

**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
PRE-DESIGN SERVICES
Ronald Bog Area Drainage Study Project
RFQ # 3469**

Submittal Due Date: August 8, 2005 at 4:00 PM, Pacific Local Time

The City of Shoreline, Washington is soliciting a statement of qualification (SOQ) from individuals or firms interested in providing Pre-Design Services for the above project.

The work to be performed by the CONSULTANT consists of providing pre-design services for the above project. Scope is to include, but not limited to: Site survey, geotechnical investigation, surface water modeling, development of alternative design options, and public meetings. The selected firm may also be requested to coordinate/produce public information materials and respond to questions and concerns from the public, business or property owners. The selected firm may also be requested to continue services into design and preparation of plans, specifications, and engineer's estimate (PS&E) for the City-selected preferred alternative.

One unbound original and two copies of the SOQ shall be submitted to the City of Shoreline, City Clerk's Office, 17544 Midvale Avenue North, Suite 100, Shoreline, WA 98133-4921. The deadline for qualifications by interested parties is August 8, 2005 by 4:00 PM, 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 submittal of qualifications may be submitted in writing to John Vicente, PE, Capital Projects Manager by fax at (206) 546-2726 or by email at jvicente@ci.shoreline.wa.us. Questions via phone will not be accepted.

Additional Information related to the project may be found under the City of Shoreline website. The web site is located at www.cityofshoreline.com under the Bids & RFPs link. Any amendments to the Request For Qualifications (RFQ) shall be posted on the City of Shoreline web site.

The SOQ will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative 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 evaluation, 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 qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs 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 City of Shoreline encourages disadvantaged, minority, and women-owned firms to respond.

Dates of Publication:

Seattle Daily Journal of Commerce – July 20 and July 25, 2005

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PROJECT SCOPE

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BACKGROUND

Previous studies have been conducted by the City on the Ronald Bog Subbasin. From these studies a variety of short, intermediate and long-term improvements were recommended and preferred options were selected. From this pre-design work, improvements have been made within the subbasin, notably, storm drain videoing and cleaning, storm drainage improvements on 10th Avenue NE, Serpentine Avenue NE and NE 175th Street. Based on the executed capital projects and on-going maintenance activities, some of the assumptions that formed the basis of the original alternative have changed.

SUBMITTAL

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Supplemental information, such as brochures, may be submitted if desired. Qualifications shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than **30 pages (including resumes)** and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. The one original shall be unbound and the two copies shall be bound. The following format and content shall be adhered to by each firm and presented in the following order:

RFQ Evaluation Components/Criteria

- 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.
- B. Approach: Describe your firm's work plan for this project, who is involved with the decision making process for the development of the work plan, the elements of the proposed work plan, and how your work plan addresses contingencies that may arise during the project. Describe your approaches to resolve issue(s) within the project team, client(s) and Stakeholders. Identify any key issues and critical milestones for the project. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team.

- C. Firms Project Management System (Prime Consultant): Describe your firm's Quality Assurance/Quality Control processes, tracking system(s) to monitor the project's budget and/or scope, and ability to provide interaction with your client and/or stakeholders. Identify the type of software utilized and list up to three projects where the proposed Project Manager(s) have utilized this software. Describe your firm's process for interacting with your internal project team.
- D. Related Firm Experience: Provide a listing of all firms on your proposed team, type(s) of expertise that each firm can provide, and how long has each firm provided these type(s) of expertise. Indicate if the prime consultant has worked with proposed sub-consultant(s) on similar projects in the last three years. If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm. Provide a list of up to five projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and approximate consultant fee of each project.
- E. Qualifications of Proposed Project Manager: Provide up to three examples for the proposed Project Manager that demonstrates their experience as a Project Manager on similar projects. Include the dates, name of the client, and list responsibilities and tasks. Demonstrate familiarity with relevant state and federal regulations and/or procedures. Identify three examples of the ability to manage schedule, scope, budget, and changes that arise throughout the life of the project. Provide listing of current, professional licenses/accreditations for the proposed Project Manager. Include the licenses that were obtained or applicable within the State of Washington only.
- F. Expertise of Key Staff (Prime and Sub Consultants): List each key team member's role/responsibility on your proposed team. For each member, provide up to three examples of prior relevant projects. Include the name of the project(s), dates of the project(s), and roles/responsibilities for each team member on those project(s).
- G. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. References shall include the project name, dates of service on projects, dollar amount your firm received on projects, contact name, contact phone number, and name of your project manager on projects

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

<u>Criteria</u>	<u>Points</u>
Project Approach	0-15
Firms Project Management System (Prime Consultant)	0-10
Related Experience of Firms on Team	0-15
Qualifications of Proposed Project Manager	0-20
Expertise of Key Staff (Prime and Sub Consultants)	0-20
References/Past Performance	<u>0-20</u>
Maximum Points	100

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