ will discuss the tasks required to achieve both a component of Council Goal #6 and compliance the NPDES Phase II Permit. This Project will be lead by the Surface and Environment Services (SWES) branch of the Public Works Operations Division with substantial involvement with the Planning and Development Services (PADS) Division.

**Preliminary Timeline**

The City is currently working on its Stormwater Management Program (SWMP) and annual report for submittal to the Department of Ecology by March 31, 2008. Work resulting from this RFQ will complement this effort.

**Scope of Work**

The Scope of Work is may include, but not be limited to, the following tasks:

- Task 1 – Inventory Existing City Stormwater Requirements
- Task 2 – Inventory Current And Near Future Stormwater Requirements
- Task 3 – Compare Existing City Stormwater Requirements To Current And Near Future Stormwater Requirements
- Task 4 – Develop A Draft Outline Of Revised Code Structure To Accommodate Current And Near Future Stormwater Requirements
- Task 5 – Draft Revised Code With Specific Requirements –
- Task 6 – Update/Adopt Applicable Manuals, Engineering Development Guides, And Administrative Orders Referenced In the Revised Code –
- Task 7 – Assist With Briefings Of Public Works And PADS Division Directors And City Manager and City Council On Proposed Code Changes
- Task 8 – Assist With Code Revisions Taken To City Council For Approval

## RFQ Evaluation Components/Criteria

Statement of qualifications will be evaluated based on the criteria set forth below. Desired firms will have experience developing SWMPs, municipal codes, stormwater manuals, guidance, administrative orders, and other governing requirements in similar sized cities with similar infrastructure age and condition.

### Submittal Requirements

One unbound original, 1 CD, and 3 bound copies of the RFQ shall be submitted to the City of Shoreline, City Clerk's Office – RFQ # **4454**, 17544 Midvale Avenue North, Suite 100, Shoreline, Washington, 98133-4921. The deadline for qualifications by interested parties is **October 3, 2007** by 4:00 p.m. Pacific Local Time. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of qualifications. Qualifications shall not be delivered by facsimile transmission or other telecommunication or electronic means. Questions related to this request for qualifications may be directed to **Jerry Shuster, P.E., Surface Water & Environmental Services Manager** at [jshuster@ci.shorleine.wa.us](mailto:jshuster@ci.shorleine.wa.us) Questions via phone will not be accepted.

Supplemental information, such as brochures, may be submitted if desired. Qualifications shall be limited to single spaced, typewritten pages (min. 12 point font) and shall be no more than **30** pages. A sheet of page is considered to be two pages. The front and back will each be a page. The one original shall be unbound and the CD shall be in .pdf format. The following format and content shall be adhered to by each firm and presented in the following order:

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's RFQ and an overview of the consultant team. Indicate the address and telephone number of the respondent's office located nearest to Shoreline, Washington, and the office from which the project will be managed (Page limit: **2** pages).
- B. Project Approach:
  1. Methodology(ies): This section should clearly describe the methodology or methodologies planned to be used to carry out the specific tasks described in the Work Plan.
  2. Work Plan: Describe the sequential tasks to be used to accomplish this project. Indicate all key deliverables and their contents.
  3. Project Organization and Staffing: Describe the approach and methods for managing the project. Provide an organization chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the Project Director and/or Manager and the key contact person for the City.
  4. Include resumes of each member of the project team. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors. Include a list of information required or tasks to be completed by City staff.
  5. Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate your team's ability to perform the work requested within an established budget and schedule.
  6. Page Limit: This section is limited to **12** pages (excluding resumes).
- C. Related Experience of Project Team: Describe recent (within the last **5** years), directly related experience. Include the name of the client, description of the work done, address and telephone number, dates of the project and the name of the project director. At least five references should be included. For each reference indicate the reference's name,

organization, title, complete mailing address and telephone number. The City reserves the right to contact any organizations or individuals listed (Page Limit: 6 pages).

- D. Statement of Experience: The consultant is required to provide evidence of experience in developing SWMPs, municipal codes, stormwater manuals, guidance, administrative orders, and other governing requirements in similar sized cities with similar infrastructure age and condition. Also, demonstrate experience in dynamic public process, professional document development, editing and production, working with public agencies, specifically with local governments. The experience listed must be that which was performed by the consultant's staff and/or team's staff that will be assigned to this project. The City will be focusing on the experience of the Lead Consultant/Project Manager who will be assigned to this project. Specify the percentage of that the Lead Consultant/Project Manager would be allocated to this project. The RFQ shall also identify other projects the proposed Lead Consultant/Project Manager will be committed to during the same timeline (Page Limit: 10 pages).

The City's Evaluation Panel will use the following criteria to evaluate each RFQ:

<b>Criteria</b>	<b>Points</b>
➤ Project Approach	0-25
➤ Related Experience of Project Team	0-25
➤ Expertise of Key Staff	0-20
➤ Response of references	0-10
➤ Ability to meet time schedule	<u>0-20</u>
<b>Maximum Points</b>	<b>100</b>

The Qualifications will be the basis from which interested firms will be selected for interviews. Following the City staff evaluation of the qualifications received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected firm.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The primary funding for this project is subject to a grant from the Department of Ecology. As of the date of this RFQ release, the City is in the final stage of grant approval. Award of this project is contingent on the City receiving the grant funding.

**Sample City of Shoreline Contract**



Contract No. \_\_\_\_\_  
Brief Description: \_\_\_\_\_

## **CITY OF SHORELINE AGREEMENT FOR SERVICES**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the “CITY,” and \_\_\_\_\_, hereinafter referred to as the “CONSULTANT.”

WHEREAS, the City desires to retain the services of a consultant to \_\_\_\_\_ and

WHEREAS, the City has selected \_\_\_\_\_ to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

### **1. Scope of Services to be Performed by the Consultant.**

The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

### **2. Compensation.**

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$\_\_\_\_\_, including all fees and reimbursable expenses.
- B. The City shall pay the Consultant for services rendered after receipt of a billing voucher in the form set forth on Exhibit B. **NO PAYMENT WILL BE ISSUED WITHOUT A BILLING VOUCHER.** Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The Consultant shall complete and return Exhibit C, Taxpayer Identification Number, to the City prior to or along with the first billing voucher. No payment will be issued without a Taxpayer Identification Number on file. Mail all billing vouchers to: City of Shoreline, Attention Accounts Payable, 17544 Midvale Avenue North, Shoreline, Washington 98133-4921.

### **3. Term.**

- A. The term of this Agreement shall commence \_\_\_\_\_ and end at midnight on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

### **4. Termination.**

- A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause by giving fourteen (14) days notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the

Consultant. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.

- C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 60 days.
- D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

#### **5. Ownership of Documents.**

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use. All or portions of materials, products and documents produced under this Agreement may be used by the Consultant upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act.
- B. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City.
- C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product.

#### **6. Independent Contractor Relationship.**

- A. The consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.

#### **7. Hold Harmless.**

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the negligent, gross negligent and/or intentional acts, errors or omissions of the Consultant, its agents or employees arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**8. Insurance.**

Consultant shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that

1) Consultant’s insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant’s insurance (except for professional liability insurance); and 2) Consultant’s insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Commercial General Liability insurance covering premises, operations, independent contractors liability and damages for personal injury and property damage with combined single limits not less than \$1,000,000. The City shall be named as an additional insured on this policy. The Agency shall submit to the City a copy of the insurance policy declaration page as evidence of insurance coverage acceptable to the City.
- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

**9. Delays.**

Consultant is not responsible for delays caused by factors beyond the Consultant’s reasonable control. When such delays beyond the Consultant’s reasonable control occur, the City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of the Agreement.

**10. Successors and Assigns.**

Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

**11. Nondiscrimination.**

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

**12. Notices.**

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager  
City of Shoreline  
17544 Midvale Avenue N.  
Shoreline, WA 98133-4921  
(206) 546-1700

Consultant Name: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**13. Governing Law and Venue.**

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

**14. General Administration and Management.**

The City's contract manager shall be (name and title): \_\_\_\_\_.

**15. Severability.**

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

**16. Entire Agreement.**

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

This agreement is executed by

**CITY OF SHORELINE**

**CONSULTANT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

By: \_\_\_\_\_

Flannary P. Collins  
Assistant City Attorney

Attachments: Exhibits A, B, C



**EXHIBIT B**  
**CITY OF SHORELINE**  
**BILLING VOUCHER**

17544 Midvale Ave., N. Shoreline, WA 98133 ♦ (206) 546-1700 ♦ Fax (206) 546-2200

Contract No. \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Invoice No.:** \_\_\_\_\_ **Invoice Date:** \_\_\_\_\_

**Amount of Invoice \$** \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_ Current Invoice Period: \_\_\_\_\_

Description of services performed this period, attach a separate sheet if necessary (if applicable, submit a separate voucher for each program which is funded by your City of Shoreline contract):

**BUDGET SUMMARY:**

Total Contract Amount, (including amendments)	\$ _____
Previously Billed	\$ _____
Current Invoice Request	\$ _____
Total Payments Requested to date	\$ _____
Contract Balance Remaining	\$ _____

Payments will be processed within thirty (30) days from receipt of approved billing voucher.

\_\_\_\_\_  
Consultant Signature

**For Department Use Only**

Approved for Payment:

\_\_\_\_\_  
City of Shoreline

Date: \_\_\_\_\_

**EXHIBIT C**  
**CITY OF SHORELINE**

17544 Midvale Ave., N., Shoreline, WA 98133  
(206) 546-1700 ♦ Fax (206) 546-7870

**TAX IDENTIFICATION NUMBER**

In order for you to receive reimbursement from the City of Shoreline, we must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Shoreline before or along with the submittal of the first billing voucher.

Please check the appropriate category:	
_____ Corporation	_____ Partnership
_____ Individual/Proprietor	_____ Government Agency
_____ Other (please explain)	
TIN # ___ - _____	
SS # ___ - ___ - _____	
_____	
Print Name: _____	
Print Title: _____	
Business Name: _____	
Business Address: _____	
Business Phone: _____	
_____	_____
Date	Authorized Signature (required)