



**Request for Qualifications (RFQ) for
Sub-basin 46.3a Watercourse Stabilization Design
Bid No. 23-31**

Released: August 31, 2023

Due: 2 pm (PST), September 29, 2023, to elayne.grueber@mercerisland.gov

INTRODUCTION

The City of Mercer Island (City) is requesting Statements of Qualifications (SOQs) from Qualified Professional Engineering Firms interested in providing technical services to assist with the site assessment & preliminary design, 60% design, final design, permitting, and bid package to support a watercourse stabilization project along SE 53rd Place, between Island Crest Way and East Mercer Way in Mercer Island. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

BACKGROUND

The City of Mercer Island is located on an island of the same name in Lake Washington and consists of high-quality residential areas, conserved open space, parks, and miles of shoreline. Mercer Island features 481 acres of parks and open space, including neighborhood parks and trails, and larger recreational areas with a regional draw.

This work proposes to stabilize a watercourse in one of the City's open spaces. The watercourses on Mercer Island are part of the stormwater collection system that transports stormwater to Lake Washington. Watercourses can be susceptible to streambank erosion and channel downcutting. Since 2006, the City has been actively implementing watercourse stabilization projects through the Island to reduce watercourse erosion and stabilization issues.

SCOPE OF WORK

Project Description

The City seeks to reduce erosion, improve the channel grade control, and stabilize the bank for a 475 linear feet (LF) section of open channel watercourse along SE 53rd Place, between Island Crest Way and East Mercer Way, location shown in Attachment 1.

General Scope of Services

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

1. Conduct site visit and review relevant documents, studies, and other background information.
2. Complete site assessment to identify key sources and types of sediment. Complete survey to capture the profile and typical cross sections through the channel reaches, identify project limits, and verify the locations and size of existing infrastructure, as necessary. Develop a hydraulic model to examine velocity, shear, and flow depth under existing and proposed conditions and to inform design.

3. Complete project design(s):
 - a. 30% Design – Plans and preliminary engineer’s estimate. Preliminary concept designs will be developed identifying a conceptual approach to reduce sediment inputs to as close to pre-development levels as feasible, focusing on addressing fundamental mechanisms causing sediment erosion.
 - b. 60% Design – Plans, specifications, and preliminary engineer’s estimate.
 - c. Final design package – Plans, specifications, and engineer’s estimate.
4. Develop bid-ready contract documents. Prepare a bid-ready PS&E with construction level of detail including special provisions, project plans, and bid tab/final construction cost estimate.
5. Complete all documentation and work with required agencies to acquire permits for the project.

The City expects the selected firm to provide project management services in close consultation with the City’s project manager, including ensuring projects remain on schedule and within budget.

STATEMENT OF QUALIFICATIONS

Interested engineering firms are invited to submit a SOQ for the work. The SOQ shall include the following information:

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.

Project Understanding, Approach, and Schedule: Describe your team’s approach to meeting the City’s needs and how the proposed team will work with City staff to complete the project. Qualified firms should demonstrate knowledge and understanding of best practices for watercourse restoration projects.

Include a timeline that identifies major proposed tasks and products, including how frequently check-in meetings will occur, and when deliverables will be provided. The City requires at least 72 hours for document review. The timeline should demonstrate commitment to completing the design and bid-ready documents per the proposed timeline outlined in this document.

Project Team: Provide a brief description of the individuals on the consultant team, including their relevant experience and qualifications. Additionally, please provide information demonstrating the organizational structure of your team, who will be the principal project manager throughout the process, reporting relationships between members, and the physical location of the offices from which the work will be performed. The team may consist of multiple firms with focused areas of expertise.

Project Experience: Provide evidence of relevant experience with similar projects. Include the following information for three relevant projects managed by the proposed project manager within the last five years:

- Description of project, location, and status;
- Project results and challenges;
- Description of professional services provided by the consultant team;
- Initial project budget, final cost, and end date (if applicable); and
- Primary client contact for the project (name, title, address, phone number, and email).

City of Mercer Island Business License: Provide a statement to the effect that the respondent understands and agrees to obtain a [City of Mercer Island business license](#) if selected. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter. Alternatively, provide evidence of a current business license with the City of Mercer Island.

References: Provide three references from clients for whom your firm has performed similar work within the last five years. Include contact name, current phone number, and current e-mail address for all references.

Disclosure of Conflict of Interest: Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any property within the City of Mercer Island.

Submittal Format & Deadline

- Submit a PDF of your proposal electronically to elayne.grueber@mercerisland.gov no later than **2 pm on Friday, September 29, 2023**. A confirmation will be sent to verify receipt of your proposal.
- All proposals shall be clearly titled: **RFQ for Sub-basin 46.3a Watercourse Stabilization Design**
- Please limit submittals to **10 pages** using at least 12pt font (excluding cover letter, references, dividers, and resumes).
- All proposals received will become the property of the City and will not be returned.
- **All questions on the projects are due by September 18, 2023, at 2 pm (PST)**. It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFP. These will be posted on the City website at www.mercerisland.gov/rfps.
- **Rights reserved by the City:** The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services.

Conditions of Submittal

Costs for Development of Submittals: All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the CIP Project Manager. Submittals cannot be withdrawn after the published close date.

Agreement Form: The agreement form to be used will be the City's standard professional services agreement (PSA), which is provided as Attachment 2. Consultants that submit proposals are expected to meet the terms contained in the PSA, as shown in Attachment 2, no modifications will be allowed.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by calling 206-275-7833.

Non-Discrimination: 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.

SELECTION PROCESS

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

Project Milestones	Date
RFQ release	August 31
Deadline for questions	September 18, 2pm PST
City response to questions	September 22
Proposals due	September 29, 2pm PST
Evaluation period**	October 2023
Contract(s) awarded	October 2023
Target project kick-off	October 2023
Target project completion	May 2024
Construction	Summer 2024

**The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to successfully complete this process.

Evaluation Criteria

The selection process will include a review process for each SOQ submitted and potentially an interview process for short-listed firms.

A committee of City personnel will evaluate and rate each submitted SOQ using a qualification-based process using the following criteria:

Project Understanding and Methodology: The SOQ demonstrates thorough understanding of the project; how the team plans to address the needs of the City; and the team's unique qualities as they relate to the project. It demonstrates the ability to engage the City and the project stakeholders; and a sound approach that will meet the Proposed Timeline. [35 points]

Project Team Qualifications and Experience: The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as that the team design meets the needs of the project(s). [20 points]

Relevant Project Experience: The submittal demonstrates relevant and successful experience with similar watercourse rehabilitation planning, design, and/or construction projects. [25 points]

Project Schedule/Deadlines: Demonstrate the ability of the team to meet the proposed schedule(s), including assigned staff availability. [15 points]

Organization and Clarity of Proposal: The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project(s) as well as contains all requirements outlined in this RFQ. Documents should include minimal typos, be organized and formatted in a clear and logical manner, and demonstrate the project team's ability to communicate complex information to a variety of audiences. [5 points]

Additional Details

If interviews are held, selected firms should plan to have the project manager assigned to the project and up to two other key project team members and/or subconsultant representatives present during interviews. The format of the interview will be an informal question and answer format with a panel of City personnel. Final selections will be based on both the submitted SOQ and the interview. Firms participating in interviews will be contacted shortly after interviews are held and informed of the City's final selection.

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; to modify, amend, reissue, or rewrite this document; and to procure any or all services by other means.

This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals.

ATTACHMENTS

- Attachment 1: Map of Project Location
- Attachment 2: Sample City of Mercer Island Agreement for Professional Services