CITY OF POULSBO

REQUEST FOR QUALIFICATIONS
FOR SANITARY SEWER ON-CALL SERVICES
DUE OCTOBER 5th, 2020 BY 2:00 PM

Purpose
The City of Poulsbo Public Works Engineering Division is currently seeking Statement of Qualifications for Sanitary Sewer On-Call Services. The purpose of these On-Call Service Contracts is to supplement City staff resources to complete sanitary sewer projects, studies, and evaluations.

Scope of Services
Services will be provided on an on-call basis under a Task Order process between the City and the Consultant, on a time and material basis. The Task Order process will consist of the City contacting the Consultant and requesting services related to an individual project. The Consultant will then prepare a detailed scope and cost for each individual Task Order. The Task Orders will be agreed upon between the City Representative and the Consultant.

Services needed may include, but are not limited to:

SANITARY SEWER – Planning, Design, Environmental, and Construction Services for sewer projects which may include, but are not limited to the following:

1. Long-range sewer planning and strategic advisory
2. Satellite Water Reclamation (MBR) feasibility study and site evaluation
3. Infiltration and inflow evaluation
4. Sewer Comprehensive planning
5. Capital Improvement Projects – Pump Stations, Sewer Rehabilitation, and Sewer Main Replacement, Peak Storage Facility Design
6. Micro-tunneling, directional drilling, and boring
7. Pipe Condition Assessment and Pipe Forensic Work

Selection Criteria and Qualification Requirements
After reviewing this RFQ, any firm that determines it has the necessary expertise and experience to successfully perform the required services may submit a Letter of Interest and Statement of Qualifications (SOQ) addressing the items set forth herein. Women and minority businesses are encouraged to apply.

The criteria outlined below will be used in evaluating the proposals:

1. Project manager(s)
    - Experience
    - Ability to quickly respond to requests for services
2. Previous municipal work including on-call contract work; and similar projects
3. Familiarity with local plans, policies, Poulsbo Municipal Code, goals, challenges, and opportunities
4. Technical knowledge and experience of individuals who will work on the projects
5. Past performance and/or references

Interested firms may apply and provide qualifications for one or more of the service areas listed above. Please note the submittal requirement format. Submittals that do not follow the format provided below will not be reviewed.

A “short list” of firms will be made within four weeks of the submittal deadline. All consultants submitting a proposal will be notified of the selection. Short-listed consultants may be asked to participate in an interview process to finalize on call and subsequent project selections.

Following the submittal of satisfactory scope of services, fees, schedule, and insurance coverage, the City Engineer will recommend to the City Council that they authorize the City Mayor to execute a professional services agreement with the recommended firms. **A limited number of contracts will be**

awarded. The City reserves the right to reject any and all proposals. The final selection, if any, will be that submittal and interview results which, in the opinion of the City, best meets the requirements set forth in this RFQ and is in the best interest of the City. The City of Poulsbo does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision services.

Contract
Selected consultants will be required to enter into a contract for on-call services with the City. Consultants that are selected and contracted for on-call work are not guaranteed work. The City reserves the right to continue use of the consultant roster and to advertise for consultant services for specific projects. All existing task orders for work will remain with the existing consultant. All new task orders for on-call services will be issued under the new on-call contracts. The duration of the contract will be two years with the option to extend for one year.

The City of Poulsbo's Professional Services Agreement will be the contract document for these on-call services.

Submittal Format Requirements
The submittal shall follow the format below and not exceed 6 pages plus resumes. **Five (5) copies** of the submittals must be submitted on typed, 8½-inch by 11-inch paper, and with type size no smaller than 12-point font. One pdf copy shall also be provided to csmith@cityofpoulsbo.com.

Submittals shall include:

1. A letter of interest signed by a company principal with a statement of availability to complete projects;
2. **Attachment A**: Response to Questions
3. **Attachment B:** Relevant Projects
4. **Attachment C:** Team Org Chart, Bios, and Resumes (Optional)
5. **Attachment D:** At least 3 References including names and telephone numbers of current and previous clients with similar projects and/or on-call contracts;

Timeline for Submittals
The deadline for submission of qualifications is **October 5th, 2020 at 2:00pm.** Post marks will NOT be accepted. If you have questions, please contact Christine Smith, Project Coordinator, at 360-394-9735 or csmith@cityofpoulsbo.com.

The City of Poulsbo 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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 or national origin or sex in consideration for an award.

Deliver to:
City of Poulsbo
Engineering Department (2nd Floor, 3rd Ave Entrance)
200 NE Moe Street
Poulsbo, WA 98370
For coordination of physical delivery of qualifications, please call Christine Smith at 360-394-9735.

Mail to:
City of Poulsbo
Engineering Department
200 NE Moe Street
Poulsbo, WA 98370

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