



CITY OF  
**SUMNER**  
WASHINGTON

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL SERVICES**

**FOR THE  
FORMER SUMNER TOWING  
PROPERTY CLEAN UP PROJECT**

**NOVEMBER 2017**

**CITY OF SUMNER**  
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**FOR THE FORMER SUMNER TOWING PROPERTY CLEAN UP PROJECT**

The City of Sumner solicits interest from consulting firms with expertise in engineering and professional services necessary to design and manage an environmental cleanup project subject to municipal contracting requirements. Services are anticipated to commence in the first quarter of 2018 and extend for approximately four (4) years with the option for the City of Sumner to extend it for additional time and money if necessary.

The City of Sumner 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 Sumner 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 Sumner.

**Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing Jason Van Gilder, Associate Engineer at [jasonv@sumnerwa.gov](mailto:jasonv@sumnerwa.gov) or by calling collect 253-299-5700.

**Title VI Statement**

The City of Sumner 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.

**PROJECT BACKGROUND AND DISCUSSION**

The City of Sumner owns the property at 810 Alder Avenue, Sumner WA known as the “Former Sumner Towing Property”. The City desires to undertake a voluntary cleanup for the subject property with the intent to obtain a No Further Action letter from the Washington State Department of Ecology.

A Cleanup Action Plan has previously been prepared and reviewed by Ecology. To undertake this effort the City is seeking a firm to provide project management, engineering design, and construction management services necessary to procure, construct, and monitor the site cleanup activities described in that plan and necessary to obtain the No Further Action determination.

Copies of the Cleanup Action Plan, the Remedial Technology Pilot Test Report, and other relevant documents are available from the City at the contact information listed below.

An initial authorization for consultant services is anticipated in the first quarter of 2018 with the intent to procure and begin site civil construction work in the third quarter of 2018.

### **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 multiple project phases,
- b) Design capabilities in the fields of environmental remediation, civil engineering, mechanical engineering, electrical engineering, and instrumentation & controls.
- c) Familiarity with relevant codes including the Model Toxics Control Act,
- d) Groundwater sampling and reporting requirements, and
- e) Construction management, engineering support services during construction, and construction inspection capabilities.

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 contracting publicly bid, municipal public works environmental remediation projects,
- 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, 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 at least three (3) but no more than five (5) 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. Projects undertaken with municipal entities utilizing public works procurement process should be emphasized.
- 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 five (5) hard copies of the SOQ along with a .pdf version electronically.

### **Submittal Deadline:**

Five (5) hard copies and one (1) electronic copy of the Technical Proposal shall be delivered by 10:00 a.m. on December 15<sup>th</sup>, 2017 to the attention of Jason Van Gilder, PE, Associate City Engineer, at the following address:

City of Sumner  
1104 Maple Street  
Suite 260  
Sumner, WA 98390

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 Jason Van Gilder, PE, Associate City Engineer, at (253) 299-5703 or [jvangilder@sumnerwa.gov](mailto:jvangilder@sumnerwa.gov).