



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS
For
2019/2020 On-Call Consulting Engineer
Services**

February 2019

**CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR
ON-CALL CONSULTING ENGINEER SERVICES**

INTRODUCTION

The City of Sumner is requesting qualifications from engineering firms that wish to enter into contract with the City of Sumner for on-call services. The City of Sumner seeks to include multi-disciplinary civil engineering firms as well as firms specializing in structural, geotechnical, environmental, construction, surveying, architectural, planning, water quality laboratory testing, and traffic engineering.

The consultants will serve as a partner to the City of Sumner in order to expand the capabilities of City of Sumner staff. Specific work under this contract will be performed on a task order basis consisting of individually negotiated task orders. Each task order will provide a specific scope, budget, and schedule for the services required. The exact disciplines required and the amount of work for each discipline has not been determined.

The consultant will be expected to respond to short notice requests for technical services to resolve urgent task orders. The consultant should be capable of performing urgent task order assignments while working on several other task orders simultaneously.

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.

SUBMITTAL REQUIREMENTS

1. **Discipline:** Provide a clear and concise statement of your firm's specialty or specialties.
2. **Responsiveness:** Demonstrate your firm's ability to quickly respond to urgent issues. Location of your firm's offices will be considered as well as adequate in house staffing levels.
3. **Consultant Qualifications:** Consultant qualifications should include detailed information regarding the Consultant's experience in similar on-call services contracts.

A statement to the effect that the consultant's project lead and key team members, as well as sub consultants, will not be replaced without the prior approval of the City shall be included. The Consultant's 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 (not included in the 10 pages).
- b. List at least three (3) but no more than five (5) on-call service contracts of similar complexity and magnitude undertaken and completed in the past five years and provide references and a phone number for each reference.
- c. Provide brief resumes of no more than four key members of the proposed team to include the primary contact responsible for authorizing task orders.
- d. Of the listed reference contracts, list the involvement of proposed team members for whom resumes have been submitted.
- e. Familiarity with relevant codes.
- f. Familiarity with the City of Sumner.
- g. The Statement of Qualifications (SOQ) should consist of no more than ten (10) pages. The introductory letter, front and back covers, and section dividers will not be counted in the 10 page limit.
- h. The consultant may submit a brochure or narrative discussion, not to exceed five (5) 8.5" x 11" single sided pages, that provides any further information describing the firm's qualifications.
- i. Submit five (5) hard copies of the SOQ along with a PDF.

SELECTION PROCEDURE

The City will evaluate the Submittal of Qualifications and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria indicated below. Multiple firms of each discipline may be selected to establish the roster.

Selection Criteria: Selection shall be based on the following:

- a. Consultant's understanding of the City's desires and general approach to on-call services.
- b. Consultant's ability to respond in a timely and cost effective manner to the City of Sumner.
- c. Completeness of the Statement of Qualifications.

- d. Consultant's experience with on-call services.
- e. Qualifications of the Consultant's staff being assigned to this project.
- f. Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet schedules.
- g. Demonstrated understanding of relevant codes and ability to coordinate projects with municipalities.

SOQs will be reviewed and evaluated by an Evaluation Committee which may be comprised of City staff, appointed or elected officials, and other professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above. Several consultants may be invited for interviews if the written scores are close enough to warrant this.

1. **Submittal Deadline:** Five (5) hard copies and one (1) electronic copy of the Statement of Qualifications submittal must be submitted to the attention of Andrew Leach, Associate City Engineer, at the following address by 3:00 p.m. on Friday March, 1, 2019:

City of Sumner
Attn: Andrew Leach
1104 Maple Street
Suite 260
Sumner, WA 98390

Any submittal 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.

2. **Submittal Contact Person:** All questions regarding this solicitation should be directed to Andrew Leach, Associate City Engineer, at (253) 299-5711.