

City of Oroville, WA and North Central Washington Economic Development District  
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION ENGINEERING & INSPECTION SERVICES

PROJECT: Oroville Industrial Core Roadway Construction Project

REQUESTING AGENCY: North Central Washington Economic Development District (EDD), P.O. Box 4107, Wenatchee, WA, 98807

The North Central Washington Economic Development District (the “EDD”), invites experienced, qualified and licensed professional engineering firms to submit a statement of qualifications to provide a proposal for Construction Engineering & Inspection services (“CE&I”) associated with the Oroville Railhead Road Realignment Project in Oroville, Washington. All statements of qualification will be subject to a sealed bid review, in accordance with 2 CFR 200.319, and according to the EDA publication “Summary of EDA Construction Standards.”

The EDD is an Equal Opportunity and Affirmative Action Employer and encourages minority and women owned firms to submit. The EDD, 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 41, Code of Federal Regulations, Department of Labor, Subtitle B, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Part 60-4, Construction Contractors--Affirmative Action Requirements, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged businesses have been awarded 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. Furthermore, by submitting a statement of qualifications under this request, the applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: 41 CFR 60-1.4.

**Beginning May 23, 2017 at 3pm, the RFQ will be made available electronically** by downloading at <http://www.ncwedd.com/oroville-industrial-core-roadway/>. Questions or problems regarding downloading the RFQ may be directed to the EDD’s Executive Director: Karen Francis-McWhite (509-682-6907 or [karen@ncwedd.com](mailto:karen@ncwedd.com)).

**Qualifications Statement Due Date & Time:**

**July 28, 2017, at 3:00 PM**

The scope of services, and terms and conditions for the requested Qualifications are described in the following Sections and Attachments which, together with any subsequent Addenda issued by the EDD, comprise the entirety of this Request for Qualifications (RFQ).

## SECTION 0 ADVERTISEMENT

This Request for Qualifications will be advertised on websites maintained by the EDD and the City of Oroville, published in the Wenatchee Business Journal, and shared electronically with [www.FindRFP.com](http://www.FindRFP.com).

**Regardless of where the Respondent finds this RFQ, ALL RESPONSES TO THIS REQUEST MUST BE RECEIVED (BY POST OR HAND DELIVERY) BY 3:00 PM ON July 28, 2017.**

Delivery may be by:

- *US Postal Service:*

NCWEDD  
Attn: Oroville Railhead Project  
P.O. Box 4107  
Wenatchee, WA, 98807;

OR

- *Hand Delivery:*

Wenatchee Valley College  
1300 Fifth St  
Wells Hall, Suite 1028  
Wenatchee, WA 98801

## SECTION I SCOPE OF WORK

### *The Project Scope*

The Site Map in Exhibit A illustrates the proposed improvements.

The project consists of constructing approximately 1400 feet of new city street to provide transportation access to an industrial area. The project will include new city streets, with sidewalks/driveways, curb and gutter on both sides of the streets, a curb construction on 9th street, site clearing and debris removal, and a stormwater collection and conveyance system, in accordance with the Department of Ecology's Eastern Washington Stormwater Management Manual. The project will also include signing, traffic markings, and miscellaneous minor work to address changes in the City street network created by this project.

Construction methods and requirements will be in accordance with the current WSDOT/APWA Standard Specifications, supplemented with U.S. Department of Commerce contract requirements and conditions.

The project area includes no critical or sensitive areas. All right of way for the project is acquired and unencumbered. Soil and topographic conditions are favorable for

construction of the project without requiring any major grading or soil stabilization. This project does not require special permits and both the SEPA and NEPA processes are complete.

Any proposed upgrades and extensions of the City's water and sanitary sewer systems may only be included in the construction project after prior approval and appropriations by the City of Oroville.

### *Engineer Scope of Work*

The awarded Respondent will:

- Oversee all of the design, engineering, construction management and related services required for the completion of this project. Set a specific timetable for:
  - Completing preliminary plans and associated cost estimates;
  - Completing final plans, specifications, and cost estimates;
  - Inspection services;
  - Reviewing submittals and answering Requests for Information (RFIs)
  - Securing required State and local approvals; and
  - Completing proposed contract documents sufficient for soliciting bids.
- Provide a fee for services at either a fixed price or a cost reimbursement with an agreed maximum. The fee must cover ALL of the services necessary for the successful execution of this project, including consultations, surveys, soil investigations, supervision, "as built" drawings, arrow diagram where applicable, and incidental costs. The proposed fee must not exceed the prevailing fee for comparable services in the project area.
- Obtain utility clearances prior to design.
- Respondent will include detailed description of the inspection services to be provided.
- Obtain compliance with 41 CFR § 60-4 from contractors and subcontractors employed in the completion of the Project by including such notices, clauses and provisions in the Solicitations for Offers or Bids.
- Review proof of bidder's qualifications and recommend approval or disapproval.
- Attend bid openings, prepare and submit tabulation of bids, and make a recommendation as to contract award.
- Insure that all fees and costs are accurately and timely reported in order to facilitate compensation based on the completion of milestones (e.g. preliminary design, final design, construction management, etc.).
- Submit a report not less frequently than quarterly, on the 15th day of the month, to the EDD covering the general progress of the job and describing any problems or factors contributing to delay.
- **Please note: Respondent firms must be registered in the federal System for Award Management (SAM). All documentation submitted by the Respondent to the EDD must show the Respondent's name EXACTLY as it appears in the SAM registration.**

## **SECTION II ELEMENTS OF THE QUALIFICATIONS STATEMENT**

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the Oroville Industrial Core Roadway Construction Project”:

### **Cover Sheet**

1. Name of respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

### **Contents of Qualification Statement**

Respondent should letter and number responses exactly as the questions are presented. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction.
2. Background and Experience.
3. Specialized Knowledge.
4. Personal/Professional Qualifications.

#### **1. Introduction ( transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent.

The RFQ response should include:

- A. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
- B. A certification that the Respondent is current on federal and state taxes;
- C. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Washington;
- D. A certification that the Respondent has not had a record of substandard work within the last five years;
- E. A certification that the Respondent has not engaged in any unethical practices within the last five years;
- F. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- G. An affidavit of non-collusion with the awarding agency or project beneficiaries;
- H. An affidavit of non-conflict of interest with the awarding agency or project beneficiaries;
- I. Any other information that the Respondent feels in appropriate;
- J. The signature of an individual who is authorized to provide information of this

- nature in the name of the Respondent submitting the qualifications; and
- K. The Respondent's W-9 Form.

## 2. **Background and Experience**

Respondents should:

- A. Describe Respondent's firm by providing full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- B. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with road construction projects and any other projects relating to EDA.
  - a. Respondent should include all examples of work on similar projects as described in Section One.
  - b. Respondent should provide a list of completed road construction projects and/or similar EDA projects. Preference is for the types of projects similar to those described in Section One.
  - c. Respondent should provide the names, phone numbers, and emails of contact person in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- C. **Time is of the essence.** Provide an estimated schedule for completion of the construction bid package. Describe the firm's workload and current capacity to accomplish the work by the proposed deadlines.
- D. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- E. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- F. Identify all subcontractors proposed for the project, their role and provide pertinent information on each subcontractor related to items A - E of this section.
- G. The City of Oroville and the EDD reserve the right to request any additional information to assure themselves of a Respondent's financial status.

## 3. **Specialized Knowledge**

Respondents should:

- A. Describe their knowledge and experience in the particular types of projects described in Section One.
- B. Describe their knowledge of EDA's requirements. Describe their

knowledge of the EDA Public Works and Economic Development Facilities Program.

#### **4. Personnel/Professional Qualification**

Respondents should:

- A. Identify staff members who would be assigned to act for Respondent's firm (including subcontractors) in key management and field positions providing the services described in Section One: Scope of Work, and the functions to be performed by each.
- B. Include resume or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience and relevant projects experience. Describe, for each such person, the projects relevant to the EDA on which they have worked.

### **SECTION III SUBMITTAL INSTRUCTIONS**

**Submittals to this Request for Qualifications must be delivered to the EDD no later than 3:00 P.M. Friday, July 28, 2017.**

Delivery of **FOUR HARD COPIES** may be by:

- *US Postal Service:*

NCWEDD  
Attn: Oroville Railhead Project  
P.O. Box 4107  
Wenatchee, WA, 98807;

OR

- *Hand Delivery:*

Wenatchee Valley College  
1300 Fifth St  
Wells Hall, Suite 1028  
Wenatchee, WA 98801

**Submittals will be reviewed at the Oroville City Hall at 2:00 P.M. Thursday, August 3, 2017.**

### **SELECTION CRITERIA**

The City of Oroville and the EDD shall evaluate each Respondent in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the require time;

4. Past performance on contracts with Government agencies and private industry in terms of quality of work and compliance with performance schedules.

*Rating Points*

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1.	Experience of the firm with this particular type of construction project(s) as described in Section One.	40 pts.
2.	Experience of the firm with other type of EDA construction projects	10 pts.
3.	Current capacity to accomplish the work in the proposed time.	20 pts.
4.	Timelines of Proposed Project Schedules	10 pts.
5.	References from other clients attesting to firms:	30 pts.
6.	Quality of work.	20 pts.
7.	Compliance with performance schedules	20 pts.
	Total Points	150 pts

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Oroville and the EDD will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.



