



**Request for Qualifications, No. 21-30**  
**Basin 40 Sewer Rehabilitation/Replacement Design**  
**June 15, 2021**

The City of Mercer Island (“City”) is requesting Statements of Qualifications (SOQs) from Qualified Professional Engineering Firms interested in preparing a design to address pipe rehabilitation and replacement, developing bid documents, and providing construction support services for the rehabilitation and replacement of pipes in Basin 40, as well as preparing trenchless pipe rehabilitation specification templates for future use. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

**Background**

Mercer Island’s sewer system – separate from its stormwater system – is divided into numerous gravity drainage basins and subbasins. However due to the system’s age, inflow and infiltration (I/I) are prevalent, with an immediate effect seen after large rain events. There are also some suspected illicit connections, such as downspouts and basement drains, which contribute to increased volumes causing the system to operate above its capacity and potentially overflowing into Lake Washington.

In Basin 40, there are roughly 120 city-owned manholes and over 27,000 feet of sewer main. Pipes range in size from 6” to 12” and are made of various materials – the most common being concrete, but there are also clay, asbestos cement, PVC, and ductile iron. The City owns and maintains the sewer mains, manufactured tees/wyes, and mechanical connections, while property owners are responsible for the side sewers. Through regular CCTV inspection data, the City has identified some defects in need of repair and is seeking a consultant to determine the appropriate trenchless rehabilitation/replacement method(s).

**Project Schedule**

The City is seeking a firm that has the availability to complete bid ready documents by January/February 2022.

RFQ Issued	Tuesday, June 15, 2021
Deadline for Written Questions	Tuesday, June 22, 2021 at 3:00 PM
Addendum #1 Issued (if applicable)	Thursday, June 24, 2021
SOQs Due	Wednesday, June 30, 2021 at 2:00 PM
Evaluation of Submittals (expected)	Friday, July 9, 2021
Interviews	Week of July 12 <sup>th</sup> or 19 <sup>th</sup>

**General Scope of Services**

The purpose of this project is to address needed pipe rehabilitation and replacement (R&R) and to reduce the amount of I/I in Basin 40. In addition to preparing plans and specifications for pipeline improvements in this area, the City would like the consultant to prepare template specifications and standard details for various trenchless technology methods that can be used in future projects. The scope of work for the entire project is expected to include, but not be limited to, the following tasks:

- 1) Review Basin 40’s staff identified repair areas, previous CCTV data, photos, and records.
- 2) Develop and complete a report based on the identified R&R areas, recommendations for addressing R&R, and how this was determined.

- 3) Complete a design for pipe improvements based on recommendations:
  - A. 30% design submittal – plans 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.
- 5) Provide bidding and design support services during construction, with an option for inspection services.
- 6) Prepare specification standard detail templates based on current trenchless technology methods, which include CIPP, sliplining, pipe bursting, etc.

### **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:
  - 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 closest to Mercer Island, Washington, and the office from which the services will be managed.
2. Company Profile and Firm Qualifications:
  - Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project.
  - Provide a list of three similar projects completed by the firm or team within the last five years that demonstrate the firm’s/team’s experience in sewer projects and sewer improvements of this type.
3. Team Qualifications:
  - Identify the Project Manager and the key contact person for the City.
  - Provide a list of team members (including any subconsultants) who will be working on this project, the assigned roles for this project, their qualifications and availability, along with a brief description of their background and relevant experience.
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, and how the proposed team would work with City staff.
  - Describe your knowledge and familiarity with current trenchless technologies and products and how you’ll determine and identify the specific rehabilitation processes that are needed.
  - Describe and provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables, proposed meetings, site visits, and what required information or tasks need to be completed by City staff. Demonstrate the project team’s commitment in completing the design and bid-ready documents by January/February 2022.
5. References:
  - 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 subconsultant, 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.

Submittals shall total no more than **9** pages (single sided), not including a cover or end page, on 8 ½” by 11” sized, typewritten pages with a minimum 10-point font. Submittals that do not address the items listed in the submission requirement section, exceed the 9-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 remains 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 PM on Wednesday, June 30, 2021**. All submittals shall be clearly titled: “SOQ 21-30 BASIN 40 SEWER R&R DESIGN”.

An 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 indicating 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 3:00 PM on June 22, 2021 will not be answered.

**Evaluation & Award**

SOQs will be reviewed and rated by a City Evaluation Team. A maximum of three firms will be invited to participate in interviews. It is anticipated that a consultant 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 (in no particular order) to evaluate each SOQ:

Project understanding and approach to carrying out the project	1-10 pts
Knowledge and familiarity with current trenchless technologies/products and how your firm will determine and appropriate rehabilitation method(s)	1-10 pts
Project schedule and description	1-10 pts
Project team qualifications and availability	1-10 pts
Firm’s prior experience with sewer and sewer improvement projects	1-5 pts
Organization and clarity of SOQ	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