



CITY OF  
**MUKILTEO**

*Public Works Department*

REQUEST FOR STATEMENT OF QUALIFICATIONS  
Chennault Beach Drive Drainage Improvements

***Deadline: March 22, 2022***

***Purpose***

The City of Mukilteo is requesting qualifications (RFQ) from qualified professionals or firms to provide professional services for the design and engineering of the ***Chennault Beach Drive Drainage Improvements*** project, with the option of construction management and inspection services. It is anticipated that the duration of this agreement will be approximately nine (9) months with the option for the City of Mukilteo to extend it for additional time and money, if necessary. The consultant will be expected to prepare contract plans, specifications, and estimates (PS&E) to improve the existing drainage system along Chennault Beach Drive between 60<sup>th</sup> Ave W and Marine View Drive. These improvements are expected to include, but not limited to, installation of new drainage pipe within the existing roadside ditches; relocation of misplaced existing inlets; minor shoulder paving and asphalt curbing; re-establish capacity to existing ditches; assessment, and potentially replacement, of existing driveway culverts; geotechnical investigation of existing retaining walls and the possible presence of unsuitable materials; and environmental permitting and documentation. The design and construction phases of this project will be funded through local funds. Therefore, all aspects of this project will need to comply with the requirements of the funding agency, at a minimum.

***Background***

Drainage from the Chennault Beach Drive roadway is conveyed in an under-developed ditch-and-culvert system, as well as intermittent piping between 60th Avenue W and Marine View Drive. The piped portions of the system are located where the system outfalls to Upper Chennault Beach Creek at four locations: 60th Avenue W, McArthur Lane, 64th Place W, and west of Marine View Drive. During high flow periods, roadway flooding occurs because of 1) diminished ditch capacity, 2) debris blocking driveway culverts and inlets, and 3) misplaced inlets. Periods of high flows tend to scour landscaping material (typically small rocks) located in the right-of-way (ROW), resulting in a debris source within existing ditches and culverts. Additionally, soil and vegetation on adjacent steep slopes slough into roadside ditches and create another source of debris that further reduces ditch capacity. Some of the existing inlets are located outside of the flow pathway enabling concentrated surface water to bypass the inlets and reach ditches with diminished capacity, further contributing to roadway flooding. In addition, the City does not have an easement to perform maintenance on the outfall near 64th Place W.

***Project Description***

This project will improve the drainage system along Chennault Beach Drive, where the existing drainage system is under-developed, under-capacity, or bypassed. See ***Figure 1*** (below). Flows currently routed to the existing Upper Chennault Creek outfall east of McArthur Lane will be routed through the new drainage system to the existing Upper



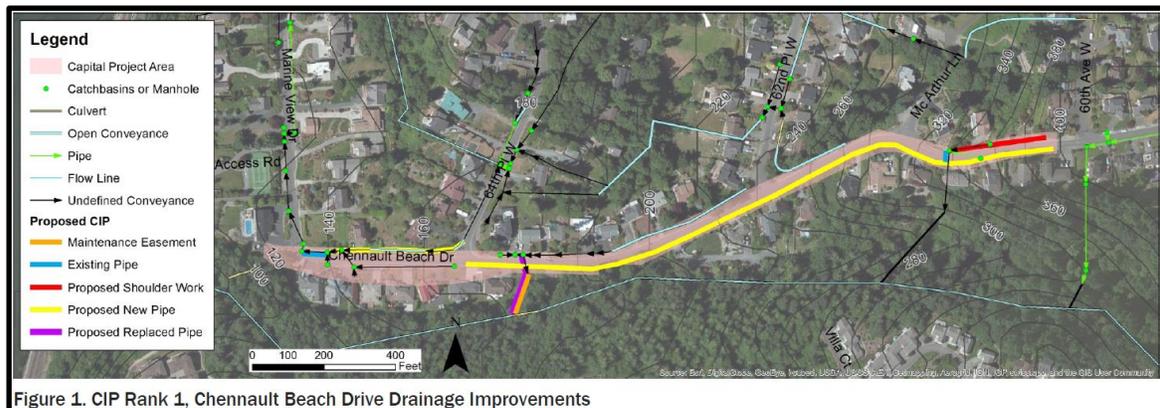
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Chennault Creek outfall east of 64th Place W. Existing inlets that are not currently collecting surface water will either be repositioned and connected to the new system or removed. Existing functional inlets may be connected to the new system. New inlets and laterals will be installed as needed.

The project consists of four areas of drainage improvements:

- Improvements to the westbound (north) shoulder of Chennault Beach Drive between 60th Avenue W and McArthur Lane, which consists of re-grading and paving the shoulder and installing an asphalt curb to channel water to the existing stormwater inlets.
- Installation of a 12-inch-diameter drainage system located in the alignment of the existing ditch-and-culvert system on the south side of Chennault Beach Drive, between west of 60th Place W and west of 62<sup>nd</sup> Place W.
- Installation of an 18-inch-diameter drainage system located in the alignment of the existing ditch-and-culvert system on the south side of Chennault Beach Drive, between west of 62<sup>nd</sup> Place W and 64th Place W. The new 18-inch-diameter drainage system discharges to the existing outfall to Upper Chennault Creek east of 64th Place W. A maintenance easement should be obtained along the extent of the existing outfall pipe.
- Installation of a 12-inch-diameter drainage system located in the alignment of the existing ditch-and-culvert system on the north side of Chennault Beach Drive, between 64th Place W and W Marine View Drive. This new drainage system will tie into the existing drainage system on Marine View Drive.



It is anticipated that the preparation of SEPA documentation will be required since the proposed improvements will be constructed within critical areas as defined under the City's Growth Management Act. Environmental Permitting and Documentation may include, but not limited to, a Geotechnical Analysis, Critical Areas Report (stream impacts, etc), SEPA, JARPA, HPA.



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Although Right of Way acquisition is not anticipated for this project, the design shall evaluate the need for temporary construction easements.

### **Scope of Work**

The consultant should have the capability to complete the entire design, develop preliminary and final contract plans, specifications, and estimates (PS&E) and complete the environmental permitting and documentation needed for SEPA approval. The consultant, at the option of the City, may be contracted to provide construction management and inspection support services.

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

1. Project Management
2. Public Outreach (Optional)
3. Site Assessment
  - Geotechnical Investigation
  - Basemapping Confirmation & Reconciliation
4. Environmental Permitting and Documentation, which may include, but not limited to:
  - Geotechnical Analysis, Critical Area Report
  - SEPA, JARPA Permit, HPA
5. Right of Way – Temporary Construction Easements (if required)
6. Engineering and Design
  - Surveying and Basemapping
  - Utility and WSDOT Coordination
  - Plans Specifications & Estimate with review at 60% and 90%, 100%
  - Final Construction Documents
7. Bidding Support (Optional)
8. Construction Management & Inspection (Optional)

The selected firm will need to have the resources that will enable it to complete tasks quickly and be extremely responsive. The firm will need to be able to accomplish this work independent of City staff support, other than oversight by the City’s project manager. The City’s project manager will lead the overall process and will be the nexus through which all public involvement and agency coordination occurs.

### **Schedule**

| Date                             | Task  |
|----------------------------------|---|
| Tuesday, March 22, 2022: 2:00 PM | Deadline for RFQ Submittals                       |
| Wednesday, April 6, 2022         | City Selection of short-listed firms to interview |
| Week of April 18-22, 2022        | Interviews and reference checks                   |
| April 27, 2022                   | Selection of Firm                                 |
| April 27 – May 18, 2022          | Negotiation of Contract                           |
| June 6, 2022                     | City Council award of Contract                    |
| June 13, 2022                    | Notice to proceed                                 |



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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 Randall Roberts, Capital Projects Engineer, at [rroberts@mukilteowa.gov](mailto:rroberts@mukilteowa.gov), no later than 2:00 pm on Tuesday, March 22, 2022 indicating your interest in the project. Emails shall include:

1. Email Body Text:
  - a. Firm name as listed on the MRSC website;
  - b. Contact Information;
  - c. A list of any firms which you may be teaming with;
  - d. A link to your website;
2. Email Attachments:
  - a. A cover letter that briefly describes your interest and approach to the project (limited to 2 pages).
  - b. A list, with a short description, of at least three projects which closely relate to the above-described project, including references (limited to 4 pages)

For your records, the City will provide an email confirming receipt of your interest in the proposal. Emails received after the deadline, 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. Experience of Project Manager/Team Leader
2. Demonstrated ability to keep projects on time and within budget
3. Responsiveness
4. Project team experience with roadway drainage system improvement projects;
5. Project team member qualifications;
6. Environmental Permitting and Documentation
7. Ability to apply creative solutions to complicated projects and the approach to this project; and,
8. Demonstrated ability to communicate and work effectively with the public, City staff, and regulatory agencies.



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Following evaluation of the RFQ's, the City will short-list 3 to 4 firms to interview for the project. Those firms will have the opportunity to present their past experience with the design of, and contract development for, roadway drainage system improvement projects, construction management and inspection services (optional), and deliver their overall project approach. Additional information regarding the interview process will follow the selection process.

Contract negotiations will take place with the top-rated consultant. If negotiations are unsuccessful, the City reserves the right to terminate negotiations and open discussion with the next-highest rated consultant. This process will continue until successful contracts are negotiated or the City terminates the process.

### ***Inquiries***

Direct all inquiries regarding this request for qualifications to Randall Roberts, Capital Projects Engineer at 425.263.8084, or Matt Nienhuis, Public Works Director at 425.263.8171.

### ***Americans with Disabilities Act (ADA) Information***

The City of Mukilteo in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Tacea Wall at [twall@mukilteowa.gov](mailto:twall@mukilteowa.gov) or by calling 425-263-8170.

### ***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.

### ***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.