



**Request for Qualifications, No. 21-45  
First Hill Generator Replacement Design  
December 3, 2021**

The City of Mercer Island (“City”) is requesting Statements of Qualifications (SOQs) from Qualified Professional Engineering Firms interested in preparing a design to replace the permanent diesel engine backup generator at the First Hill Pump Station. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

**Background**

The City’s water system contains two booster pump stations, one at the reservoir and the other in the First Hill neighborhood. The First Hill pressure zone is one of the oldest residential neighborhoods on the Island. In 2011, the City completed upgrades at the First Hill booster pump station to increase the station’s pumping capacity and meet the domestic and fire flow needs of this zone. The project upgrades included the replacement of pumps, associated piping, and valves. However, the replacement of the emergency backup generator was not included.

The existing 50kW Onan diesel generator is roughly 30 years old and located in an underground vault with a separate exhaust system adjacent to it. The generator is connected to the City’s supervisory control and data acquisition (SCADA) system and is programmed to exercise once per week to maintain its reliability. The generator was evaluated in 2010 and determined to have sufficient capacity to power the station. The City would like to keep the same size generator and as part of the replacement we are interested in equipment that has the greatest fuel economy that not only meets, but exceeds emissions reduction standards.

**Project Schedule**

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

RFQ Issued	Friday, December 3, 2021
Deadline for Written Questions	Friday, December 10, 2021 at 5:00 PM
Addendum #1 Issued (if applicable)	Tuesday, December 12, 2021
SOQs Due	Thursday, December 16, 2021 at 2:00 PM
Evaluation of Submittals (expected)	Thursday, December 23, 2021
Interviews (if applicable)	Week of January 3rd

**General Scope of Services**

The purpose of this project is to replace the First Hill Pump Station generator like-for-like, with diesel as the fuel since it will be placed back in the same underground vault, and replace the

automatic transfer switch. The City would also like to add a manual transfer switch as well as a generator and load bank connection receptacle. Due to the age of the generator, codes have changed, and the City anticipates external venting will be required. Additionally, there might be space constraints in the vault that could pose some installation challenges.

The scope of work for the entire project is expected to include, but not be limited to, the following tasks:

- 1) Conduct a site visit and review previous First Hill Generator information.
- 2) Explore generator options to meet EPA Tier III or IV final standards and other sustainable options.
- 3) Complete a design for replacing the generators:
  - A. 50% design submittal – plans, specifications, and preliminary engineer’s estimate;
  - B. 90% design submittal – plans, specifications, and engineer’s estimate; and
  - C. 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.

### **Statement of Qualifications**

Interested Engineering firms are invited to submit a Statement of Qualifications (SOQ) 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 to five similar projects completed by the firm or team within the last five years that demonstrate the firm’s experience in replacing generators in underground vaults and above ground enclosures.
3. Team Qualifications:
  - Provide a list of all team members (including any subconsultants) who will be working on this project, the assigned roles for this project, and their qualifications.
    - o Include a brief description of each team member’s background and relevant experience as it relates to the scope of work.
  - Identify the Project Manager and the key contact person for the City.
    - o Provide examples demonstrating their effectiveness with overseeing projects of this type.
4. Project Understanding, Approach, and Schedule:
  - Describe 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 understanding of permanent backup generators and their

associated appurtenances as they relate to any codes or standards that may be required for this project.

- Describe any environmental elements your team may consider and how you will incorporate sustainability into the project.
- Provide a schedule for completing each task in the Scope of Work. Demonstrate the project team's commitment to completing the design and bid-ready documents by December 2022.
  - Describe and identify proposed meetings, how frequently check-in meetings might occur, when deliverables are expected, and how long staff will have to review documents.

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 **8** 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 8 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 Mercer Island's 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 Thursday, December 16, 2021**. All submittals shall be clearly titled: "SOQ 21-45: FIRST HILL GENERATOR REPLACEMENT 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 5:00 PM on Friday, December 10, 2021 will not be answered.

**Evaluation & Award**

SOQs will be reviewed and rated by a City Evaluation Team. The City intends to enter into an agreement with a consultant who provides an SOQ that, in the opinion of the City, best meets the evaluation criteria (receives the highest score). If the City decides to, chosen firms may be invited for an interview. It is anticipated that a firm will be selected from this process and a contract will be negotiated, with work to begin immediately. See the attachment for the City’s standard sample contract for Professional Services.

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 design, knowledge of relevant codes or standards, and how sustainability will be incorporated into the project	30 pts. max.
Project schedule identifying critical tasks in the SOW and details for meetings and deliverables	25 pts. max.
Firm’s qualifications and experience with permanent backup generators and associated appurtenances, either located in underground vaults or in above ground enclosures	15 pts. max.
Project team qualifications and experience	20 pts. max.
References	5 pts. max.
Organization and clarity of SOQ	5 pts. max.

**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