

**CITY OF WESTPORT
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES**

Overview of Request for Qualifications (RFQ): Pursuant to RCW 39.80, the City of Westport (City) is seeking statements of qualification from consulting firms interested in providing engineering services to the City for the balance of fiscal year 2018 and the fiscal year of 2019, with the possibility of continued work for ongoing projects.

General Scope of Work: The engineering services requested may include, but are not limited to, review and comment on development applications including land divisions, conditional use permits, site plan reviews and other development projects; assistance with grant/funding applications; project design for improvements to streets, sidewalks and storm-water facilities; construction administration and inspection; environmental reviews; and other work as directed. The firm selected will be expected to sign and seal any design computations, standard plan sheets, specifications and other documents that are developed under the contract. Representation at meetings and hearings may also be required. The firm selected will be responsible for the contract administration, management, inspection and coordination of all sub-consultant work.

Equal Opportunity / Affirmative Action: Projects may be funded by state or federal agencies and programs. As a result, a number of state and federal equal opportunity and affirmative action requirements apply to the City's selection process and its projects. In addition, the City of Westport is an equal opportunity and affirmative action employer. Applicants will not be discriminated against on the basis of gender, race, age, color, national origin, or disability. Firms owned by minorities, women and veterans are encouraged to submit statements of qualification and will be afforded the maximum practicable opportunity to successfully compete for this contract.

RFQ Requirements: Firms responding to this RFQ should include the following information with their responses:

1. A letter of interest signed by a principal of the firm describing the firm's availability to complete the work requested, the firm's insurance coverage, and a statement of its financial stability;
2. A general description of the firm's profile, background and experience with similar contracts the firm has managed, and a brief description of the services and the personnel that will be assigned to this contract;
3. A list of at least three public agencies for which the firm has provided on-call services in Western Washington in the past three years along with names and contact information for specific individuals to contact for references;
4. A description of the adequacy of the firm's technical resources to perform the tasks in a timely manner;
6. A description of the principal engineer and project manager, as well as the names and functions of other personnel contemplated for this contract;
7. If anticipated, a list of any outside associates and consultants proposed for this contract;
8. Certifications and/or other information for MBE, WBE, Section 3 Business or similar firm status, if applicable; and,
9. Any additional information the firm wishes to submit to demonstrate its qualifications.

[Please note the City is not requesting information about the cost of engineering services. Costs for services will be discussed and negotiated after selection of a qualifying engineering firm.]

**CITY OF WESTPORT
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES**

RFQ Timeline: The tentative schedule for this RFQ is as follows:

1. Issuance of RFQ: September 10, 2018.
2. Due Date for Responses: The deadline for responses is 4:30 p.m., September 28, 2018.
3. Review and Short-List, (if required): October 2, 2018.
4. Final Selection: October 4, 2018, (unless delayed).

Evaluation Criteria: An engineering firm will be considered for selection based on review by a City selection committee. Submittals will be evaluated and ranked based on the following criteria:

1. Specialized engineering experience, expertise, and qualifications for working with the City's streets, parks, storm-water system, and other engineering needs.
2. Experience and success with grant/funding applications.
3. Past projects, performance and references.
4. Availability and capacity to perform the desired services.
5. Previous work for and familiarity with Westport.
6. Geographic location(s) of firm.
7. Knowledge of city projects.

The City may select a qualifying firm based on the written responses and initial evaluation criteria alone, or those firms determined to be most qualified through the initial evaluation phase will be invited for interviews and additional reference checks. The firm selected will be invited to enter into contract negotiations with the City. Should the City and the selected firm not reach a mutual agreement, the City will terminate negotiations and begin negotiations with next highest ranked firm.

General Information: One original copy of the information requested in this RFQ must be received at the City of Westport City Hall no later than 4:30 p.m. on Friday, September 28, 2018, in an envelope labeled "Engineering Services". It is the responsibility of the responding firm to verify the City's receipt of the submittal. E-mail verification of receipt will be provided upon request.

Responses received after the deadline will not be reviewed and will be deemed non-responsive.

Responses to this RFQ may be mailed to:

Westport City Clerk
P.O. Box 505
Westport, WA 98595

Responses to this RFQ may be delivered to:

Westport City Clerk
604 North Montesano St.
Westport, WA 98595

Responses to this RFQ may be e-mailed in PDF format to:

clerk_treasurer@ci.westport.wa.us

**CITY OF WESTPORT
REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES**

All questions regarding this RFQ should be addressed in writing to the City by e-mail, mail or delivery to the attention of the City Clerk at one of the addresses listed above. Applicants who contact any member of the Westport City Council relative to this RFQ may be disqualified from consideration.

This RFQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the City to do so. The City reserves the right to waive informalities and minor irregularities in the RFQ process.

Public Disclosure: Responses submitted under this RFQ will be considered public documents and, with limited exceptions, will become public information and may be reviewed by anyone requesting the document under a Public Records Request following the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is executed between the City and the selected engineering firm.

Published: Aberdeen Daily World
September 13, 2018 and September 20, 2018.