



REQUEST FOR QUALIFICATIONS

Stormwater Engineering Services

City of Sammamish Department of Public Works
Sammamish, Washington

The City of Sammamish Department of Public Works solicits interest from qualified firms to provide Stormwater Engineering Services. If you would like your firm to be considered for the contract, please email Jayden Abrams at jabrams@sammamish.us to inform the City of your firm's interest. The City will respond to Consultants' emails to acknowledge each firm's interest. The City highly encourages women and minority owned firms to submit proposals in response to this RFQ.

On March 15, 2023, City staff will review the consultant Statements of Qualifications (SOQs) of all firms that emailed a statement of interest to the City. The City will obtain SOQs from the Consultant Services Roster of the MRSC (Municipal Research and Services Center, www.mrscrosters.org). The City **will not** review SOQs of firms that failed to email a statement of interest, nor will the City accept SOQs or other documents submitted via email, facsimile, delivery, or other means.

I. SCOPE OF SERVICES:

The selected Consultant(s), upon request of the City, shall provide Engineering services that may include:

- **Project management/consultant management:** Services shall include managing projects that are assigned to the selected consultant and assigning a project manager who will provide management and direction to the consultant's personnel assigned to the project and will have overall responsibility for executing the work in compliance with the contract.
- **Design and specifications for capital projects:** Services shall include developing a project manual for a given capital project and providing a design that complies with WSDOT, King County, and the City's standards and specifications.
- **Trenchless or open-cut design for stormwater pipe repair:** Services shall include open-cut and trenchless solutions and CCTV and inspection reports review.
- **Fish passage assessment:** prepare a comprehensive Fish Passage Barrier Assessment. This assessment will result in a barrier prioritization and restoration list, which will be incorporated into the City's Stormwater Capital Improvement Plan.
- **Enhanced Maintenance and Operations and Maintenance Plans:** Prepare plans for City street sweeping operations following the Department of Ecology Guidelines to satisfy requirements for a Combined Water Quality Grant.

- **Culvert design:** Design for new culverts or remove and replace the existing culverts with culverts that meet fish passage criteria and better align with upstream and downstream segments.
- **Stormwater facility design:** Services shall include planning and alternative analysis, capital improvement planning and implementation, comprehensive planning, hydrologic and hydraulic modeling, stormwater utility development, stormwater code review and update, surface water manual development and updates, floodplain analysis and mapping, watershed, and basin modeling and planning, site plan development, training development, and classroom instruction, storm and surface water system pipeline design, flood Reduction.
- **Other services that may be necessary as determined by the City.**
 - Pond maintenance assessment, guidelines, and best practices for vegetation control;
 - Grant writing;
 - Scope development;
 - Outreach and educational materials (e.g., legislative review guide);
 - Western Washington Phase II Municipal Stormwater Permit;
 - Stormwater Pollution Prevention Plan Development for municipally owned facilities;
 - Dams Safety;
 - White Board tasks; and/or
 - Value Engineering.

For more information about the City of Sammamish storm and surface water program, consultants should visit this link - [2023-2028 Stormwater Capital Improvement Plan](#). If this link does not work, please contact Jayden Abrams via email at jabrams@sammish.us to provide you with a copy.

The contract is not a work guarantee; work will be created through individual task orders. This contract will include independently authorized task orders of approximately \$50,000 or less.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications are required for a consultant to be eligible to submit an RFQ response. Therefore, responses must clearly show compliance with the minimum qualifications below. The City shall only accept those responsive to these minimum qualifications.

- Consultants must have demonstrated expertise and experience of at least five years providing stormwater services.
- Consultant Project Manager must have demonstrated experience working with a public agency of similar size to the City of Sammamish within the last five years, providing satisfactory services identical to those expected by the City for this contract.

III. EVALUATION CRITERIA:

Submittals will be evaluated and ranked according to the experience and availability demonstrated in the expected work items listed above. In addition, submittals may indicate that specific disciplines are proposed to be provided by sub-consultants and whether additional markup on sub-consultants for these services will be used. The City reserves the right to ask for additional or clarifying information from one or more candidate firms.

Scoring Criteria:

Each scoring criterion below is weighted between 1 and 10 points (10 points is the maximum per category). Consultants with the highest average score will be selected.

Statements of Qualification selected for review will be evaluated based on the following scoring criteria.

- Firm experience related to the desired scope.
- Firm staff availability and projected flexibility to respond to task order requests.
- Staff experience committed to the contract work.
- Experience with Municipal Consultant contracting.
- Quality management process.

The City will download Statements of Qualifications from the MRSC Roster on Wednesday, March 8, 2023. Consultants are advised that the City's evaluation will only be confined to downloaded documents.

The contract duration is two years and will not exceed an amount of up to \$150,000 per year or \$300,000 in total value. Therefore, multiple consultants may be awarded contracts for these services for at most \$300,000 over two years.

The City will use the attached standard contract (see Attachment A). By submitting a Statement of Qualifications, qualifying firms indicate they have read and agree with the contract terms.

IV. SCHEDULE:

Advertisement (Seattle Times, Seattle Daily Journal of Commerce, and Washington State Office of Minority and Women's Business Enterprises website): February 28, 2023

City Downloads Statement of Qualifications from MRSC Roster: March 15, 2023, at 4:00 PM

Consultant Selection (est.): March 24, 2023

Contract Award (est.): April 18, 2023

* Consultant Interviews may not be conducted, and the City reserves the right to select a consultant from submitted qualification proposals alone.

V. TITLE VI NON-DISCRIMINATION ASSURANCES

The City of Sammamish, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

VI. AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by calling 425-295-0500.

VII. QUESTIONS/INQUIRIES:

Please direct any questions concerning this Request for Qualifications by March 7, 2023 at 4:00 PM, to the City Contact listed in this RFQ. Answers will be posted on the City's website under the associated RFQ item under [Current News Releases](#) by March 10, 2023 at 4:00 PM Any oral communications will be considered unofficial and non-binding in the city.

City Contact: Jayden Abrams
Email Address: jabrams@sammamish.us