

CITY OF FORKS
REQUEST FOR QUALIFICATIONS
FOR
WASTEWATER TREATMENT FACILITY IMPROVEMENTS
ENGINEERING SERVICES



500 East Division Street
Forks, WA 98331
360-374-5412

Submittal Deadline: 4:00 PM April 6, 2022

City of Forks
Request for Qualifications Advertisement
Wastewater Treatment Facility Improvements
Engineering Services

Notice is hereby given that the City of Forks, Washington (“City”) is requesting statements of qualifications from interested firms to provide engineering services for the City’s Wastewater Treatment Facility (WWTF) Improvements.

The City’s WWTF improvements include:

- modifications to the existing FKC screw press including replacement of ancillary components;
- construction of a new secondary clarifier with hydraulic splitter for use with existing secondary clarifier;
- replacement of the single-lined aerated lagoon with a double-lined lagoon and leak detection system;
- installation of on-site generator to provide power to all electrical systems in the plant during outages; and
- miscellaneous items (new air-gap system construction, laboratory and maintenance building renovations, return-activated sludge pump station construction, replacement pumps and control panel for Mill Creek pump station, and submersible centrifugal pumps for in-plant pump station).

The City is seeking qualified firms or individuals to provide professional engineering services, including a) design of the improvements listed above with plans, specifications, cost estimates, and bid documents, b) construction management for the project, and c) assistance to City staff for completion of any necessary environmental review record.

This project will be accomplished utilizing American Rescue Plan Act Funds, Clallam County Opportunity Grant Funds, and local funds. Services rendered for this project must conform to all applicable requirements for these funding programs.

The engineering firm will be selected based on scoring for desired qualifications as listed in the full Request for Qualifications (RFQ) posted on the City’s website at www.forkswashington.org. Interested parties may obtain a hard copy of the RFQ at Forks City Hall, 500 E Division Street, Forks, Washington. Fee information will not be considered during the selection process.

All responses to the RFQ must be submitted by mail or hand delivery to:

Audrey Grafstrom, City Clerk/Treasurer
500 E Division Street
Forks, WA 98331

Responses must be clearly marked “Wastewater Treatment Facility Engineering SOQ”. Four hard copies of the response must be received at City Hall by **4:00 p.m., April 6, 2022**. The City will not consider any proposal received after the stated date and time, that is incomplete, and/or that is not submitted in the proper manner and format.

The City of Forks reserves the right to reject any submissions, continue or defer selection dates, or cancel the RFQ at any time for any reason.

The City of Forks is an Equal Opportunity and Affirmative Action Employer. Women- and minority-owned firms are encouraged to submit statements of qualifications for this project. Pursuant to Title VI of the Civil Rights Act of 1964, all respondents shall be provided a full opportunity to respond to this request and none shall be discriminated against on the grounds of race, color or national origin, or gender in consideration for an award.

End RFQ Advertisement

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ENGINEERING SERVICES

I. BACKGROUND INFORMATION

The City of Forks is located on the Olympic Peninsula in Clallam County and has a population of 3,335. The City provides water and sewer utilities, street maintenance and improvements, police and jail services, parks, planning and airport services, commercial rental properties, and general administrative and financial services.

The City of Forks constructed its wastewater treatment facility and sewer collection system in 1986. Prior to construction of the WWTF, all homes and businesses in the area were served by individual septic systems. The facility was constructed with an aerated lagoon, secondary clarifier, return/waste activated sludge pumping station, effluent pumping station, and infiltration basin. A mechanical fine screen was installed in the headworks structure in 1997. In 2002, the City installed an FKC screw press, the first of its kind in the nation. While the WWTF consistently receives Outstanding Performance Awards from the Department of Ecology (11 of the last 12 years), there is no redundancy for major components. Recent development in the sewer district (including new lodging establishments and high density low-income housing has pushed the WWTF to capacity and potential in-fill of lots threaten to overwhelm its operation. The sewer district currently serves approximately 780 ERUs.

The General Sewer/Wastewater Treatment Facility Plan can be found on the City's website at [City of Forks Wastewater Treatment Facility Plan](#).

II. SCOPE OF ENGINEERING SERVICES

The scope of services to be performed by the consultant include the following engineering services concerning the WWTF improvements:

- A. **Preliminary Engineering** including environmental and archaeological investigations and reports to include SEPA/NEPA as applicable, and assisting with the permitting process for Washington State Department of Ecology and any other applicable agencies.
- B. **Design Engineering** including preparation of draft and final engineering design documents including plans, specifications, contract documents, and cost estimates, as well as submission of final design plans, specifications, and other documents to the City and applicable agencies for review and approval.
- C. **Construction Engineering** including:
 - completion of the advertisement for bids; attending a pre-bid conference; responding to technical questions from potential bidders; and issuing addenda, as required;
 - assisting in bid opening, providing recommendations to the City for bid award, and assisting in contract development;
 - facilitating a pre-construction meeting, and assisting in the issuance of the Notice to Proceed;

- providing engineering support during construction including contract administration, and review of submittals and payment applications including verification of amounts/quantities claimed;
- providing services related to change orders such as justification documentation, assisting with negotiation of change orders with contractor, and making recommendations to the City regarding any change orders;
- providing construction observations (i.e. field reports);
- completion of the contract closeout process, including substantial completion walk-through and development of a punch list, final completion walk-through, and recommendation for final payment,
- advising the City and the contractor of dates for any warranty periods per contract documents;
- coordinating with the contractor and the City for final testing and startup of facilities.

The City's Public Works Director will perform the role of project manager. The project manager will work closely with the consultant team and answer questions, make decisions, provide guidance, and assist in coordination as needed.

III. SCOPE OF CONSTRUCTION PROJECT

The construction project for which the consultant will provide engineering services include:

- modifications to the existing FKC screw press including replacement of ancillary components;
- construction of a new secondary clarifier with hydraulic splitter for use with existing secondary clarifier;
- replacement of the single-lined aerated lagoon with a double-lined lagoon and leak detection system;
- installation of an on-site generator to provide power to all electrical systems in the plant during outages; and
- miscellaneous items (new air-gap system construction, laboratory and maintenance building renovations, return-activated sludge pump station construction, replacement pumps and control panel for Mill Creek pump station, and submersible centrifugal pumps for in-plant pump station).

IV. FUNDING SOURCES

This project will be accomplished utilizing American Rescue Plan Act Funds, Clallam County Opportunity Grant Funds, and local funds. Services rendered for this project must conform to all applicable requirements for these funding programs.

V. STATEMENT OF QUALIFICATIONS FORMAT AND SUBMISSION REQUIREMENTS

- A. The SOQ shall be limited to twenty (20) pages, excluding the cover sheet and any tabs or indexes.
- B. Four (4) copies of the SOQ must be received by 4:00 p.m. on April 6, 2022. Submittal packages will not be returned.

- C. All responses to the RFQ must be labeled “Wastewater Treatment Facility Engineering SOQ” and submitted by mail or hand delivery to:

Audrey Grafstrom, Clerk/Treasurer
500 E Division Street
Forks, WA 98331

- D. An SOQ shall not include any pricing information for proposed engineering services. Pricing will be presented during contract negotiations after selection of the most qualified consultant.
- E. Consultants responding to this RFQ do so at their own expense and the City is not responsible for any costs associated with the preparation or submission of their SOQ.
- F. A duly authorized representative empowered to bind the consultant must sign the SOQ.

VI. EVALUATION CRITERIA

Consultants submitting an SOQ must be duly licensed to perform engineering design services for the work listed in the RFQ. All SOQs will be evaluated on the following criteria.

- **Qualifications of Firm (20 points)** Provide a brief history of the firm, a list of projects completed in the last three years (highlighted projects), and the firm's scope of work for those projects.
- **Experience of Key Personnel (20 points)** List personnel who will be assigned to this project, their roles and responsibilities, and their qualifications and experience.
- **Technical Approach (15 points)** Provide a brief discussion of the tasks or steps the consultant will undertake to complete these services, including proposed benchmarks according to the timeline.
- **Availability (15 points)** List a demonstrated ability to meet schedules and deadlines. Describe the amount and type of staff resources available in the project vicinity to perform the services.
- **Relevant Experience (15 points)** List at least three (3) examples of services rendered on projects completed in the last five (5) years that best characterize and demonstrate the firm's experience providing services similar to those described in this RFQ.
- **References (15 points)** Provide contact information for at least three projects on which the firm completed similar services to those described in this RFQ. Contact information should include: client's name, project name, project manager with email address and phone number.

VII. SELECTION PROCESS

- A. The City will appoint an evaluation committee of no fewer than three individuals to review, score, and rank each SOQ. The evaluation committee may contact references provided by the responder.
- B. The evaluation committee *may* request interviews with the responding firm. Interviews will be scored on the same criteria and points as the initial submission.

- C. The City will rank qualified firms or individuals and enter into contract negotiations with the highest-ranked responder.
- D. Contract negotiations will be focused on obtaining written agreement on (a) the consultant’s performance obligations and a performance schedule, and (b) the payment methodology, and a maximum, not-to-exceed contract price that is fair and reasonable to the City, as determined by the City.
- E. If negotiations with the highest-ranked responding firm fail to result in a contract, the City reserves the right to formally terminate negotiations and enter into negotiations with the second-ranked responder and, if necessary, the third-ranked responder and so on, until the negotiations result in a contract.

VIII. TIMELINE (Dates are approximate.)

RFQ Issued	March 21, 2022
Letter of Interest for Clarifying Questions	March 29, 2022
Clarifying Questions Deadline	March 30, 2022
RFQ Submission Deadline	April 6, 2022
Review and Scoring	April 6 to April 13, 2022
Interviews with Top-ranked Firms	April 14 to April 21, 2022
Motion from Council for Selection	April 25, 2022
Negotiations with Selected Firm	April 26 to April 29, 2022
Contract Signed	May 2, 2022

IX. CLARIFYING QUESTIONS/REVISIONS

Qualified interested firms or individuals may submit to the City questions and/or requests for additional information, including inquiries related to substantive portions of the SOQ, questions regarding the intent of the services, and/or questions concerning technical aspects of the services or project. Questions must be submitted in writing either by mail or email to:

Audrey Grafstrom, Clerk/Treasurer
 500 E Division Street
 Forks, WA 98331
audreyg@forkswashington.org

Firms or individuals who wish to submit a proposal are requested to submit a **Letter of Interest** by email to audreyg@forkswashington.org by March 29, 2022. The purpose of the Letter of Interest is to ensure firms receive answers to any clarifying questions and other related information.

X. ADDITIONAL INFORMATION

The City of Forks reserves the right to accept any proposal that is deemed to be in the best interest of the City of Forks and the Wastewater Treatment Facility.

The City of Forks reserves the right to reject any submissions, continue or defer selection dates, and cancel the RFQ at any time for any reason.