



REQUEST FOR QUALIFICATION (RFQ)

2011 On-Call Project Management Services

The City of Olympia Public Works Department requests statements of qualifications from qualified firms for project management services for the purpose of managing the Capital Facilities projects including, but not limited to transportation, water, sewer, storm and surface water, facilities, and structural type projects.

BACKGROUND

The purpose of these contracts is to supplement City staff resources to complete projects. Tasks may include, but are not limited to, assisting with specific portions of project work such as soils investigation, environmental permitting, coordination for electrical services, or preparation of plans, specifications, and estimates for utility, roadway projects, and/or facility projects.

No specific projects have been identified at this time. However, the City's *Capital Facilities Plan*, showing anticipated projects, can be viewed on the Internet at the City's website at

[<<http://www.olympiawa.gov/city-government/budget-financial-reports.aspx>>](http://www.olympiawa.gov/city-government/budget-financial-reports.aspx)

SCOPE OF SERVICES

The services will be provided on an as needed basis through a task order on-call process. The Task Order process will consist of the City contacting the Consultant and requesting services related to an individual project. The Consultant will then prepare a detailed scope and budget for each individual Task Order. The Task Orders will be agreed upon between the City Representative and the Consultant.

We will select two consultants:

1. Storm and Surface Water Engineering Project Management Services: the Project Manager will report to the Water Resources Engineering and Planning Supervisor.
2. Capital Facilities Engineering Project Management Services: the Project Manager will report to the Assistant City Engineer.

Services may include the following:

Tasks may include work such as the following but not limited to:

- **Project Management:** Provides project leadership, administers projects, prepares, monitors, and amends project Scope, Schedule, and Budget, develops

an effective public involvement strategy to achieve informed consent, ensures clients satisfaction, and Coordinates activities with agencies and utilities.

- **Planning** - Preparing planning-level project scope and costs and Life-cycle Cost Analysis.
- **Construction Support** - Constructability Review, Bidding support, construction administration, construction observation, coordination of materials testing, progress estimate preparation, etc., and other tasks as needed.
- **Contract Administration** - Providing construction administration and observation support including review of contractor submittals/shop drawings, monthly contractor pay request administration, on-site construction observer, and construction record drawing preparation.
- **Bidding Support**—Preparing bid documents, administering the bidding process, tabulating bids, checking apparent low bidder references, and preparing contract award recommendation.
- **Public Information and Involvement** - Preparing information flyers and meeting notices, assisting with public/neighborhood informational meetings, preparing drawings for open houses, preparing and updating website information, and other related tasks.
- **Permitting** - Researching, preparing, and submitting permit applications to CITY or the appropriate permitting agency.
- **Public Information and Involvement** - Preparing information flyers and meeting notices, assisting with public/neighborhood informational meetings, preparing drawings for open houses, preparing and updating website information, and other related tasks.
- **Easement and Right-of-Way Acquisition** - Researching, preparing, and submitting legal descriptions, exhibits, and related documents to CITY. Preparing and reviewing appraisals, and administrative offer summaries. Property acquisition tasks such as offer letters, negotiations, and agreements of acceptance.

CONSULTANT SELECTION CRITERIA

Consultant selection will be based on:

1. Firm's approach to quality control, project management and product delivery;
2. Previous project experience on similar types of work;
3. Previous municipal work experience, including on-call contract work;

4. Knowledge and expertise of individuals that will work the projects;
5. Readiness, availability, and familiarity with the area; and
6. Response of references.

All consultants submitting a proposal will be notified of our selection. ***Please do not contact the City of Olympia for status on the selection process during the reviewing period.***

The short listed consultants will be asked to participate in a short interview process. The interview process will be coordinated with the short listed consultants upon selection.

CONTRACT

We will select:

- One (1) consultant to provide Project Management Services for Storm and Surface Water Engineering type projects, and
- One (1) consultant to provide Project Management Services for others Capital Facilities type projects.

The selected consultants will be required to enter into a contract for on-call services with the City. The contract will be for \$299,000; with duration of one year. The contract amount and/or duration may be supplemented, if needed. Consultants selected and contracted for on-call work are not guaranteed work. In addition, the City reserves the right to continue regular use of the consultant roster, and to advertise for consultant services for specific projects.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these on-call services. A copy of the PSA may be requested for review. All prospective consultants are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

PROPOSAL REQUIREMENTS

Contents:

- Submittals shall be limited to a total of six (6) two-sided pages (excluding cover letter, front and back covers).
- Three hard copies and an electronic PDF file of the consultant proposals shall be submitted. ***Submittals that exceed the maximum number of pages or have less than three copies will be rejected.***

Provide the following information in the sequence listed below:

1. A letter of interest signed by a company principal with a statement of availability to complete the work.
2. General information about the company's experience, capabilities, and geographic service area.
3. Content of proposal that addresses selection criteria.
4. References including names and telephone numbers of current and previous clients with similar projects and/or on-call contracts.
5. Include confirmation that the proposal will comply with the City of Olympia Equal Benefits ordinance. (See ***Equal Benefits Compliance Declaration Review Form*** attached as Appendix A to this RFQ).

TERMS AND CONDITIONS

1. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFQ. A copy of the City's contract or Professional Services Agreement (PSA) is available for review. The City reserves the right to reject any proposed agreement that does not conform to the specification contained in this RFQ, and which is not approved by the City Attorney's office.
4. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
5. All bid documents are public record and subject to disclosure.

INSTRUCTIONS TO PROPOSERS

The deadline for submission of qualifications is **4:30 p.m., Thursday, February 17, 2011**. No faxed or electronic proposals will be accepted.

Mail-in submittals must be post-marked no later than Tuesday, February 15, 2011. For questions about this RFQ, please contact Thanh Jeffers, Contract Administrator, at tjeffers@ci.olympia.wa.us

1. Deliver three copies of the proposal and an electronic PDF file to:

City of Olympia Engineering
520 Pear Street
Olympia, WA 98501
Attn. Thanh Jeffers, Contract Administrator

Or mail to:

City of Olympia
Public Works Department
P.O. Box 1967
Olympia, WA 98507-1967
Attn. Thanh Jeffers, Contract Administrator

2. The City will evaluate the proposals and notify the short listed firms by March 1, 2011.
3. *Please do not contact the City of Olympia for status on the selection process.*

APPENDIX A

Equal Benefits Compliance Declaration

Exhibit _____
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors on City contracts estimated to cost \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and must complete both pages of this Equal Benefits Compliance Declaration. **Please note:** No City contract can be executed until the contractor has completed this Declaration and submitted it to the City.

SECTION 1: Contractor Information

Name of Contractor: _____ Contact Person: _____
Phone Number: _____ Fax: _____ Email: _____
Approximate Number of Employees in the U.S.: _____ Project #: _____

SECTION 2: Compliance with Equal Benefits Ordinance

1. Does the contractor have any employees? ☐ YES ☐ NO

If the answer to Question 1 is "NO", the contractor qualifies for Option C on Page 2 of this Declaration.

If the answer to Question 1 is "YES", continue to Question 2.

2. a. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the spouses of employees?*
- ☐ YES ☐ NO
- b. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the domestic partners of employees?*
- ☐ YES ☐ NO

* (Please Note: for 2(a) and (b), the answer must be "YES" even if the employees must pay for some or all of the cost of spousal or domestic partner benefits.)

If the answers to both Questions 2(a) and 2(b) are "NO", the contractor qualifies for Option B on Page 2 of this Declaration.

If the answer to either Question 2(a) or 2(b) is "YES", continue to Question 3.

3. **BENEFITS PROVIDED**

If the contractor provides employee health insurance benefits, please indicate so on the list below. If the contractor provides equal benefits, for each "Yes" marked in one column, there should be a corresponding "Yes" marked in the other column.

EMPLOYEE BENEFIT	FOR SPOUSES		FOR DOMESTIC PARTNERS	
Health Care	☐ YES	☐ NO	☐ YES	☐ NO
Dental Care	☐ YES	☐ NO	☐ YES	☐ NO
Vision Care	☐ YES	☐ NO	☐ YES	☐ NO

If the answers to Question 3 indicate that the contractor provides equal benefits, the contractor will be in compliance with the Equal Benefits Ordinance and qualifies for Option A on Page 2 of this Declaration.

If the answers to Questions 3 for any listed benefits are "YES" in the spouse column and "NO" in the domestic partner column, continue to Question 4.

4. Does the Contractor provide a cash equivalent of insurance benefits to the domestic partners of employees?
- ☐ YES ☐ NO

If the answer to Question 4 is "YES," the Contractor qualifies under Option D on Page 2 of this Declaration.

If in response to Question 3 for any listed benefit both a "YES" and a "NO" answer have been given, and in response to Question 4 the contractor DOES NOT provide a cash equivalent, the contractor is not in compliance with the Equal Benefits Ordinance.

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End of Request for Proposal