

CITY OF AUBURN
REQUEST FOR QUALIFICATIONS (RFQ)
2017 Annual On-Call Professional Consulting Services
Proposals Due: November 17, 2016

The City of Auburn is soliciting Statements of Qualifications (SOQs) from qualified consulting firms for providing on-call professional services for the year 2017. Professional services to be provided are for the following disciplines.

- 1) **SCADA Support and Integration Services:** Providing supervisory control and data acquisition (SCADA) integration and support for new and existing City utility facilities on an on-call basis. Work may include acting as the control systems integrator for City capital projects, troubleshooting and providing maintenance support, performing software and hardware upgrades, back-ups, and corrections. Additionally, the City anticipates that work may include the design, integration, testing and providing of support to City hired contractor(s) in the fabrication and installation of SCADA systems for two existing sewer pump stations: 22nd Street and R Street Pump Stations. **One electronic copy (PDF) of the SOQ Package shall be emailed to jsweeting@auburnwa.gov on or before 4:00 pm, Thursday, November 17, 2016 with a subject line “2017 On-Call SCADA Support Services SOQ”.** Questions regarding this solicitation should be directed to Jacob Sweeting, Assistant City Engineer, at jsweeting@auburnwa.gov. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
- 2) **Traffic Modeling Services:** Providing technical model support including the performance of model runs and support to the City in the operation and use of the City’s Visum model as well as technical model support including troubleshooting of software or hardware issues related to the City’s operation of the City’s Transportation Model on an on-call basis. **One electronic copy (PDF) of the SOQ Package shall be emailed to jwebb@auburnwa.gov on or before 4:00 pm, Thursday, November 17, 2016 with a subject line “2017 On-Call Traffic Modeling SOQ”.** Questions regarding this solicitation should be directed to James Webb, Traffic Engineer, at jwebb@auburnwa.gov. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
- 3) **Appraisal and Appraisal Review Services:** Prepare appraisals and appraisal reviews to support acquisition of property rights for various City needs including right-of-way for federally funded capital projects. To be considered, the Proposer must be listed on the Washington State Department of Transportation’s (WSDOT) Appraiser List posted at: <http://www.wsdot.wa.gov/realestate/>. Proposers must indicate in the statement of qualifications the name of the individual(s) who would perform the services and whether the proposed services would include appraisal, appraisal review, or both. Proposers for appraisal services must be willing to enter into an agreement with the City that requires appraisals to be completed and submitted to the City within 30 calendar days of being requested and proposers for appraisal review services must be willing to enter into an agreement with the City that requires appraisal reviews to be complete and submitted within 10 calendar days of being requested. Appraisals and appraisal reviews shall be per the WSDOT right-of-way manual, unless otherwise specified in the specific task order issued by the City. **One electronic copy (PDF) of the SOQ Package shall be emailed to rvondrak@auburnwa.gov on or before 4:00 pm, Thursday, November 17, 2016 with a subject line “2017 Appraisal On-Call SOQ”.** Questions regarding this solicitation should be directed to Ryan Vondrak, Capital Projects Manager, at

rvondrak@auburnwa.gov. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.

For all work listed above, the City reserves the right to utilize other companies than those selected to perform services in case the selected companies are not available or cannot perform the needed type of work, or if, the City determines it is in the public's best interest to utilize another company to perform the work.

The City of Auburn's annual on-call contracts are set up with a maximum not-to-exceed amount, however, actual work is assigned through the execution of individual task orders. The City does not guarantee that work will be assigned during the life of the contract. Annual contracts are intended to supplement City staff resources and may include providing design work to supplement City efforts or may be the complete design of a small project. It is the intent that an annual on-call contract may be extended for up to 5 years at the City's discretion.

One electronic copy (PDF) of the SOQ Package shall be emailed to the e-mail address listed under the appropriate discipline above on or before 4:00 pm, Thursday, November 17, 2016 with a subject line as indicated above. Questions regarding this solicitation should be directed to the contact listed under the appropriate discipline above. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.

STATEMENT OF QUALIFICATION (SOQ) ELEMENTS

For each discipline listed in this RFQ that a company is seeking consideration, it must submit a separate SOQ (do not include more than one (1) discipline in a single SOQ). Any single SOQ that is submitted that seeks consideration for more than one discipline listed in this RFQ will be disqualified from consideration. Each SOQ is limited to ten (10) single-sided 8.5" X 11" pages (excluding cover and dividers) (minimum font size 10 Arial), and should address the following:

- a) A cover letter introducing the firm and declaring for which on-call discipline the SOQ pertains.
- b) Profile of firm and identification of services provided.
- c) Experience of key local personnel and their availability to provide services on relatively short notice.
- d) Summary of experience with public agencies providing similar on-call consulting services.
- e) List of five (5) references for which similar consulting services by specific members of the proposed project team have been provided. Please include the following information: Agency name, location, a brief description of the type of work performed, total contract value, and a reference with phone number.

SELECTION PROCESS AND EVALUATION CRITERIA

A committee of City personnel will evaluate and rate the proposals, giving equal consideration to these criteria:

1. Firm's Experience for the identified discipline.
2. Key Personnel Experience Qualifications.
3. Firm's Experience with providing similar on-call consulting services.

The City anticipates selecting at least one (1) consultant for each discipline listed in this RFQ. Consultant selection may be based on the submitted Statement of Qualifications, or formal consultant interview process as determined by the City. On-Call Professional Services Contracts will be entered into with selected consultants and individual Task Work Orders identifying specific project assignments will be executed on an as-needed basis.

SELECTION SCHEDULE

The City's proposed schedule for Consultant selection, subject to change, is as follows:

- | | |
|---|----------------------------|
| 1) Issue Request for Proposals | November 1, 2016 |
| 2) Deadline for Submittal of Proposals | November 17, 2016 @ 4:00pm |
| 3) Preliminary Selection of Firms | December 2, 2016 |
| 4) Notify Firms Chosen for Interviews (City Option) | December 2, 2016 |
| 5) Consultant Interviews (City Option) | Week of December 5, 2016 |
| 6) Final Selection | Week of December 5, 2016 |
| 7) Award of On-Call Agreement by City Council | December 19, 2016 |
| 8) Execution of Consultant Agreement | January 2, 2017 |

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

Persons with disabilities may request this information be prepared and supplied in alternative forms by calling 253-931-4013.

The Recipient, 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 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded 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.

The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age or handicap in consideration for a project award.

PUBLICATION SCHEDULE

Seattle Daily Journal of Commerce, November 1, 2016, November 10, 2016 and Seattle Times, November 1, 2016.