

**CITY OF AUBURN**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**2021 Annual On-Call Professional Consulting Services**  
**Proposals Due: September 25, 2020**

The City of Auburn is soliciting Statements of Qualifications (SOQs) from qualified consulting firms for providing on-call professional services for the year 2021. Professional services to be provided are for the following disciplines:

- 1) **Roadway Design** - Work may include preparing contract documents (plans, special provisions and an Engineer's estimate) for small projects and/or portions of City design projects on an on-call basis related to roadway design, including design of street geometry, driveways, sidewalks, curb and gutters, channelization, signage, and bike facilities. Work may also include design of storm drainage improvements that are directly related to roadway improvements. **One electronic copy (PDF) of the SOQ Package shall be emailed to [jbender@auburnwa.gov](mailto:jbender@auburnwa.gov) on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Roadway Design SOQ".** Questions regarding this solicitation should be directed to Jeffery Bender, Project Engineer, at [jbender@auburnwa.gov](mailto:jbender@auburnwa.gov). For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
- 2) **Signal, ITS, and Street Lighting Design** - Work may include preparing contract documents (plans, special provisions and an Engineer's estimate) for small projects and/or portions of City design projects on an on-call basis related to traffic signal, ITS, and street lighting design. **One electronic copy (PDF) of the SOQ Package shall be emailed to [swickstrom@auburnwa.gov](mailto:swickstrom@auburnwa.gov) on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Signal, ITS, and Street Lighting Design SOQ".** Questions regarding this solicitation should be directed to Seth Wickstrom, Project Engineer, at [swickstrom@auburnwa.gov](mailto:swickstrom@auburnwa.gov). For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
- 3) **Storm Utility Modeling** - Work may include hydraulic modeling and associated professional services to support storm system capacity analysis, capital improvement program development and implementation, system development, expansion, rehabilitation and replacement, system operations, water quality evaluation, vulnerability assessment, periodic model updates and hydraulic model program conversion. **One electronic copy (PDF) of the SOQ Package shall be emailed to [tcarlaw@auburnwa.gov](mailto:tcarlaw@auburnwa.gov) on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Storm Utility Modeling SOQ".** Questions regarding this solicitation should be directed to Tim Carlaw, Storm Utility Engineer, at [tcarlaw@auburnwa.gov](mailto:tcarlaw@auburnwa.gov). For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
- 4) **Water Utility Modeling** - The City is looking for on-call hydraulic modeling and associated professional services to provide:
  - On-call consultation to Auburn staff in their use of InfoWater Pro
  - Water system supply analysis
  - Unidirectional flushing protocols

One of the first tasks will be to assist City staff in performing hydraulic modeling. The City's water system hydraulic model was last updated in 2014 by a consultant in

conjunction with the City's water system plan update, with some minor additions in 2019. While the model has been used by the consultant for many capital and development projects to verify assumptions about the planned improvements and to analyze fire flow demands, it has not been fully updated since 2014.

The City purchased Innowyze's InfoWater Pro hydraulic modeling software in spring 2020 and obtained a copy of the City's hydraulic model. The City plans to perform all hydraulic modeling in-house and is seeking a consultant to assist with the transition.

The City has identified the following objectives:

- Add new main extensions and upsized pipes.
- Update demands based on AML data.
- Perform calibration runs.
- Develop documentation procedures for updates.
- Perform fire flow runs to generate pressure and flow at each fire hydrant. Integrate into GIS or OMS, if possible
- Develop procedures for "What if" runs constructing and storing potential developments and capital projects, and analyzing fire flow demands.
- Develop naming conventions for existing vs. proposed pipes and nodes.

The City is seeking proposals from firms experienced in developing hydraulic models using InfoWater Pro for two possible courses of action:

1. Consultant will perform the tasks listed above and train City staff in the use of the completed model to the City, or
2. Consultant and City staff will actively update together, with specific work products assigned to each. The second option allows the City to have a more intimate role in the process, ownership of the model, and knowledge of using the software.

**One electronic copy (PDF) of the SOQ Package shall be emailed to [sfenhaus@auburnwa.gov](mailto:sfenhaus@auburnwa.gov) on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Water Utility Modeling SOQ".** Questions regarding this solicitation should be directed to Susan Fenhaus, Water Utility Engineer, at [sfenhaus@auburnwa.gov](mailto:sfenhaus@auburnwa.gov). For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.

- 5) **Structural Design and Structural Damage Repair Recommendations** – The structural design element work may include the development of planning and construction documents for structural elements related to buildings, retaining walls, foundations, street light and traffic signals (poles, mast arms, and foundations) that require structural consideration, and bridge structure elevations, retro-fits and repairs. The structural damage repair recommendations work may include assessing and providing recommendations for repair of City traffic signals, street lighting, bridge abutments and other facilities that become damaged due to vehicular collisions and other unexpected incidents. The consultant may at times need to be able to provide rapid response to damaged facilities. **One electronic copy (PDF) of the SOQ Package shall be emailed to [mlarson@auburnwa.gov](mailto:mlarson@auburnwa.gov) on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Structural Design and Damage Recommendations SOQ".** Questions regarding this solicitation should be directed to Matthew Larson, Sr. Project Engineer, at [mlarson@auburnwa.gov](mailto:mlarson@auburnwa.gov). For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.

- 6) **Materials Testing/Inspection** - Work may consist of providing testing to support City projects, including, utility, roadway, and facilities projects. Testing services may include, but not be limited to testing of asphalt density, compaction, aggregate sieve analysis, prism breaks, slump, and concrete and asphalt strength, reinforced concrete inspection, structural masonry inspection, high strength bolt inspection, and structural steel framing inspection. **One electronic copy (PDF) of the SOQ Package shall be emailed to kbtruong@auburnwa.gov on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Testing Services SOQ"**. Questions regarding this solicitation should be directed to Kim Truong, Project Engineer, at kbtruong@auburnwa.gov. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.
  
- 7) **Utility Design** - Work may include survey and preparing contract documents (plans, special provisions and an Engineer's estimate) for small projects and/or portions of city design projects on an on-call basis related to utility design. **One electronic copy (PDF) of the SOQ Package shall be emailed to lbarba@auburnwa.gov on or before 4:00 pm, Friday, September 25, 2020 with a subject line "2021 On-Call Utility Design SOQ"**. Questions regarding this solicitation should be directed to Luis Barba, Project Engineer, at lbarba@auburnwa.gov. For specific instructions on information to include in SOQs, refer to the section below entitled SOQ Elements.

For each discipline 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.

#### **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 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 10 single-sided letter size pages of content (excluding cover, cover letter, 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 on short notice.
- e) List of 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 on short notice.

The City anticipates selecting at least 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:

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|---|-----------------------------|
| 1) Issue Request for Proposals                      | September 8, 2020           |
| 2) Deadline for Submittal of Proposals              | September 25, 2020 @ 4:00pm |
| 3) Preliminary Selection of Firms                   | October 12, 2020            |
| 4) Notify Firms Chosen for Interviews (City Option) | October 13, 2020            |
| 5) Consultant Interviews (City Option)              | Week of October 19, 2020    |
| 6) Final Selection of Design Firm                   | October 23, 2020            |
| 7) Award of On-Call Agreement by City Council       | November 2, 2020            |
| 8) Execution of Consultant Agreement                | January 15, 2021            |

## **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.

The City of Auburn in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by calling 253-931-3010.

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, September 8, 2020 and September 15, 2020.  
Seattle Times, September 8, 2020.