

City of Asotin
REQUEST FOR QUALIFICATIONS (RFQ)
Project: City of Asotin Boat Launch & Jetty Restoration Planning

RESPONSES DUE by 11:00 a.m. PDT Monday, December 7, 2015

GENERAL INFORMATION

PROJECT

The City of Asotin (City) is seeking an engineering consultant to: 1) redesign a boat launch and protective jetty for water facilities within the City of Asotin (WA); 2) design floats and breakwater; 3) create complete set of construction documents; 4) calculate preliminary engineering and construction cost estimates; and 5) provide support for permitting improvements, including HPA, Section 10, Section 404 and Biological Assessment (support only for permitting, not lead services).

Information pertaining to this project can be found at: cityofasotin.org/boatlaunchrestoration. Some hydrology has been performed and is discussed in materials on this website. A map of the location is also included on this site.

CONTACT INFORMATION

All questions concerning this project or statement of interest shall be directed **IN WRITING** to Vikki Bonfield, Mayor, City of Asotin via e-mail at vkbonfield@gmail.com, surface mail at City of Asotin, PO Box 517, Asotin WA 99402, FAX at (509) 243-1223.

No questions will be accepted by telephone.

The deadline for receipt of project specific questions is 4:00 p.m. PDT, Tuesday, *December 1, 2015*.

All project specific questions, along with the answers to those questions, will be posted to the City's website (cityofasotin.org/boatlaunchrestoration) by *2:00 p.m. PDT, December 2, 2015*. This service is provided so all consultants can have equal access, and consistent information is provided to all.

INFORMATIONAL MEETING - An optional informational, pre-response meeting will be held at 2 p.m. Tuesday, December 1 at the Port of Clarkston office, 849 Port Way, Clarkston, WA 99403. Call-in or in-person participation is encouraged to assure adequate understanding of the project before submissions are due. To participate in this meeting by phone, call (712) 775-7031, access code: 796442.

INTERVIEWS - Phone and/or live interviews may be conducted with firms based on responses to the Request for Qualifications at the discretion of the Evaluation Committee.

SELECTION - It is the intent of the City to make a final decision on selection within one (1) month of the date of submission.

CONTRACT PERIOD - It is anticipated that the contract period will be for one year.

FUNDING - This planning project is funded with assistance from the Washington State Recreation and Conservation Office, Boating Facilities Program (Award 14-2013P). This RFQ addresses only part of the professional services needed to accomplish objectives under that award. An architect and an archaeologist will also be consulted under separate contracts, as well as permitting experts.

PREPARATION INSTRUCTIONS

Responses must conform to the following instructions. Any non-conforming response may be rejected at the sole discretion of the City.

One copy of the response must be received by 11:00 a.m. PDT on **Monday, December 7, 2015**. The City will accept responses by mail, surface delivery, hand-delivered, delivery service, sent by fax OR electronically. The response shall be submitted in the format as outlined. Any response not following the correct format will be rejected. The maximum length of the submittal shall be eight (8) pages, excluding the introductory letter, cover page and resumes. Except as otherwise noted, pages shall be 8-1/2 x 11 inches and single sided. Type style shall be not more than six lines per vertical inch and not smaller than 11 point. The response shall be bound with a single staple placed in the upper left hand corner.

Responses must include reference to the project name (City of Asotin Boat Launch Jetty Restoration Redesign Plan), and the consultant's name and address clearly indicated. Responses must be in the possession of the City on or prior to the above noted time and date, and at the location indicated below. Late responses will not be considered.

Responses shall be sent to:

MAIL OR SURFACE DELIVERY:

Vikki Bonfield, Mayor
City of Asotin
PO Box 517
121 Cleveland Street
Asotin, WA 99402

OR Electronically:

vkbonfield@gmail.com

OR by Fax:

509-243-1223

INTRODUCTORY LETTER

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet the City's quality and schedule expectations. Please list each Sub-consultant, outline their work tasks, and provide contact information.

RESPONSE CONTENT

It is essential that the consultant provide an adequate staff of experienced personnel or sub-consultants capable of and devoted to the successful accomplishment of work to be performed under this request for qualifications. The specific individuals or sub-consultants listed in the response, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the City. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the response.

The following criteria apply to both the Consultant and each sub-consultant. When specific responses are requested concerning experience, references, equipment, personnel, and quality control, provide responses for both the Consultant and each sub-consultant.

1. **Introduction:** (Complete for each consultant and sub-consultant, if applicable): Introduce the company, giving location and history and describe how the company is organized to develop this type of project. Discuss relevant experience. List three (3) verifiable professional references with a contact person and phone number.

2. **Project Manager:** Identify a project manager who will be responsible for the quality and timeliness of the consultant's work and for ensuring that adequate personnel and other resources are available for this project. Provide a brief summary of education, experience, and qualifications pertaining to the management of this project. If applicable, include professional registration.
3. **Key Personnel and Resources Available:** Identify the proposed key personnel and describe each person's roles and duties relative to this project, and list the amount of time they are expected to be working on this project. Provide a brief summary of experiences and qualifications, including professional registration (if applicable) for each person identified. Submit an organizational chart of the personnel with their roles and office locations.
4. **Project Understanding/Approach:** Provide a written narrative demonstrating knowledge of methodology, policies and procedures for accomplishing this type of project as outlined in the scope of work, based on experience with similar projects. Discuss relevant experience. Please provide a detailed scope of work relating to your approach on this project. Identify potential issues that may be encountered and proposed resolutions. Explain how detailed costs will be developed for each alternative and which professional's skills will be tapped in creating cost schedules.
5. **Project Control:** Describe the consultant's timeline for completion, its communication plan, and its procedures for scope changes, schedule, cost and quality control. This should include a description of the consultant's control measures regarding management of the sub-consultant's project related work.

DBE PARTICIPATION - Women, minority, and veteran-owned businesses are encouraged to respond. The City of Asotin is an Equal Opportunity and Affirmative Action Employer.

ADA/CIVIL RIGHTS - Consultants will be held to ADA and Civil Rights language for the employing agency.

SCOPE OF WORK

The City is seeking an engineering consultant to: 1) redesign a boat launch and protective jetty for water facilities within the City of Asotin (WA); 2) design launch floats and breakwater/jetty; 3) create complete set of construction documents; 4) calculate preliminary engineering and construction cost estimates; and 5) provide support for permitting improvements, (see list below) (support only for permitting, not lead services). The project location is within the City of Asotin, WA, at Chief Looking Glass Park north of Highway 129, which is also 1st Street.

It will be necessary to have an understanding of the hydrology of the Snake River at that locale in order to create an effective redesign of the boat launch and jetty/breakwater. Preliminary hydrologic work was performed by the U.S. Army Corps of Engineers as part of the Lower Snake River Programmatic Sediment Management Plan. A sediment study was also performed. This information can be found at cityofasotin.org/boatlaunchrestoration.

This U.S. Army Corps of Engineers site (leased by the City of Asotin) was originally developed as a public marina for recreational boaters in the 1970s. A back eddy near the entrance has created a sand bar that has prohibited access to the marina for about 15 years. Permanent moorage is not planned at this point, but the City will seek recommendations from the design team on temporary, transient moorage.

Scope:

1. Handle contract with City and other administrative items to initiate project;

2. Assist with formalizing a Boat Launch working group that will guide recommendations to the Asotin City Council;
3. Gather and analyze existing information regarding original design and layout of facility;
4. Gather and analyze recent studies on hydrology, bathymetry and sediment;
5. Assure that project goals are fully understood, in the context of the hydrology of the site, along with alternatives and impacts:
 - a. Assist City staff/working group in gathering and analyzing information from users and constituents, as needed, to add clarity to project goals;
 - b. Examine technical studies performed for this project in the recent past, and assess their applicability;
6. Do additional research as necessary to identify effective options;
7. Identify alternatives and work with Boat Launch working group to narrow the list down;
8. Assist in presentation to the City Council the recommendations of the working group;
9. Assist in presentation to U.S. Army Corps of Engineers, as necessary, relating to plan;
10. Develop engineering/construction documents for the selected alternative(s) for each of the following:
 - a. Boat launch
 - b. Boarding float
 - c. Boat ramp
 - d. Breakwater/jetty
 - e. Pier
 - f. Transient moorage, if applicable
11. Create engineer's estimate of construction costs;
12. Assist, as necessary, in the completion of the JARPA and responses to permitting agency follow-up questions. Permits anticipated:
 - a. Archaeological & Cultural Resources (EO 05-05)
 - b. Dredge/Fill Permit (Sections 10/404)
 - c. Hydraulics Project Approval (HPA)
 - d. SEPA
 - e. Shoreline Permit
 - f. Water Quality Certification (Section 401)
13. Perform administrative steps needed to close out project.

NOTE: Funding for construction has not yet been secured.

GENERAL TERMS

This Request for Qualifications does not commit the City to enter into an agreement or to pay any costs incurred in the preparation of this response or in subsequent negotiations.

RESERVATION OF RIGHTS BY THE CITY

The issuance of this RFQ does not constitute an assurance by the City that any contract will actually be entered into by the City and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all responses
- Reissue the Request for Qualifications
- Invite additional respondents to the RFQ
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ and cancel this request with or without the substitution of another RFQ

- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this RFQ, each respondent agrees that any finding by the City of any fact in dispute as to this request for qualifications or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a response to this RFQ, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a response, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

PROPRIETARY MATERIAL

The City assumes no liability for disclosure of proprietary material submitted by respondents. Responses to this request for qualifications shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

Firms will be evaluated based on: 1) Key personnel; 2) Firm experience with similar projects; 3) Approach to project; 4) Familiarity with the region, specifically design and permitting of water facilities on the Snake or Columbia Rivers; and 5) Past performance/references.

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the responses received in accordance with the evaluation criteria listed above. It is the responsibility of the Consultant to ensure that it complies with this RFQ and provides the information requested. If the Consultant fails to provide any information requested in this RFQ, such failure may result in either a lowered evaluation score of the response or disqualification of the respondent.