

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATION



CITY OF SEATTLE A/E PROFESSIONAL SERVICES for HARBOR PATROL PRE-DESIGN STUDY

Submittals due by 2 p.m. (PST) Thursday, January 29, 2009

The City of Seattle Fleets and Facilities Department (FFD), Capital Programs Division (CPD) seeks a consultant design team to provide professional services for pre-design study services of the Seattle Harbor Patrol facility located on Lake Union.

PROJECT DESCRIPTION:

The Seattle Harbor Patrol site is located at 1717 North Northlake Place adjacent to City of Seattle's Gas Works Park at the north end of Lake Union. The facility site is a 1.5 acre lakeshore property that is fully paved and slopes from the north to the southeast. The existing facility consists of an administration building, maintenance shop, storage bunker, concrete wharf, boat houses, fueling station and floating docks. The upland and aquatic soils are contaminated by a variety of toxic compounds from former industrial activities conducted on-site and from adjacent properties. Any development of the Harbor Patrol project will require coordination with the work associated with the Seattle Public Utilities sediment remediation project that is scheduled to commence no earlier than the autumn of 2011.

The pre-design study for the Seattle Harbor Patrol Facility will address the development of new harbor patrol offices, crew facilities, maintenance shop, bulkhead, boat houses, floating docks, site storm water system and the potential accommodation of MERT (Marine Emergency Response Team).

SCOPE OF WORK:

The pre-design study shall build upon the work completed in the 2008 *City of Seattle Harbor Patrol and MERT Feasibility Study* completed by Arai Jackson Ellison Murkami (available as a separate download on this eBid solicitation). The chosen consultant team shall further develop selected design options from the feasibility study and produce "light" schematic-level designs of the selected design options. Service may include, but are not limited to:

- Review of existing documents and site conditions to ensure all necessary site/facility information is complete and available prior to the commencement of design.
- Identify program and align project scope and budget.
- Prepare schematic design options for the development of harbor patrol facility
- Provide construction cost estimates for the design options.
- Identify, assess and address proposed project's impacts to existing conditions, future proposed waterway remedial work, neighboring property interests, City-identified community interests, and City, state and federal regulations (storm water regulations, Endangered Species Act, Clean Water Act, Rivers and Harbors Act, and National Historic Preservation Act).
- Coordinate design efforts with all applicable municipal, state and federal regulatory agencies.
- Present design to elected officials, Seattle Police Department, Seattle Fire Department and other municipal groups at the direction of the City.

PRE-SUBMITTAL CONFERENCE

There is no Pre-Submittal Conference scheduled for this work.

SUBMITTALS

Submittals shall be 8-1/2" x 11" in format, double-sided, and not more than 25 pages (50 printed surfaces, excluding transmittal letter, covers or tabs). Statement of interest should be brief and succinct. Submittals should include:

- A short Letter of Transmittal and Statement of Interest.
- A description of specific qualifications of the team and individuals as they relate to the tasks required for the pre-design study for the harbor patrol facility.
- A demonstration of quality and relevant work experience. Submittals should specifically reference experience related to planning, design, hazardous materials, contaminated sites, shoreline and waterway regulations and cost estimating.
- Project approach and management structure which includes an organization chart for the project, including all sub-consultants.
- Two (2) references each from clients that have worked with the consultant in the last five years. The list must include the name of the project, contact name, and current phone number and address.

SELECTION CRITERIA:

A selection panel of City staff will review and rate all submittals. The criteria used for evaluating the submittals and qualifications will include, but shall not be limited to:

- Experience with projects of similar scale, construction type and function as described in the "Project Description."
- Experience relevant to the planning, design and development of contaminated sites situated in upland and aquatic conditions.
- Experience relevant to the planning, design and development of projects that are subject to Federal, State of Washington and City of Seattle shoreline and waterway regulations.
- Experience of prime consultant and sub-consultants with providing services to public agencies
- Demonstration of the production of quality documents and submittals
- Experience providing accurate cost estimates
- References

The City will assemble a selection panel for the selection of a consultant team. If multiple firms are selected for further consideration, the selection panel may conduct interviews prior to making a final selection.

SUBMITTAL PROCEDURES

Submit three copies of the submittal, no later than **2pm (PST)** on or before **Thursday, January 29, 2009** to:

Mark Nakagawara, Project Manager
City of Seattle, Fleets and Facilities Department

PLEASE PAY CLOSE ATTENTION TO THE FOLLOWING SUBMITTAL ADDRESSES:
700 Fifth Avenue, Suite 5200, Seattle, WA 98104 ***(if by courier)***
PO Box 94689, Seattle, WA 98124-4689 ***(if by U.S. mail)***

RECEIVING ADDENDA AND/OR QUESTIONS AND ANSWERS

The City will post the RFQ, courtesy notices, reminders, addenda and similar announcements on the City of Seattle Procurement web site <https://www.ebidexchange.com/seattle>. Notwithstanding efforts by Fleets to provide such notices to known vendors, it remains the obligation and responsibility of the consultant to learn of any addenda, responses, Q&A, or other notices issued by the City.

RIGHT TO REJECT SUBMITTALS

The City reserves the right to reject any and all submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal

SUBMITTAL DISPOSITION

All material submitted in response to this RFQ shall become the property of the City upon delivery to the RFQ project manager.

NEGOTIATION

The City has significant and critical timeframes impacted by this work. The City shall initiate contract negotiations with the apparent successful consultant and retains the option to terminate negotiations and continue to the next apparent successful consultant if contract negotiations are not progressing in a productive manner, at the sole determination of the City.

REQUIREMENTS of DOING BUSINESS with the City of Seattle:

EQUAL BENEFITS

Whenever possible, employees of City consultants and contractors must be paid the same total compensation (i.e. have the same access to benefits), regardless of whether the employee's household is organized around his or her marriage or domestic partnership.

The terms of any contracts resulting from this selection process must be in full compliance with all equal employment opportunity and Non-Discrimination in Employee Benefits provisions required by the City of Seattle Municipal Code Ch. 20.45, and related rules. The City encourages consultants to contact the City in advance of submitting if you have any concerns about whether or not your benefits program does or can be brought into compliance with this requirement. For further information about the Equal Benefits program, call 206-684-4529 or review program information at www.seattle.gov/contract/equalbenefits/.

INSURANCE REQUIREMENTS

The selected consultant will be required to provide the following minimum levels of proof of insurance and to have the City of Seattle named as an additional insured on their General Liability insurance policy:

- \$1,000,000 Professional Liability
- \$1,000,000 Commercial General Liability
- \$1,000,000 Auto Liability
- Must provide Workers Compensation

Specific insurance coverage and amounts will be determined during contract negotiations and must be met by the selected consultant prior to executing the contract.

WOMEN & MINORITY BUSINESS ENTERPRISE

Under Seattle Municipal Code 20.42.010, the City finds that minority and women-owned businesses are significantly under represented and have been underused on City contracts. Additionally, the City does not want to enter into agreements with businesses that discriminate in employment or the provision of services. The City intends to provide the maximum practicable opportunity for increased participation by minority and women-owned and controlled business, as long as such businesses are underrepresented, and to ensure that City contracting practices do not support discrimination in employment and services when the City procures public works, goods, and services from the private sector. Women and minority-owned firms, as well as small firms, are encouraged to apply.

ADDITIONAL INFORMATION

In an effort to afford all interested parties equal access to information and to prevent interference with city operations, anyone pursuing information for this RFQ is expressly prohibited from contacting any City Department. Failure to observe this prohibition may result in disqualification. All consultant communications concerning this RFQ shall be directed to the RFQ project manager, Mark Nakagawara via phone or email at:

Mark Nakagawara
206-684-0424 Telephone
mark.nakagawara@seattle.gov

Questions must be received no later than 5 p.m. (PDT) on Thursday, January 15, 2009 to enable the City to respond. Responses will be provided in writing and posted as addenda on the City of Seattle Procurement web site <https://www.ebidexchange.com/seattle> no later than close of business on Friday, January 16, 2009.

Dates of Advertisement in Daily Journal of Commerce:

January 5, 2009 and January 7, 2009