

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

**PROJECT TITLE:**

Call for Requests for  
Qualifications for 2017-2019  
Utility Consultant Roster

\_\_\_\_\_ Briefing  
\_\_\_\_\_ Proposed Action  
\_\_\_\_\_ Consent  
 X  Action  
\_\_\_\_\_ First Reading  
\_\_\_\_\_ Second Reading  
\_\_\_\_\_ Third Reading  
\_\_\_\_\_ Public Hearing  
\_\_\_\_\_ Budget Advisory

COUNCIL BILL # \_\_\_\_\_  
Originating Department Public Works  
Contact Person Richard Hefti  
Phone Number 425-257-7215  
FOR AGENDA OF August 31, 2016

Initialed by:  
Department Head \_\_\_\_\_  
CAA do  
Council President S. Am

<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u> Request for Qualifications	<u>Department(s) Approval</u> Public Works
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Amount Budgeted	\$10,000,000	
Expenditure Required	\$2,000	Account Number(s): 401 5 600 109 923 410, 401 5 600 119 923 410 & 401 5 600 123 923 410
Budget Remaining	\$9,998,000	
Additional Required	-0-	

**DETAILED SUMMARY STATEMENT:**

The Everett Public Utilities 10-year Capital Improvement Program includes budget items for Sewer, Water, and Surface Water Management Improvements.

- Sewer System Capacity & Replacements Improvements replace parts of the sewer systems with capacity problems being deteriorated and undersized as identified by Staff and in the 2014 Comprehensive Sewer Plan.
- Water Distribution System Improvements replace deteriorated and/or undersized water distribution mains within the City as identified by Staff and the 2014 Comprehensive Water Plan.
- Surface Water Management Projects and programs as identified in the Phase II NPDES Stormwater Permit and the current draft of updated Surface Water Comprehensive Plan.

Staff proposes to compile a new roster of qualified engineering design consultants to make up the 2017-2019 Utility Consultant Roster. The existing 2014-2016 Utility Consultant Roster will end December 31, 2016.

**RECOMMENDATION (Exact action requested of Council):**

Authorize Call for Request for Qualifications for 2017-2019 Utility Consultant Roster.

CITY OF EVERETT  
PUBLIC WORKS

REQUEST FOR QUALIFICATIONS FOR UTILITY  
CONSULTANT ROSTER

The City of Everett is calling for Statements of Qualifications (SOQ) for professional services for planning and design of sewer collection/conveyance systems (combined and separated), water distribution system, and surface water/storm drainage management program. The design work may include, but is not limited to, surveying and preparation of base maps, pre-design reports and route evaluations, hydrologic modeling (including CSO frequency) and hydraulic analyses, gravity and pressurized mains, combined sewer detention, regional Stormwater treatment, sewer lift stations, **trenchless pipe installation and rehabilitation**; street/alley restoration including drainage, pavement, curbs and sidewalks; evaluation and design of fish passages, and water quality treatment facilities and design of Green Stormwater Infrastructures (GSI), urban stream restoration, preparation of construction documents including plans and specifications using WSDOT or CSI specification format, cost estimating, geotechnical studies, public involvement, SEPA and permitting, and construction inspection and support.

The City of Everett capital budget (design and construction) includes 10-years of improvements of sewer system (averaging \$5 million per year), improvements of water distribution mains (up to \$2 million per year), and surface water management (up to \$3 million per year).

Please state in your cover letter the category, or categories, of projects (sewer, water, or surface water) your firm is interested and qualified to perform. Firms are not required to submit for all categories. The City does not guarantee the full budgeted amount in each category to be awarded annually.

The SOQ shall contain the following information:

1. A list and brief description of at least 5 relevant projects within the last 10 years for each category submitting on. Provide details on at least 3 of those projects including, but not limited to:
  - a. Initial and final design budget and schedule.
  - b. Construction budget (Engineers Estimate vs. final cost) and schedule (anticipated vs. final).
  - c. Permitting experience for local, state, federal and railroad permits.
  - d. Public Involvement experience.
  - e. Valid references with current contact information for each project.
2. Project staffing for each category, including:
  - a. Qualifications and availability of the proposed project manager, designer, CAD manager, and subconsultants.
  - b. The role each person identified in the projects noted in item 1 and their proposed role on the design team (Project Organization Chart).
  - c. Office location, or locations, where the key project personnel will be working out of.
3. Firm's overall approach to Project Management including budget and schedule tracking, communication and quality assurance / control.

Scoring for the above three items will be weighted 40:35:25 respectively in the evaluation process. Submittals shall be bound, 24 pages or less, including resumes and cover letter and not including tab separators. Minimum font sizes shall be 11-point. Submit six SOQ copies and one electronic copy to the City of Everett Public Works Service Center, 1st Floor, 3200 Street, Everett, Washington 98201. **The deadline for submittals is 2:00 p.m., Friday, October 7, 2016.**

The City will evaluate SOQs based on the criteria listed above and select, by December 31, 2016, a list of the highest scoring qualified firms to incorporate into the City's **Utility Consultant Roster** for future projects. Selected firms will remain on the roster until December 31, 2019. Firms will be chosen on a project by project basis. The City may choose to enter into contract negotiations with a firm selected from the **Utility Consultant Roster** or may request an RFP from multiple firms in order to make a selection for a given project. Multiple contracts may be awarded to a single consultant at the sole discretion of the City. The City does not guarantee a contract will be awarded to any firm. If you have any questions, please contact Richard Hefti (425) 257- 7215 or [rhefti@everettwa.gov](mailto:rhefti@everettwa.gov).