PACIFIC, WASHINGTON

Bid Number SS2001

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES

FOR THE INVESTIGATION OF
THE CITY OF PACIFIC’S SANITARY SEWER COLLECTION SYSTEM

JUNE 2020
CITY OF PACIFIC
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
FOR THE INVESTIGATION OF THE CITY OF PACIFIC'S SANITARY SEWER
COLLECTION SYSTEM

The City of Pacific solicits interest from consulting firms with expertise in engineering and professional services related to the investigation of the City’s Sanitary Sewer System primarily utilizing smoke testing processes. Services are anticipated to commence in the third quarter of 2020 and extend for approximately one (1) year with the option for the City of Pacific to extend it for additional time and money if necessary.

The City of Pacific reserves the right to amend terms of this “Request for Qualifications” (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The City of Pacific reserves the right to retain the services of responsive firm(s) for subsequent phases associated with this project.

Prospective consultants will be held to the ADA and Civil Rights language adopted by the City of Pacific.

Americans with Disabilities Act (ADA) Information
This material can be made available in an alternate format by emailing James Morgan, Public Works Manager at jmorgan@ci.pacific.wa.us or by calling collect 253-929-1113.

Title VI Statement
The City of Pacific 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.

BACKGROUND AND DISCUSSION
The City of Pacific owns and operates a sanitary sewer collection system. The City’s first wastewater collection systems was developed by King County Metro in the late 1960’s. When the system was initiated the City limits were confined to King County. The initial area of the sewer system is located bounded by 5th Ave NW (North), SR 167 (West), BNSF railroad tracks and White River (East) and County Line Road (South) as shown on the attached sewer map.

The initial system was constructed of concrete pipe and is showing signs of age and may have some failures. There are concerns that as the system expanded over the years, cross-connections may have been made to the collection system by property owners.
The City desires to undertake an investigation of the system to determine deficiencies and potential cross connections to stormwater collection facilities. The testing is primarily anticipated to consist of performing “smoke testing” on 50,000 to 60,000 linear feet of sewer pipe to visibly identify potential deficiencies or cross connections.

The City is interested in obtaining the results within a summarized report documenting:
- the efforts undertaken;
- the investigative findings; and
- recommendations for improvements and projected costs.

The City has budgeted approximately $75,000 - $100,000 for this project.

This project is funded in part by a grant from the King County Wastewater Treatment Division WaterWorks Program.

**CONSULTANT QUALIFICATION**

The Statement of Qualifications (SOQ) should describe the composition of the proposed team, the qualifications of the key individuals identified on that team, and the relevant experience of the team on similar projects.

The SOQ should discuss the team’s abilities in the following areas:

- a) Project administration throughout the course of the project phases,
- b) Capabilities in the engineering investigation of sanitary sewer collection and conveyance facilities,
- c) Aptitude in pro-actively managing interactions with the general public,
- d) Ability to promptly address issues occurring within the City of Pacific, and
- e) Proficiency in compiling and assembling project documentation.

Respondents may include sub-consultants within their project team.

**Selection Criteria:**

Selection shall be based on the following:

- a) Consultant’s approach to the City’s project as demonstrated in the project description and scope of work,
- b) Consultants familiarity with the investigation of sanitary sewerage collection facilities,
- c) Consultant’s experience with projects of similar complexity and function,
- d) Qualifications of the staff assigned to this project team, and
- e) Demonstrated ability of the Consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.

**Selection Procedure:**

After the deadline for acceptance of proposals, the SOQ’s will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Public Works staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

Interviews of the top firms as ranked by the Evaluation Committee along with feedback from references may be incorporated into the final rankings.
If a contract cannot be negotiated with the top ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

**FORMAT**

The Consultant’s Statement of Qualifications should include the following information:

a) The proposal should be accompanied by a brief introductory letter stating your firm’s interest in the project.

b) Provide resumes of no more than five (5) key members of the proposed project team and no more than two (2) key members of each sub consultant who will work on this project. Each resume should be no more than one (1) page in length.

c) List projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference.

d) Reference projects should list the involvement of proposed project team members for whom resumes have been submitted.

e) Please include a statement of assurance that listed team members, as well as sub-consultants, will not be replaced without prior approval of the City.

The Statement of Qualifications (SOQ) should consist of no more than ten (10) pages. The cover letter, front and back covers, and section dividers will not be counted in the ten (10) page limit.

Submit three (3) hard copies of the SOQ along with an electronic copy in .pdf format.

**Submittal Deadline:**

Three (3) hard copies and one (1) electronic copy of the Technical Proposal shall be delivered by 11:00 a.m. on June 30, 2020 to the attention of James J. Morgan, PE, Public Works Manager, at the following address:

City of Pacific  
100 3rd Ave SE  
Pacific, WA 98047

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

**Proposal Contact Person:** All questions regarding this solicitation should be directed to James Morgan, PE, Public Works Manager, at (253) 929-1113.