

REQUEST FOR QUALIFICATIONS
FOR ENGINEERING AND CONSULTANT SERVICES
TOWN OF COUPEVILLE

ENGINEERING CONSULTANT
PROPOSALS DUE
DECEMBER 2, 2020

Table of Contents I

Table of Contents

I. INTRODUCTION.....	3
II. BACKGROUND.....	3
III. SCOPE OF WORK	3
IV. FORM AND CONTENT OF PROPOSAL.....	3
V. QUESTIONS AND ADDENDA.....	4
VI. SUBMITTAL OF PROPOSALS.....	4
VII. EVALUATION PROCESS.....	4
VIII. SELECTION PROCESS	5
IX. RFQ SCHEDULE.....	5
X. ACCEPTANCE OR REJECTION OF PROPOSAL	5
XI. GENERAL DESCRIPTION OF PROPOSED AGREEMENT.....	5
XII. INSURANCE REQUIREMENTS	5
XIII. EXAMINATION OF PROPOSED MATERIAL	6
XIV. PUBLIC NATURE OF PROPOSAL MATERIAL.....	6
XV. DISQUALIFICATION	6
XVI. NON-CONFORMING PROPOSAL	6
XVII. ADDITIONAL TERMS AND CONDITIONS.....	6

I. INTRODUCTION

The Town of Coupeville is soliciting proposals from qualified firms to provide engineering services for projects in the Town of Coupeville, WA. The selected consultant(s) must be licensed as an Engineer in the State of Washington. The selected consultant shall perform/manage the tasks specified in the "Scope of Work" section of the Request for Proposal (RFQ).

II. BACKGROUND

The Town of Coupeville is in need of a firm to oversee all aspects of their engineering needs. The engineering work may include, but is not limited to, utility projects including water, wastewater and storm water, street work, transportation projects, public works projects, system plan updates, finding funding sources and grant applications, plan review, and inspections.

III. SCOPE OF WORK POTENTIAL INCLUDES, BUT IS NOT LIMITED TO

- Survey
- Electrical engineering
- Mechanical engineering
- Civil engineering
- Structural engineering
- Highway Engineering
- Construction drawings
- Construction estimates
- Bid Documents
- Actual grant application
- Project management
- Inspections

IV. FORM AND CONTENT OF PROPOSAL

Proposals shall consist of responses to the questions below. Please clearly label answers when submitting separate answers to any questions. The questions must be completely addressed in the text of proposal and be presented in the order indicated. The submissions are subject to a page limitation of fifteen (15) written pages in twelve-point font. You are also requested to enclose certain information as exhibits, which will not count against the page limit. You may attach additional information as exhibits (which will not count against the page limit). However, responses to questions must be answered within the specified page limit. The Town makes no assurances that any non-requested additional information in exhibits will be reviewed. Consultants are encouraged not to submit lengthy and overly wordy proposals.

Questions:

1. Name of Proposer and principal contact person, including office location, address, telephone number and e-mail address.
2. Brief description and history of the firm.
3. Description of the team assigned to handle the proposed assignments, including the role of each member and location they will be working or commuting from.

Please enclose resumes of each assigned team member as an exhibit to your proposal.

4. Indicate date you would be available to begin work.
5. Provide as exhibits, listings of your proposed team's experience involving similar project work for municipalities.
6. Please provide two municipal or governmental references.

V. QUESTIONS AND ADDENDA

Please direct any questions regarding this RFQ, including any request for the Town of Coupeville to issue a formal written clarification or correction of a discrepancy or an omission in this RFQ, via email to Mayor Molly Hughes, mayor@townofcoupeville.org, by the due date specified in the RFQ Schedule. Emails with questions related to this RFQ should include, "Question Regarding Engineering RFQ," in the subject line so they can be readily identified. Any Town of Coupeville response to such a request will be made in the form of an addendum to this RFQ and will be posted on the town's website, "townofcoupeville.org" prior to the proposal due date. All addenda shall become part of this RFQ.

VI. SUBMITTAL OF PROPOSALS

Please submit one (1) electronic copy in PDF format of your Proposal via email to mayor@townofcoupeville.org, not later than 4:00 p.m. Pacific Time on December 2, 2020, addressed as follows:

Email: mayor@townofcoupeville.org

- Proposals received by the Town of Coupeville after this deadline will not be accepted. Proposals will not be accepted if submitted by FAX.
- Emailed submissions cannot contain zipped files or file attachments larger than 5 Mbytes. It is incumbent upon the proposer to ensure that email transmissions are received at the email address listed above.
- All material submitted in accordance with this RFQ becomes property of the Town of Coupeville and will not be returned.

VII. EVALUATION PROCESS

Agency staff will review each proposal for completeness and content. Each proposal will be evaluated based upon the relevant qualifications and experience of the consultant. Staff may conduct interviews if necessary, or may complete its evaluation based on the proposals alone. References will also be verified. The proposal review will focus upon the following criteria:

1. **Professional Qualifications:** Do the qualifications of key personnel to be assigned to the anticipated projects coincide with tasks listed in the Scope of Work? Do assigned personnel have requisite education, experience, and professional qualifications?
2. **Experience:** Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as the one described herein?
3. **References:** Are the firm's references from past clients and associates favorable? Were deliverables submitted on time and within budget?

- 4. Responsiveness:** Ability to respond to requests for service in a timely manner.

Proposals will be ranked on the basis of qualifications. If interviews are conducted, firms selected for interview will be contacted at that time to arrange the date and time for their interview.

VIII. SELECTION PROCESS

Based on staff evaluations the Town will consider selection of a consultant. Preference will be given to firms who have worked with the Town in the past and are familiar with Ebey's Landing National Historical Reserve design guidelines. One firm may be selected or it may be determined that no proposal exhibits the adequate qualifications.

IX. RFQ SCHEDULE

Proposals Due to Town of Coupeville by 4:00 p.m., December 2, 2020.

This RFQ does not commit the Town of Coupeville to pay any costs incurred in the submission of the proposal or in making any necessary studies or analysis in preparation of submission of the proposal.

X. ACCEPTANCE OR REJECTION OF PROPOSAL

The Town of Coupeville reserves the right to accept or reject any and all proposals. The Town of Coupeville also reserves the right to waive any informality or irregularity in any Qualifications. Additionally, the Town of Coupeville may, for any reason, decide not to award an agreement as a result of this RFQ or cancel the RFQ process. The Town of Coupeville shall not be legally bound in any manner by the submission of the proposal. The Town of Coupeville reserves the right to negotiate project deliverables and associated costs.

XI. GENERAL DESCRIPTION OF PROPOSED AGREEMENT

Upon conclusion of the RFQ process, the Town of Coupeville seeks to select a Consultant with which to enter into negotiations for the assignments described. The selected Consultant shall enter into contract negotiations with the Town of Coupeville in substantial conformity with the selected proposal.

XII. INSURANCE REQUIREMENTS

The selected Consultant, at Consultant's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain all of the insurance requirements outlined in the final contract. All policies, endorsements, certificates, and/or binders shall be subject to approval by the Town of Coupeville as to form and content.

The selected Consultant agrees to provide the Town of Coupeville with a copy of said policies, certificates and/or endorsements.

The selected Consultant shall satisfy these insurance requirements prior to approval of the Agreement. Please address any issues with respect to insurance requirements in your response to the corresponding question in the RFQ.

XIII. EXAMINATION OF PROPOSED MATERIAL

The submission of a proposal shall be deemed a representation and certification by the Consultant that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and that they have read and understood the RFQ. No request for modification of the statement shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

XIV. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFQ become the exclusive property of the Town of Coupeville. At such time as the Mayor recommends a Consultant to the Town Council all proposals received in response to this RFQ become a matter of public record.

XV. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Any attempt to improperly influence any member of the selection staff;
- B. Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the Town of Coupeville or Consultants debarment by the State of Washington;
- C. Evidence of incorrect information submitted as part of the proposal;
- D. Evidence of Consultant's inability to successfully complete the responsibilities and obligations of the proposal; and
- E. Consultant's default under any agreement, which results in termination of the Agreement.

XVI. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFQ instructions and specifications. Any alteration, omission, addition, variance, or limitation of form or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the Town of Coupeville.

XVII. ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions are applicable to this RFQ process:

- A. This RFQ does not commit the Town of Coupeville to pay any costs incurred in the submission of the proposal or in making any necessary studies or analysis in preparation of submission of the proposal.
- B. The Town of Coupeville reserves the right without limitation to:
 1. Enter into an agreement with another Consultant/Contractor in the event that the originally selected Consultant/Contractor defaults or fails to execute an agreement with the Town of Coupeville;
 2. Modify and re-issue the RFQ;

3. Take action regarding the RFQ as may be deemed to be in the best interest of the Town of Coupeville.

C. The Town of Coupeville reserves the right to verify any information provided during the RFQ process. The Town of Coupeville may contact references listed or any other person known to have contracted with Consultant/Contractor.

D. An agreement shall not be binding or valid with the Town of Coupeville unless and until it is executed by authorized representatives of the Town of Coupeville and of the Consultant/Contractor.

E. While it is the intent of the Town of Coupeville to proceed with this project, this solicitation does not obligate the Town of Coupeville to enter into an Agreement. The Town of Coupeville retains the right to cancel this RFQ at any time should the project be cancelled, the Town of Coupeville loses the required funding, or it is deemed in the best interest of the Town of Coupeville. No obligation either expressed or implied, exists on the part of the Town of Coupeville to make an award or to pay any cost incurred in the preparation or submission of an RFQ.

F. Failure to execute the agreement within the time frame identified above shall be sufficient cause for voiding the award.

G. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the selected respondent refuses or fails to execute the Agreement, the Town of Coupeville may award the contract to the next qualified highest ranked Respondent.

The Recipient, 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 ensure 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 ground of race, color, national origin, or sex in consideration of an award. If you have questions, please contact Mayor Molly Hughes, at Town Hall, 678-4461, ext. 2.