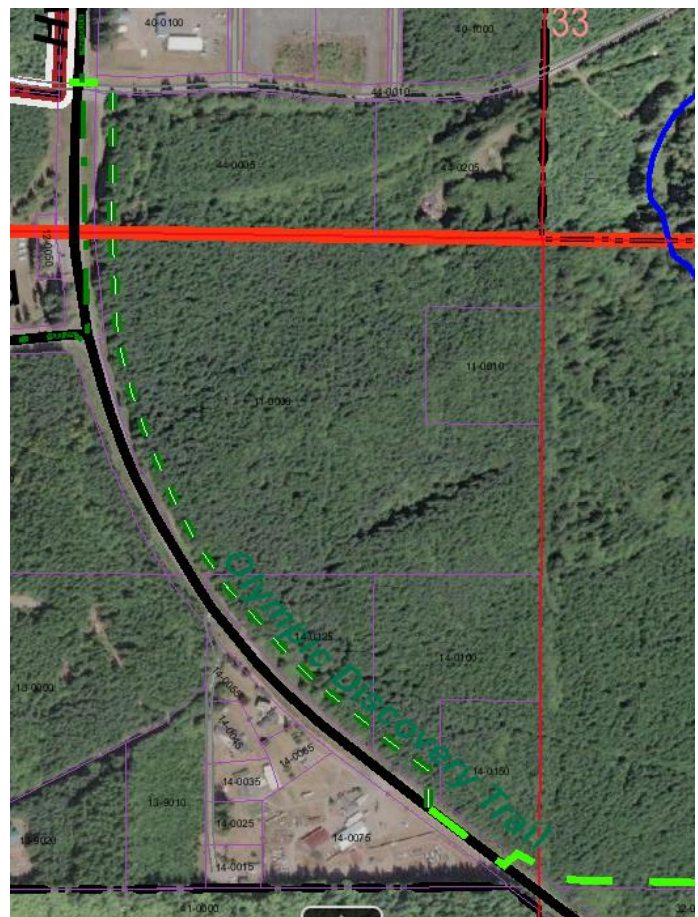
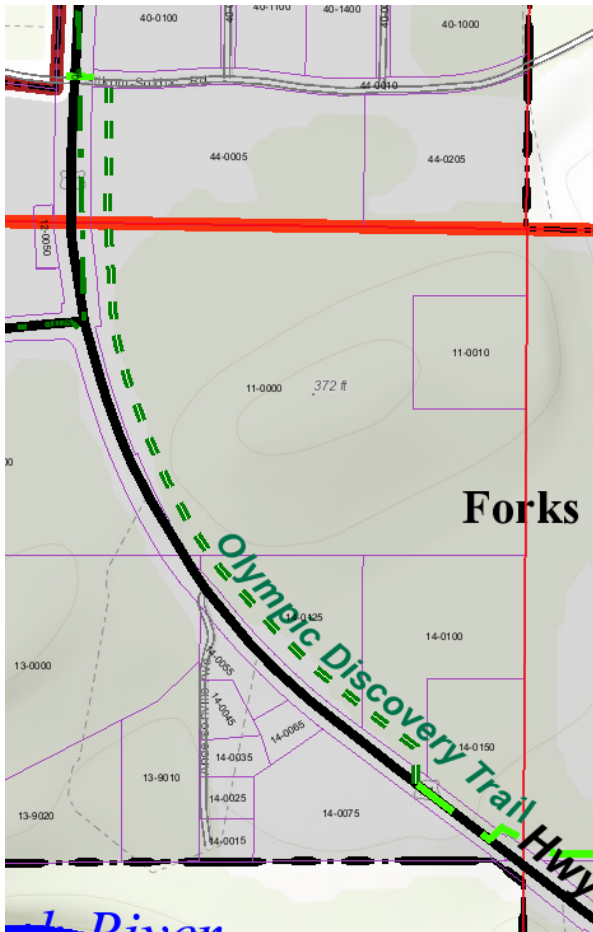


**CITY OF FORKS  
REQUESTS FOR QUALIFICATIONS  
FOR PROFESSIONAL  
ENGINEERING SERVICES  
North of the Calawah Water Tank Project  
Preliminary Planning, Engineering, and  
Cost Estimating & Other Water System Services**  
A project funded by the American Rescue Plan Act of 2021

**RFQ Submissions due by 2 p.m., 28 April 2023**



**STATEMENT OF QUALIFICATIONS  
PROFESSIONAL ENGINEERING SERVICES**

**For the North of the Calawah Water Tank Project  
for preliminary planning, engineering and cost estimating**

**I. INTRODUCTION**

RFQ information is available at [www.forkswashington.org](http://www.forkswashington.org), or upon request by emailing [rodf.forks@forkswashington.org](mailto:rodf.forks@forkswashington.org)

The City of Forks (City), as the water utility provider, invites interested qualified persons and firms to submit Statements of Qualifications (SOQ) for preliminary engineering, planning and cost estimating services associated with the development of yet-to-be-funded potable water storage tank (water tank) of 1m-2m gallons in size to be located on City-owned property north of the Calawah River. Persons and firms should have the knowledge, expertise, experience, and professional credentials to accomplish preliminary project engineering design, assess specific issues and timelines associated with undertaking such a project, and preliminary cost estimating of the construction and operation of such a water tank. Preliminary design, planning related documents, and cost estimates would be utilized by the City to (1) seek state and federal funds; (2) assess the project for other financing options.

Further, the City may ask the selected consultant to also provide engineering related services with two other City water system projects to include an assessment of the continued viability of City Well No. 1, as well as a significant mainline extension associated with the City's water utility and mill related properties. All work would comport with all applicable federal, state, and local laws, regulations, and standards.

Funding for this project is provided by the City Council allocating a portion of the American Rescue Plan Act of 2021 funds allocated to the City of Forks.

The City is seeking to have the project deliverables completed by the ***NLT 15 December 2023***.

North Water Tank Project deliverables include:

- Environmental Assessment of Project and Project Site;
- Geological Assessment, if needed, of the site;
- Preliminary Design of the Preferred Alternative of size and style of a water tank;
- Preliminary Project Timeline identifying permitting requirements, environmental compliance issues, as well as engineering and construction;
- Preliminary Cost Analysis to include estimated costs for engineering, permitting construction, and construction inspections; as well as a preliminary cost estimate for a mainline connection to existing City water mains in the project area.

Further, the City may ask the selected firm to look at two other projects associated with the further development and improvement of the City's water system.

- City Well No. 1 has issues with sulfide odors that have resulted in the City not utilizing this permitted source and raised questions about its long term viability. Consultant would be asked to: (1) assess the existing problem; (2) make recommendations on, if possible, a means of rehabilitating this well source, and provide decision making information on whether to do so; and, (3) provide cost estimates and permitting processes for drilling a new well to replace Well No. 1.

- Assess, estimate and design the South Forks Avenue water main extension that would address a 2” to an 8” water main bottle neck while also creating a water main system loop along the southern boundary of the City owned Forks Municipal Water utility to the existing main line terminus at the City’s owned mill properties on Russell Road.
- It is the City of Forks’ desire to have a consultant selected and a contract negotiated so that work can commence by 30 June 2023 and be completed by ***NLT 15 Dec 2023***.

## **II. SOQ FORMAT and TIME SCHEDULE**

A. Please limit your SOQ submittal package to ***20 pages total***.

The package must be received in hand by 2:00 p.m., 28 April 2023. Address is:

*City of Forks  
North Water Tank Preliminary Engineering SOQ  
500 East Division Street  
Forks, WA 98331  
Attention: Rod Fleck*

***Any Qualification documents received after 2:00 p.m., 28 April 2023 will not be considered.***

Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

B. The City of Forks will endeavor to adhere to the following schedule in its selection:

- 1) Statement of Qualifications must be received by **2:00 p.m., 28 April 2023** in manner noted in IIA above.
- 2) Preliminary evaluations of qualifications will be made approximately **12 May 2023** with a recommendation to the Forks City Council on 22 May 2023.
- 3) If the Selection Committee determines interviews are required, **the City of Forks** will coordinate a time to meet. **Interviews will most likely occur during the week of 15 May 2023.**
- 4) Interested persons and firms will be notified of either the selection of contractor; or, the short listing for in person or phone interviews by **2 pm, 12 May 2023**.

## **III. NO PRICE OR PRICING INFORMATION**

SOQs submitted by any interested persons or firms shall **NOT** include prices or any pricing information for proposed engineering design or construction management-inspection services. The City will request cost and fee information from the most qualified firm at the start of contract negotiations.

#### **IV. COST OF RESPONDING TO THE RFQ OR CONTRACT NEGOTIATIONS**

Interested applicants should not expect compensation of costs associated with the SOQ submittal package, interview, or subsequent contract negotiations – if selected. Any and all costs associated with responding to this RFQ or negotiations shall be born solely by the applicant.

#### **V. RIGHT TO REJECT FOR ANY REASON**

After the City of Forks selects a consultant for engineering design and construction management/inspection, the City of Forks does not guarantee implementation of design or construction of some, all, or any of the water utility projects listed in this (RFQ).

The City of Forks reserves the right to reject any or all SOQs, proposals, or submittals; cancel the RFQ; cancel all, some, or specific projects listed in this RFQ; and reserves the right to withhold the award of any contract relating to the RFQ, or a negotiated unsigned contract for any reason.

#### **VI. LEGAL REQUIRMENTS**

Persons or firms submitting an SOQ and their sub-consultants must be duly licensed to perform architectural/engineering design services (or licensed for other *similar* professional services) at the time the SOQ is submitted pursuant to all applicable federal, state, and local laws, rules and regulations. If a licensing exemption is claimed, the person or firm should set forth the basis of the claimed exemption in writing at the time the SOQ is submitted.

#### **VII. CONTRACT LIMITATIONS**

- A. Contracts and subcontracts will be subject to the provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause); or any other agency's equivalent regardless of their being a federal or state agency.
- B. The City of Forks reserves the right to initiate additional procurement action for any of the projects or services include in this RFQ.
- C. The City of Forks will rank qualified persons and firms in order of preference, and initiate negotiations with the highest ranking consultant on that list. If the City of Forks and the selected consultant negotiate, but are unable to agree upon a detailed scope of work or cost of contract, the City of Forks reserves the right to negotiate with and/or award a contract to other persons or firms sequentially ranked next (by the City's selection committee) behind the highest ranking consultant.

#### **VIII. ENGINEERING SERVICES – EXPERIENCE AND QUALIFICATION CRITERERIA**

- A. Qualifications will only be accepted from firms that can demonstrate a broad background and extensive experience in the field of water tank design, public water systems, and associated permitting in addition to a familiarity with grant management and engineering design, bidding services, and construction management/inspection.
- B. *Submittals will be evaluated by the following criteria. They should be organized and identified in the same order.*

- 1) General description of firm: Include company organizational structure, company history and background, size of company
- 2) Describe recent experience in comparable projects in a similar environment, and your experience working with cities with a population of fewer than 5,000, working with the State of Washington Department of Health, and organizations such as U.S. Department of Agriculture, U.S. Department of Health and Urban Development.
- 3) Knowledge, experience, qualifications, and ability of your firm regarding environmental processes to include critical areas ordinance compliance and SEPA.
- 4) Affiliation with other firm(s): Identify qualifications and experience of other firms, if any, that you plan to subcontract or joint venture with for this proposed project. Please identify the portions of the project anticipated to be performed (in part) by subconsultants.
- 5) Identify key person(s) in firm(s) who will be assigned the various portions of the project as described above, in addition to who will be directly in charge of managing the firm(s)' response to this project. Describe the roles these key persons will fill, their background and their experience. Please include a description of where key personnel are based, and other items you consider important to demonstrate the ability to furnish the services being requested.
- 6) Current workload of firm and key personnel: List the anticipated percentage of time the project manager will have available for water utility projects for the City of Forks. This section should include a depiction of the firms proposed project schedule, including major tasks and target completion dates. **Please do not include costs or fees, as this information will disqualify your SOQ.**
- 7) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the proposed project work.
- 8) Describe quality of projects previously undertaken. Please provide a list of all current water system projects, as well as references from **all** water storage projects that have been completed within the last three (3) years; include contact person, water utility project(s), and phone number(s). Please highlight those references from comparable sized jurisdictions. The City of Forks reserves the right to contact former clients identified by the consultant in their SOQ to ascertain the quality of work, ability to meet schedules, costs control and consultant client relationships.
- 9) Demonstrated ability to meet schedules and deadlines, without delays; while also preventing cost escalations, overruns, or contractor claims.

## **IX. SELECTION: EVALUATION CRITERIA AND WEIGHING**

The selection of the person or firm to do the work will be done by a committee selected by Mayor Tim Fletcher. After the deadline for receipt of qualifications, the subcommittee will review the experience and qualification data obtained from consultants, and may select one firm with which to negotiate a contract based upon a subsequent mutually understood detailed scope of work. If deemed necessary by the committee, at least two (but not more than 4) firms may be invited for interviews. Interviews may be located at 500 East Division Street, Forks Washington, by phone, or by video conference. The final selection of the firm with which a contract will be negotiated based upon that person's or firm's experience and qualifications data listed above.

The *selection criteria* that will be used by the committee to rank statements of qualifications are listed below.

- A. Ability to perform all or most aspects of listed projects. Experience and professional qualifications of persons or firms in complying with local, state, and federal regulations and possibly funding agencies, as well as familiarity with Washington Department of Health requirements for public water systems, and Washington State DBE requirements.  
**(15 points)**
- B. Recent successful experience in water utility projects comparable to listed proposed projects and a demonstrated understanding of the City's needs, issue, and special concerns.  
**(15 points)**
- C. Washington state women and minority business enterprises participation may be noted but is not part of the consultant selection rating system.

The RFQ submittal should include the following information:

- Description of the kind of work that can be subcontracted.
- The estimated percentage of subcontract work.
- Identification of subcontract work that could be performed by Washington state women and minority business enterprises.
- Name, address, and name of certifying agency of those Washington state women and minority business enterprises.
- firms that are anticipated to perform the work items identified in item number three.

(Scoring: **N/A**)

- D. Key personnel's professional background and successful relevant experience. Reputation for personal and professional integrity and competence.  
**(15 points)**

- E. Quality of projects previously undertaken.

Familiarity with products funded with state or federal funds and regulatory requirements associated with such funding sources.

Demonstrated ability to meet design and construction standards for public water storage systems, and meet project schedules and deadlines.

**(15 points)**

- F. Demonstrated ability to properly manage and complete projects that may be a considerable distance from persons or firms submitting an SOQ.  
**(10 points)**

- G. Degree of interest and responsiveness shown in the City of Forks' project list and challenges.  
**(10 points)**

**X. SELECTION COMMITTEE:**

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.

It is understood that all submittals shall become the property and a part of the public records of the City of Forks, without obligation to the City of Forks, and may thereafter be used by the City of Forks, without compensation to the contracted firm.

The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing offers during the negotiations process.

**X. ADDITIONAL INFORMATION**

Incurring Costs

*The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to, and participating in, any meetings associated with the City of Forks' consultant selection process and/or negotiating an agreement.*

Reservation of Rights

The City reserves the right to reject any submissions and further reserves the right to not contract with any party.