



CITY OF
MUKILTEO

Public Works Department

REQUEST FOR STATEMENT OF QUALIFICATIONS

Decant Facility

Project# SW170300.3926313

Deadline: May 31, 2017

Purpose

The City of Mukilteo is requesting qualifications (RFQ) from qualified professionals or firms to provide professional services for the design and engineering, with the option of construction management and inspection services, for the Decant Facility Project. The design and engineering includes geotechnical analysis, permitting, the design of a decant facility, material storage areas, a bay area for vehicle storage, a vehicle washing station, and associated utility improvements at the City's Public Works Shop located at 4206 78th Street SW in Mukilteo, WA. This project will be designed and constructed using local funds; however the City is on the final funding offer list for a Department of Ecology Stormwater Financial Assistance Program (SFAP) Grant. If awarded, this project will be partially funded with this grant.

Background

The City's current decant facility is uncovered and isolated from an uncovered stockpile area for decant solids, both of which produce contaminated runoff which enters the onsite stormwater system. The decant facility is not currently routed to the sanitary sewer because it is uncovered and produces an Infiltration/Inflow (I /I) situation for the Mukilteo Water and Wastewater District. In addition, the current decant settling vault does not have adequate capacity to store the materials removed from the City's stormwater system which does not allow sufficient settling time for the solids to separate from the liquids. The current settling vault then drains into the storm system untreated to an onsite detention pond, which then outfalls into Japanese Gulch Creek and eventually Puget Sound. There is also a known wetland on the east side of the Public Works Shop property.

For this project, the City is considering the southern portion of the existing Public Works Shop, Figure 1, as a "blank slate" to seek the most efficient site layout. The facility accommodates the City's Street, Surface Water Utility, Parks, and Facility Maintenance Departments, as well as surplus property storage.

Project Description

The Decant Station Project proposes to construct a new decant facility at the City's Public Works Shop location. The facility will include relocating the above ground decant station, constructing a cover over the new decant station, installing a new decant settling vault routing decanted liquids to the sanitary sewer system, relocating the sand shed and storage areas, and construction of a vehicle storage area with 2-3 heated bays and a vehicle washing station.



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Figure 1 – Blank Slate Area



Scope of Work

The Scope of Work will include, at a minimum, the following elements:

1. General
 - Project Management
2. Geotechnical Investigation



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3. Analysis & Needs
 - Site Study with options
4. Environmental
 - Planning and preparation of permit applications
5. Design
 - Surveying
 - Utility Coordination
 - Stormwater Analysis and Design
 - Plans Specifications & Estimate with review at 30%, 60% and 90%
 - Final Construction Documents
6. Bidding Support (Optional)
7. Construction Management & Inspection (Optional)

Schedule

Date	Task
May 31, 2017: 4:00 PM	Deadline for RFQ Submittals
June 9, 2017	Selection by City of short list of top firms to interview
Week of June 12-16, 2017	Interviews and reference checks
June 19, 2017	Selection of firm and start negotiation of contract
August 7, 2017	City Council award of contract
August 14, 2017	Notice to proceed

The above noted schedule, except the deadline for the RFQ Submittals, is tentative and may be changed based on the number of RFQ's submitted.

Procedures for Submittal

If you, or your team, wish to be considered for this RFQ, you must be a registered consultant on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>). In lieu of preparing project specific Statement of Qualifications (SOQ) for this project, the City will be reviewing firm's existing SOQ's on the MRSC roster. If interested in responding to this RFQ, submit an email to Challis Stringer, Senior Engineering Technician, at cstringer@mukilteowa.gov, no later than 4:00 pm on May 31, 2017 indicating your interest in the project. Emails shall include:

1. Firm name as listed on the MRSC website;
2. Contact Information, include the project team members;
3. A list of any firms which you may be teaming with;
4. A link to your website;
5. A list, no more than 3 pages, with a short description, of at least three projects which closely relate to a decant facility project that includes the design and construction cost, the year it was designed and constructed, and the agency for which the project was for and a reference contact, this can be an attachment in PDF to the email, and;
6. A two page cover letter, which can be an attachment in PDF to the email.



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For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after 4:00 pm on May 31, 2017, and all hard/paper copy submittals will be disregarded.

To clarify, it is not our intent for you to create customized Statement of Qualifications (SOQ) for this request, but to review your existing SOQ's online from the MRSC website. Any clarifications or project specific information can be included in your two page cover letter if needed.

Selection Process

A committee of City personnel will evaluate and rate the proposals using the following criteria:

1. Project team experience with design and construction of Decant Facility projects;
2. Project team experience with Department Of Ecology grant funded projects;
3. Project team member qualifications;
4. Familiarity with the 2012 Stormwater Management Manual for Western Washington, as Amended in December 2015, and the Phase II Western Washington Municipal Stormwater Permit;
5. Ability to apply creative solutions to complicated projects and the approach to this project;
6. Demonstrated ability to keep projects on time and within budget; and,
7. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies.

Following evaluation of the RFQ's, the City will invite 2 to 4 firms/teams to interview for the project. Those firms will have the opportunity to present their past experience in decant facility design in compressed areas and overall project approach. Additional information regarding the interview process will follow the selection process.

Inquiries

Direct all inquiries regarding this request for qualifications to Challis Stringer, Senior Engineering Technician at 425.263.8082, or Andrea Swisstack, P.E., Assistant City Engineer at 425.263.8081.

Equal Employment Opportunity

The City of Mukilteo 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 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.

The City of Mukilteo encourages disadvantaged, minority, and women owned consultant firms to apply.



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Reservations

The City of Mukilteo reserves the right to reject any and all RFQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Mukilteo to pay any costs incurred by respondents in the preparation and submission of a RFQ. This solicitation does not obligate the City of Mukilteo to accept or contract for any expressed or implied services. Furthermore, the City of Mukilteo reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.