



CITY OF
MUKILTEO

Public Works Department

REQUEST FOR STATEMENT OF QUALIFICATIONS
Stormwater Low Impact Development Retrofit Project

Deadline: May 10, 2018 at 4:00PM

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 Stormwater Low Impact Development Retrofit Project, with the option of construction management and inspection services. The design and engineering includes public outreach and education, survey, wetland determination, cultural resource investigation, development of construction documents and stormwater reports, easement acquisition and permitting. This project will be designed using Department of Ecology Stormwater Financial Assistance Program (SFAP) grant funds.

Background

In 2012, the City of Mukilteo was awarded grant funds provided by the Department of Ecology through the National Estuary Protection Watershed Protection and Restoration Grant Program to develop a Stormwater Strategy Plan based on data and methods from the Puget Sound Characterization project. The Watershed-Based Stormwater Strategies Plan, available at <https://mukilteowa.gov/departments/public-works/surface-water/programs-and-planning/watershed-based-stormwater-strategies-plan/>, identified the Picnic Point Creek and Big Gulch Creek as high priorities for stormwater retrofits as compared to other sub-basins within the study area.

In 2014, the City continued the work of the Watershed-based Stormwater Strategies Plan and developed a Stormwater Retrofit Plan and Pre-Design. The additional work was funded through the National Estuary Program Watershed Protection and Restoration Grant Program. The Stormwater Retrofit Plan and Pre-Design projects built off of the Stormwater Strategies Plan by identifying, prioritizing and selecting stormwater retrofit projects within Picnic Point Creek and Big Gulch Creek. The report conducted a pre-design analysis, and provided conceptual designs and planning-level cost estimates for the top three sites identified. Information on the Stormwater Retrofit Plan can be found at <http://archive.ci.mukilteo.wa.us/Page.asp?NavID=336>.

Two of the projects identified in the Stormwater Retrofit Plan and Pre-Design for Bioretention Facilities was 55th Place W/127th Street SW and 47th Place W. 55th Place W/127th Street SW was included in the top three sites and a pre-design analysis and conceptual design was completed. At the other project site, 47th Place W, a boring as well as a pilot infiltration test (PIT) was completed, however no additional analysis or conceptual design work was done. At both sites, the geotechnical investigation found the soils have low permeability and will not support shallow infiltration. Bioretention swales with underdrains were proposed because they can provide water quality treatment and reduce peak flows.



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In 2015, the City applied for funding to further investigate and complete the design and permitting on the 55th Place W/127th Street SW and 47th Place W Bioretention Swales. Earlier this year, the funding was awarded.

Project Description

This project proposes to construct Bioretention Facilities within two separate drainage basins, Picnic Point Creek and Big Gulch Creek. The Bioretention Facilities would be within the City's right-of-way along 55th Place W/127th Street SW and 47th Place W, adjacent to the YMCA.

The 55th Place W/127th Street SW site is adjacent to wetland areas. The wetland areas are a Category 2, and based on MMC 17.52B.100.L stormwater retrofits would be allowed as long as it can be demonstrated that there would be no increase in impacts to the wetlands.



The 47th Place W site is adjacent to the YMCA site, and may require coordination with the YMCA, as well as temporary and/or permanent easements depending on the location of the Bioretention swale(s). In addition, the site is located near a Community Transit Bus Stop that may need to be relocated.



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The City requires Consultant support to lead the public education and outreach for this project, specifically within the neighborhood where the Bioretention facility is proposed to be located.

Scope of Work

The consultant shall 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 approval. As well as provide public outreach and education for the project. 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 and Education
3. Site Assessment
 - Cultural Resources Evaluation (if required)



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- Wetland Determination (if required)
- Bioretention Evaluation and Design
- 4. Environmental Permitting and Documentation
- 5. Right of Way – Temporary Construction Easements (if required)/Easement Acquisitions (if required)
- 6. Engineering and Design
 - Surveying and Basemapping
 - Utility Coordination
 - Plans Specifications & Estimate with review at 30% and 90%
 - 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
May 10, 2018: 4:00 PM	Deadline for RFQ Submittals
Week of May 28-June 1, 2018	Reference checks of top firm(s) and possible interviews
June 4, 2018	Selection of firm and start negotiation of contract
July 2, 2018	City Council award of contract
July 9, 2018	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 and the timeline of the contract negotiations for the grant with Department of Ecology.

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 the 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 10, 2018 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:



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- 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 a confirmation 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. Project team experience with design and construction of Low Impact Development Projects, specifically in areas with low infiltration rates;
2. Demonstrated ability to successfully implement a public outreach and public education campaign;
3. Project team experience with Department of Ecology grant funded projects;
4. Familiarity with the 2012 Stormwater Management Manual for Western Washington, as Amended in December 2014.
5. Project team member qualifications;
6. Ability to apply creative solutions to LID projects;
7. Demonstrated ability to keep projects on time and within budget; and
8. Demonstrated ability to communicate and work effectively with the public, City staff, and regulatory agencies.

Following evaluation of the RFQ's, the City will check references of the top firm(s) prior to making a selection. If the review committee cannot make a selection based on the RFQ's, informal interviews may be conducted for the top 2 to 3 firms/teams.

Inquiries

Direct all inquiries regarding this request for qualifications to Challis Stringer, Senior Engineering Technician at cstringer@mukilteowa.gov or 425.263.8082.

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 Margo Lawler at mlawler@mukilteowa.gov or by calling 425-263-8170.

Equal Employment Opportunity



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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.