



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

**FOR THE
East Sumner Neighborhood Salmon
Creek Channel Realignment Project**

May 2021

CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR THE
EAST SUMNER NEIGHBORHOOD SALMON CREEK CHANNEL REALIGNMENT
PROJECT (CIP 21-08)

The City of Sumner solicits interest from consulting firms with expertise in providing professional services in the areas of project management, design engineering, and construction management for stormwater utility projects with a focus on environmental permitting. Services are anticipated to commence in the third quarter of 2021 and extend for approximately three (3) years with the option for the City of Sumner to extend it for additional time and funding 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, or to not award any contract under this RFQ regardless of how much time and effort consultants have spent on their responses. Any addenda, if issued, will be posted on the City web site at www.sumnerwa.gov.

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 Federal EEO requirements for federally funded projects and to the ADA and Civil Rights language adopted by the City of Sumner.

Project Description

The City of Sumner has budgeted funds to realign Salmon Creek to a new channel alignment between 64th Street E and 60th Street E. Salmon Creek currently flows through a roadside ditch along the west side of Sumner-Tapps Highway. In 2019, a new Salmon Creek alignment was constructed in conjunction with a regional stormwater pond project, but Salmon Creek remained in its existing alignment as vegetation was established in the new channel. The project redirects stream flow to the previously constructed channel. The project occurs within right-of-way or City-owned property; no right-of-way acquisition is anticipated.

The project will likely involve the design and construction management of:

- Grading and vegetation establishment northwest of Sumner-Tapps Highway and 64th St E to reroute the existing stream to the alignment built in 2019.
- Removal of a temporary sheet pile with fish screen that prevented salmon from entering the newly constructed channel alignment at 60th St E.
- Installation of a fish exclusion to prevent salmon from using the existing Salmon Creek channel.
- Rehabilitation of an existing corrugated metal pipe culvert under 60th Street.

The work to be performed by the Consultant consists of supporting the City in selection of a project alignment, engineering design of improvements, and other professional services. Specific tasks envisioned include, but are not limited to:

- Topographic and boundary survey beyond existing survey as needed.

- Design of grading, storm utility, vegetation establishment. The final design shall be suitable for a public bid solicitation by the City.
- Coordination with utilities as needed.
- Permitting assistance utilizing existing Corps permits/JARPA and permit extensions.
- Preparation of project cost estimates.
- Bidding Assistance.
- Construction Management Services.
- Construction testing and inspection Construction testing and inspection.

This solicitation may have separate design and construction management phases associated with the project.

Respondents may include sub-consultants within their project team.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of the proposed project manager and key staff members;
- 2) Qualifications/expertise of the firm with projects involving creek alignments and environmental permitting, experience with projects of similar complexity and function is preferred;
- 3) Consultant's approach to the City's project as demonstrated in a description of their approach to the work;
- 4) Familiarity with City standards, relevant codes, and City planning requirements;
- 5) Demonstrated ability of the Consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met; and
- 6) Compliance with and responsiveness to the instructions in this RFQ.

Selection Procedure

After the deadline, the Statements of Qualifications (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 SOQ's based on the evaluation criteria listed above.

The City may choose to interview the top firms as ranked by the Evaluation Committee. Information from the interviews along with feedback from references will 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 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. Respondents may include sub-consultants within their project team.

The Consultant's SOQ should include the following information:

- The SOQ should be accompanied by a brief introductory letter stating your firm's interest in the project.

- Provide resumes of no more than four (4) key members of the proposed project team inclusive of key sub consultant who will work on this project.
- List projects of similar complexity and magnitude undertaken and completed in the past six (6) years and provide references and a phone number for each reference.
- Reference projects should list the involvement of proposed project team members for whom resumes have been submitted.
- Please include a statement of assurance that listed team members, including those of sub-consultants, will not be replaced without prior approval of the City.

The SOQ should consist of no more than eight (8) single sided pages. The cover letter, front and back covers, and section dividers will not be counted in the page limit.

Submittal Deadline:

One (1) electronic copy in one combined .pdf file of the SOQ shall be transmitted by email or other electronic means by 2:00 p.m. on May 24th, 2021 to Michael Kosa at michaelk@sumnerwa.gov. If submitting electronically is not possible for an interested party, please contact the Contact Person at least 24 hours before the submittal deadline for arrangements. City Hall is currently closed to the public as a result of the COVID-19 pandemic.

All SOQ's must be received by the deadline listed above. Any SOQ received after the specified date and time may be rejected and not receive any further consideration by the City.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by contacting the City representative identified as the Contact Person.

Contact Person:

All questions regarding this solicitation should be directed to Michael Kosa, PE, Associate City Engineer, at michaelk@sumnerwa.gov or (253) 299-5709.

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.

Dates of Publication:

Tacoma News Tribune: May 7th and May 14th, 2021

Daily Journal of Commerce: May 7th and May 14th, 2021



CIP 21-08
Primary Anticipated Work Areas (Clouded in Red)