



**Request for Qualifications, No. 21-22**  
**Reservoir Pump Station Equipment Assessment & Design**  
**April 14, 2021**

The City of Mercer Island (“City”) is requesting Statements of Qualifications (SOQs) from qualified professional engineering firms interested in assessing the existing five pumps and motors at the City’s water reservoir booster pump station and preparing a design for necessary equipment upgrades and/or replacement. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

**Background**

Mercer Island obtains its water supply from Seattle Public Utilities (SPU). The City’s water system is comprised of two 4.0-million-gallon water storage tanks, 2 booster pump stations, 120 miles of water mains, and 85 pressure reducing valves. Water is distributed from the reservoirs, either through gravity lines or pumped lines from the booster pump station. In 1999, the two reservoirs and adjacent reservoir booster pump station (also referred to as the main pump station) underwent seismic retrofits.

The main pump station consists of 5 submersible Byron-Jackson variable speed motor and pump assemblies (“assemblies”), each capable of reaching 100 Horsepower (HP). Two of these assemblies were installed within the last decade and the rest were installed close to 30 years ago. Four pumps are always operating, with the fifth pump on standby. The operational sequence of these pumps rotate daily with one lead pump, one primary lag pump, and two secondary lag pumps. Each pump has a rated capacity of 2,250 gallons per minute at 115-foot discharge head. There are also 5 Siemens MasterDrive G120 variable frequency drives, which were replaced last year.

Recently, one of the pumps was repaired and the City discovered that these older Byron-Jackson motors contain mercury seals. The City is looking to replace the old submersible pumps and motors and would like to have an engineering firm review and evaluate the reservoir booster pump station equipment to determine if the current motor and pump assembly is adequate for our operations.

**Project Schedule**

Time is of the essence in completing the assessment and design of the City’s reservoir booster pump station equipment and the City is seeking a firm that has the availability to complete bid-ready documents by Fall 2021.

|                                    |                                      |
|------------------------------------|--------------------------------------|
| RFQ Issued                         | Wednesday, April 14, 2021            |
| Deadline for Written Questions     | Wednesday, April 21, 2021 at 5:00 PM |
| Addendum #1 Issued (if applicable) | Friday, April 23, 2021               |
| SOQs Due                           | Tuesday, April 27, 2021 at 2:00 PM   |
| City Evaluation of Submittals*     | Friday, May 7, 2021                  |

\*Date is approximate

**General Scope of Services**

The selected consultant will assess the City’s water operating system at the reservoir booster pump station, including review of any previous report(s). The City would like any findings and

recommendations summarized in a report and then have any system improvements reflected in the design. The scope of work is expected to include, but not be limited to, the following tasks:

- 1) Evaluate the City's existing motor and pump assemblies.
- 2) Develop and complete a draft and final report on the current assemblies and recommended improvements.
  - A. Include the type(s) of motor and pump assemblies that would be appropriate for our system, what these recommended improvements or upgrades consist of, and if they would work with the new VFDs or if they also need to be replaced.
- 3) Complete a design based on the City selected results and recommendations from the assessment including the following deliverables:
  - A. 30% design submittal – plans, specifications, and preliminary engineer's estimate;
  - B. 60% design submittal – plans, specifications, and engineer's estimate;
  - C. 90% design submittal – plans, specifications, and engineer's estimate; and
  - D. Final design package – plans, specifications, and engineer's estimate.
- 4) Develop bid-ready contract documents; and
- 5) Provide bidding and design support services during construction.

### **Statement of Qualifications**

Interested Engineering firms are invited to submit a Statement of Qualifications for the work. The SOQ shall include the following information:

1. Letter of Intent (maximum of 1 page):
  - Summarize your firm's background, resources, commitment to providing the described services, interest in this project and working for the City, and any other information that would assist the City in making its selection.
  - Indicate the address and telephone number of the respondent's office located nearest to Mercer Island, Washington, and the office from which the services will be managed.
2. Company Profile and Project Team Qualifications:
  - Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project.
  - Identify key staff (including sub-consultants as appropriate) who will be involved in the project, including their assigned roles, a brief description of their background and relevant experience.
3. Experience with Similar Projects:
  - Provide evidence of relevant experience and knowledge of motor and pump assemblies and VFDs in water well pumping equipment.
  - Provide a list (three to five) of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's or team's ability to complete projects of this type.
4. Project Understanding, Approach, and Schedule:
  - Describe your firm's understanding of this project, the approach your team will take to meet the City's needs.
  - Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate the project team's commitment in completing the design and bid-ready documents by Fall 2021.
5. References (maximum of 1 page):
  - Provide three references (maximum) for whom your firm has performed similar work within the last five years. Include contact name, current telephone number, and current email for all references. Include two additional references (maximum) for each sub-consultant, as appropriate.

The City of Mercer Island reserves the right to reject any or all responses received as a result of this

solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means.

The City will not be liable for any costs incurred by the consulting firms' incidentals to the preparation of their SOQs or for developing and carrying out interview presentations, if necessary.

Submittals shall be no more than 6 pages (single sided) on 8 ½" by 11" sized, typewritten pages with a minimum 11 point font. Submittals that do not address the items listed in the submission requirement section, exceed the 6-page limit, or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City.

**Submittal Requirements**

Due to the current COVID-19 restrictions, Mercer Island City Hall is currently closed to the Public. Therefore, the proposals for this project shall be submitted in PDF format to [publicworks@mercerisland.gov](mailto:publicworks@mercerisland.gov), no later than **2:00 p.m. on Tuesday, April 27, 2021**. All submittals shall be clearly titled: "SOQ 21-22 RESERVOIR PS EQUIPMENT ASSESSMENT AND DESIGN".

A SOQ is deemed submitted as evidenced by the receipt date and time shown in the source code of the e-mail received by the City's computer system. Contractors accept all risk of late delivery, regardless of fault. Any submittal received after the due date and time shall be deemed non-responsive and will eliminate their SOQ from any further consideration. All respondents will receive an email confirmation within the next business day that their submittal has been successfully received. Hard copies will not be accepted.

Questions related to this request may be directed to Maya Giddings, CIP Project Manager, at [Maya.Giddings@mercerisland.gov](mailto:Maya.Giddings@mercerisland.gov). Questions via telephone will not be accepted. Questions received after April 21, 2021 by 5:00 PM will not be answered.

**Evaluation & Award**

SOQs will be reviewed and ranked by a City Evaluation Team. It is anticipated that a firm will be selected from this process and a contract will be negotiated with work to begin immediately.

The City's Evaluation Team will use the following criteria to evaluate each SOQ:

|  |         |
|--|---------|
| Project understanding and ability to assist the City in meeting its goals and objectives | 1-5 pts |
| Articulate their knowledge about the project and demonstrate relevant experience         | 1-5 pts |
| Team's qualification and experience  | 1-5 pts |
| Availability of team members   | 1-5 pts |
| Work plan and approach to carry out the project on schedule                              | 1-5 pts |

**Title VI Statement**

The City of Mercer Island, 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 23 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.

**Attachments**

Sample City of Mercer Island Contract Document