



**City of Kenmore**  
**Request for Qualifications (RFQ)**

**RFQ Number:** 23-C2994

**RFQ Title:** On-Call Consultant Services for City of Kenmore Environmental Services Department

**Date Issued:** **Tuesday, July 2, 2024**

**Submittals Due:** **Tuesday, July 23, 2024**

Submittals shall be delivered electronically no later than 12:00 PM Pacific Local Time on Tuesday, July 23, 2024. Responses shall be marked and referenced as RFQ No. 23-C2994, On-Call Consultant Services for City of Kenmore Environmental Services Department. Responses submitted after the deadline date and time will not be accepted. Only responses submitted electronically will be accepted. Proposers should request confirmation that the response has been received.

**Publication Dates:** Seattle Times, Daily Journal of Commerce  
Tuesday, July 2, 2024  
Tuesday, July 9, 2024

**Submittal Address:** [bids@kenmorewa.gov](mailto:bids@kenmorewa.gov)

## Section 1 – GENERAL INFORMATION

### NOTICE:

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Responses in response to this Request for Qualifications (RFQ) No. 23-C2994. A response submitted in response to this RFQ must be filed with the City electronically by 12:00 PM Pacific Local Time on Tuesday, July 23, 2024. The City encourages submittals from agencies, organizations, groups, and non-profit organizations (hereafter referred to as “Consultant”) that demonstrate a commitment to equal employment opportunity.

### PURPOSE:

The City of Kenmore (City) is requesting responses, including Statements of Qualifications (SOQ), from interested and qualified engineering companies (Consultant) to provide civil and environmental engineering services and related administrative support for the City’s Environmental Services Department (ESD). ESD is responsible for managing the City’s surface water and stormwater management systems and delivering associated programs and projects. The City seeks to execute an on-call professional services contract with the selected Consultant and administer contract work through task orders. The contract scope of services may include the types of professional service generally described in the “Scope of Services” section below; however, no minimum or specific amount of work is guaranteed to be authorized during the contract term. Some task orders are expected to support planned projects and programs such as annual small works projects and stormwater facility retrofit and fish passage barrier removal projects; however, unplanned issues and opportunities may arise such as landslides, drainage facility failures or grant opportunities requiring adaptable on-call resources.

### DURATION OF SERVICES:

The term of the Contract will be from approximately September 2024 to September 2027, with the option to extend up to two years to 2029. The Contract resulting from this RFQ shall remain in effect until completion and final payment of the services described in the Contract, unless amended or terminated in accordance with the City's contractual policies.

### RFQ SCHEDULE:

(These dates are estimates and subject to change by the City)

Event	Date
RFQ Release	Tuesday, July 2, 2024
Deadline to Submit Questions	Tuesday, July 16, 2024
City Staff Posts Responses to Website	Thursday, July 18, 2024
Submittals Due	Tuesday, July 23, 2024 at 12:00 PM
Submittal Evaluation Complete	Week of July 29, 2024
Finalist Interviews (if necessary)	Week of August 5, 2024

Selection	Week of August 12, 2024
Contract scope development	August 19, 2024 through August 30, 2024
City Council authorize contract execution	September 16, 2024
Execute contract	September 20, 2024

### SCOPE OF SERVICES:

The contract scope of services is expected to include civil and environmental engineering, project management, and related project professional and administrative services supporting a wide array of ESD projects, programs, and initiatives, including:

1. ***Major stormwater and surface water capital improvement projects.*** “Major” projects are those whose estimated construction cost exceeds Washington’s small works contracting threshold. Major projects supported by this contract may include, but shall not necessarily be limited to, replacement of existing fish passage barrier stream culverts, restoration of degraded stream and habitat natural resources, installation of new stormwater management facilities or retrofit of existing facilities, and other projects as coordinated with the ESD Capital Projects Manager. The Consultant’s support for these projects may include, but shall not necessarily be limited to:
  - Project management
  - Pre-design planning
  - Hydraulic and hydrologic modeling and design of streams, stream crossing structures (e.g. culverts, bridges), and stormwater management systems
  - Stormwater treatment facilities design using low impact development (LID) principles
  - Civil, geotechnical and structural engineering design of roadway prism infrastructure (e.g. street pavements, sidewalks, retaining walls, utilities, etc.)
  - Land surveying
  - Preparation of construction documents including engineered drawings (plans), technical specifications, and cost estimates (PS&E)
  - Preparation of technical reports and plans (e.g. stormwater technical information reports, mitigation plans, biological assessments, arborist reports, etc.)
  - Utility relocation coordination support
  - Project bidding support
  - Construction management and construction inspection
  - Preparation of federal, state, and local permit applications (e.g. JARPA, HPA, WSDOT general permit, local land use and engineering permits, SEPA, etc.)
  - Public outreach support
  - Right of way acquisition support

2. ***Annual surface water small works and facility maintenance projects.*** May include, but shall not necessarily be limited to, any of the above-described services supporting major capital projects as scaled or appropriately adjusted to fit a small public works contract or maintenance contract.
3. ***General surface water program assistance.*** May include, but shall not necessarily be limited to: basin delineations and assessments, hydraulic and hydrologic design and calculations, NPDES Phase II municipal stormwater permit compliance, standards/policy review and development, surface water quality sampling, surface water facility inspection/evaluation, public education, staff training, wetland delineation/modeling, critical areas mitigation/restoration plan preparation, mitigation monitoring and reporting, pipe capacity/conveyance calculations, review of video inspections for stormwater piping, cost estimating, and surveying services.
4. ***Geotechnical engineering support and incident response.*** May include, but shall not necessarily be limited to: erosion and landslide hazard evaluation and mitigation recommendations, and ground water seepage/spring evaluation and recommendations.
5. ***Grant writing, grant administration, and other funding assistance.*** May include but shall not necessarily be limited to: developing funding opportunity matrices; preparing funding applications including supporting documents (budgets, schedules, benefit-cost analyses, illustrations, etc.); funding agreement negotiation support; preparing progress and closeout reports; and other support as needed.

The Consultant must have experience performing the above-described services within the Puget Sound/western Washington area (region) and in accordance with broadly applicable codes, standards, and practices. This includes, but is not necessarily limited to, the current/amended versions of the King County Surface Water Design Manual, King County Road Standards, WSDOT Standard Specifications, and WDFW Water Crossing Design Guidelines. The Consultant shall preferably have experience performing the requested services for public sector clients and/or within the City of Kenmore and in accordance with applicable local codes and standards (e.g. Kenmore Municipal Code, Kenmore Road Standards, etc.).

Upon authorization by the City Council, the City Manager will execute a contract with the Consultant which will include the terms for providing these services to City staff. A sample/City-standard consultant contract template is attached to this RFQ for informational purposes.

#### **SUBMITTAL REQUIREMENTS:**

Responses to this RFQ ("submittal") must include the following:

Letter of interest: Introduce the Consultant, including any proposed subconsultants, and demonstrate your understanding of the anticipated contract and the reason for your interest in partnering with the City of Kenmore in this work.

Statement of Qualifications (SOQ): At minimum, include the information listed below.

1. Company Profile

- Number of years in business
- Number of years during which the services sought per this RFQ have been the primary business service, if different from total years in business
- Office location(s) and associated business address(es)
- Describe your company's experience performing stormwater and surface-water-management-focused administrative and technical support services for municipal clients in the region. Indicate whether your company served as the prime consultant or subconsultant for these assignments.

2. Team Structure and Key Staff

- Show your Project Team structure and identify any prime consultant and subconsultant relationships, if applicable.
- Identify the proposed "Key Staff" members and their assigned role(s). Key Staff are members of the Consultant team who will lead critical bodies of contract work and shall not be replaced during the contract term without written authorization from the ESD contract manager. At minimum, the Contract Manager (or Project Manager) and Project Engineer (or Managing Engineer) for potential stream culvert replacement design task orders must be identified.

3. Key Staff Experience and Qualifications

- This section of the SOQ must clearly demonstrate Key Staff members' qualifications to provide the requested services.
- Provide resumes<sup>1</sup> or other narrative text containing the following information for each Key Staff member:
  - Educational background
  - Professional background, including years of relevant experience and applicable professional licenses or other credentials.
  - Similar projects/contracts and the role the key staff member performed.

4. Provide a minimum of three (3) client references, preferably associated with any representative projects described in the SOQ. Include the following contact information:

- Client (organization) name and address
- Contact person name, phone number and email address

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<sup>1</sup> Included resumes will not count against the submittal page limit described in this section.

Required Number of Submittals: 1 electronic copy (.pdf)

All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Records Act (Chap. 42.56 RCW) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or are otherwise privileged. Qualifications submitted under the RFQ process shall be considered public records and with limited exceptions will be subject to disclosure under state law.

Page Limit: The RFQ response shall not exceed 20 pages (8.5" x 11"), not including Letter of Interest and resumes.

### **EVALUATION PROCEDURES:**

The City will undertake the following qualifications-based selection process to evaluate submittals and select a Consultant(s) for contract award, pending City Council authorization:

1. A Selection Committee will evaluate and score/rank submittals per the criteria described in this section,
2. The Selection Committee may select a Consultant(s) per the results of the submittal evaluation, OR
3. The Selection Committee may request interviews with Consultants in consideration of award ("Finalist"). Interviews with Finalists may be in person or through the online Zoom/Teams platform.

Evaluation Criteria: As noted in the evaluation rubric below, the evaluation of Consultants' qualifications to perform the requested services will be based primarily on the quality and quantity of their professional experience—especially the experience of identified Key Staff—as documented in submittals, reference checks, and/or interviews. The Selection Committee will consider the following details in evaluating these factors:

- Experience quality – The Selection Committee will consider documented projects' scope and complexity vs. outcomes, e.g. duration, cost, derived benefits, etc. The Consultant's performance in supporting documented projects will also be considered, including their technical proficiency, efficiency, and reliability including ability to set and meet realistic expectations (e.g. schedule and budget).
- Experience quantity – The Selection Committee will consider the number or total value of similar projects undertaken/completed, years spent performing similar work, or similar quantitative measures as well as the relevance of documented projects to the requested services.

The Selection Committee's ability to evaluate these factors is limited by the amount of relevant evidence the Consultant provides in their submittal, via references, or during an

interview. Consultants are urged to ensure their submittal, at minimum, makes these details clear.

Finally, as noted in the evaluation rubric below, the Selection Committee will also consider the overall quality of the Consultant's submittal, including its completeness, clarity, and responsiveness to this RFQ.

Evaluation rubric:

Evaluation Criterion	Weight (Points)
Consultant's experience with predesign and design-phase support of major stormwater and surface water capital projects similar to those described in this RFQ (see "Scope of Services" section, Item #1). This includes, in order of priority: design development including construction documents preparation and permitting, project management, public outreach, and right of way acquisition support.	45
Consultant experience with construction-phase support of major stormwater and surface water capital projects similar to those described in this RFQ (see "Scope of Services" section, Item #1). This includes, in order of priority: construction contract administration, construction engineering, and construction inspection.	15
Consultant experience with miscellaneous stormwater and surface water program support services similar to those described in this RFQ (see "Scope of Services" section, Items #2-4). This includes, in order of priority: small works project design and construction support, geotechnical engineering analysis and design, stormwater and surface water systems maintenance programming and contracting, and other technical analyses described in the "Scope of Services" section of this RFQ.	25
Consultant experience with grant writing and administration supporting stormwater and surface water management projects and programs (see "Scope of Services" section, Item #5).	10
SOQ Overall Quality	5
Total =	100

#### QUESTIONS:

Questions regarding this project may be directed to the City Clerk's Office via e-mail at [bids@kenmorewa.gov](mailto:bids@kenmorewa.gov). Please place "RFQ No. 23-C2944" in the subject line. The deadline for questions is specified in the "RFQ Schedule" section above. Responses will be posted on a rolling basis to the City's website. Final questions will be answered by the date specified in the "RFQ Schedule" section above. Unauthorized contact regarding this RFQ with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

All questions and answers will be posted on the City's website at [www.kenmorewa.gov/requestsforproposals](http://www.kenmorewa.gov/requestsforproposals).

It is the responsibility of individual agencies to check the website for any amendments or Q&As related to this RFQ.

## **SECTION 2 - CODE OF CONDUCT POLICY - COMPETITIVE SOLICITATIONS**

### **DEFINITIONS:**

**Solicitations:** method of acquiring goods, services, and construction for public use in which offers are made to the City between two or more sources. Typical documents used by the City are titled: Invitation to Bid, Invitation to Quote, Request for Proposals, Request for Qualifications, Request for Information, or any other method of obtaining competitive offers.

**Blackout Period:** The period between the time a solicitation is issued by the City and the time the City awards the contract.

**Lobbying:** The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking, or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.

**CONDUCT OF PARTICIPANTS:** After the issuance of any solicitation, all bidders, proposers, contractors, agencies, or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official, or representative at any time during the blackout period.

**SANCTIONS:** The City may reject the submittal of any bidder, proposer, contractor, and/or team who violates the policy set forth herein.

**REJECTION OF SUBMITTALS:** The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by agencies in the preparation and submission of their responses. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

**RFQ ADDENDA:** The City reserves the right to change the RFQ schedule or issue addenda to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ. All such addenda will become part of the RFQ. In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda on the City's website, link above.

It is the agencies' responsibility to confirm whether any addenda have been issued.



**QUALIFICATION MODIFICATION & CLARIFICATIONS:** The City reserves the right to request that any team clarify its submittal or to supply any additional material deemed necessary to assist in the evaluation of the submittal.

Modification of a submittal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original submittal.

**EXCEPTIONS:** If a team takes exception to any term or condition set forth in this RFQ and/or any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the response to this RFQ. Exceptions or deviations to any of the terms and conditions must not be added to the response pages but must be submitted in a separate document accompanying team's response and identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.

**SUBMITTAL SIGNATURES:** An authorized representative must sign submittals, with the team's address, telephone, and email information provided. Unsigned submittals may not be considered.

**CONTRACT AWARD:** The City reserves the right to make an award without further discussion of the submittals. The selected Consultant will be expected to enter into a contract with the City. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the contract.

The City reserves the right to award multiple contracts to multiple Consultants for this scope of service if it is in the best interest of the City or use a contract different from the sample City contract attached to this RFQ.

## **SECTION 3 - TERMS & CONDITIONS**

**TITLE VI:** 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, the City of Kenmore hereby notifies all bidders that the City will affirmatively ensure that 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, creed, sex, age, disability, sexual orientation, religion, or national origin in consideration for an award.

**EQUAL OPPORTUNITY EMPLOYMENT:** The successful team(s) must comply with the City of Kenmore equal opportunity requirements. The City of Kenmore is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age,

nationality, disability, or sexual orientation and encourages disadvantaged, minority, and women-owned firms to respond. The City encourages submittals from firms that demonstrate the same values and commitment.

**INSURANCE REQUIREMENTS:** The selected team(s) shall maintain insurance that is sufficient to protect the team's business against all applicable risks, as set forth in the City's Standard contract (available upon request).

**INDEMNIFICATION:** The selected team will be required to indemnify the City in the manner identified in the City's Standard contract (available upon request).

**BUSINESS REGISTRATION AND TAXATION:** If applicable, the team(s) awarded the contract will be subject to a City of Kenmore Business Registration and Business Taxation as presented in the Kenmore City Code.

**NON-ENDORSEMENT:** As a result of the selection of a team to supply products and/or services to the City, team agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the City.

**NON-COLLUSION:** Submittal and signature of a response swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the team has not induced or solicited others to submit a sham offer, or to refrain from proposing.

**COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the team(s) ultimately awarded a contract shall comply with federal, state, and local laws, statutes, and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**OWNERSHIP OF DOCUMENTS:** Any reports, studies, conclusions, and summaries prepared by the team and submitted to the City shall become the property of the City.

**CONFIDENTIALITY OF INFORMATION:** All information and data furnished to the team by the City, and all other documents to which the team's employees have access during the term of the Contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

**FEDERAL DEBARMENT:** The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)). Any team

currently debarred or suspended by the Federal government or having an “active exclusion” will be automatically disqualified.