



**Request for Qualifications (RFQ) for  
Design Services for Sewer PS 20 Rehabilitation  
RFQ No. 24-06**

**Released: March 7, 2024**

**Due: 2 pm (PST), March 28, 2024, to [bids@mercerisland.gov](mailto:bids@mercerisland.gov)**

## **INTRODUCTION**

The City of Mercer Island (City) is requesting Statements of Qualifications (SOQs) from qualified professional engineering firms interested in providing design and support services for the Sewer Pump Station (PS) 20 Rehabilitation project. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

## **BACKGROUND**

Construction of Mercer Island's sewer system occurred in the 1950s and 1960s and consists of approximately 2,400 manholes, 105 miles of pipe, and 18 pump stations (17 pump stations and 1 flush station). Pump stations are located close to the shoreline (generally within 50 feet) and are only used to convey flow through the lake line to King County's South Treatment plant. The pump stations are constructed of concrete and are similar in design with most being a wet pit/dry pit configuration, however two are submersible. There have not been substantial upgrades to the pump stations except for pump station 4 (built in 2010), pump station 14 (rebuilt in 2014), and pump station 11 (currently being rebuilt by King County).

Throughout the years the City has conducted regular maintenance of these pump stations, however rehabilitation or replacement (R&R) is imminent – some stations have capacity concerns while others have failing walls. In 2015, City staff conducted a pump station condition assessment, rating each station based on the consequence of failure. Most recently, in January of 2024, RH2 Engineering completed an assessment report which analyzed, ranked, and prioritized improvements for the five worst stations. The assessment identified pump station 20 as being the most in need of rehabilitation. The improvements identified for pump station 20 shall serve as a starting point for work to be included in this RFQ.

## **SCOPE OF WORK**

### ***Project Description***

The purpose of this project is to provide engineering design services for the rehabilitation of sewer pump station 20, located at 8790 85<sup>th</sup> Ave SE. The complete design shall be based on the recommendations from the assessment report conducted by RH2 Engineering, attached to this RFQ as Exhibit 2. The pump station cannot be taken offline; therefore, improvements impacting the existing flows at the station will require a temporary sewer bypass. Project design shall include site specific bypass plans indicating all required components, pump suction and discharge locations, configuration and routing of piping, existing sewer flow information, and any property owner impact mitigation requirements.

The City does not currently have agency specific standards for the construction/configuration of its sewer pump station sites. In addition to preparing plans and specifications for rehabilitating pump station 20, the City would like the consultant to assist in standardizing the basis of design for all City pump stations. This work shall include preparation and delivery of template technical specifications and standard details that can be implemented in future projects.

## General Scope of Services

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

1. Conduct site visits and review relevant documents, studies, and other background information
  - a. This will involve entering confined spaces.
2. Perform a project area survey and create a project base map.
3. Complete project designs
  - a. 30% Design – Plans and specification table of contents.
  - b. 60% Design – Plans, specifications, and preliminary engineer's estimate.
  - c. 90% Design – Plans, specifications, and engineer's estimate.
  - d. 100% Design (Bid-Ready) - Plans, specifications, and final engineer's estimate.
4. Provide permitting and public outreach support during the design process.
5. Provide engineering support during the bidding process – pre-bid meeting attendance, respond to bidder questions, and issue addenda.
6. Provide engineering support during construction – pre-construction meeting attendance, RFI/submittal review, and the option for construction inspections.
7. Prepare template technical specifications and standard details for implementation on future projects.
  - a. These design standards should, contain at a minimum, sections for site design, pumps, motors, wet & dry well vault requirements, piping, valves, and accessories, flow meters, water wash down, electrical power and control system, signage and nameplates, lighting, ladders, and grating platform and supports.

The City expects the project manager from the selected firm to work in close consultation with the City's project manager throughout the project duration and ensure 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. Review the assessment report provided as Exhibit 2 of this RFQ, and describe what further site investigation will be required to begin design. Provide your concerns about the project. Include what your firm believes is the largest design challenge and how your firm will overcome that challenge. Qualified firms should demonstrate knowledge and understanding of best practices for sewer pump station rehabilitation/replacement including the bypass of existing sewer flows during construction activities.

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 2 weeks for document review. The timeline should demonstrate commitment to completing the design and bid-ready documents per the proposed timeline outlined in this document. If the proposed target completion is unrealistic, aggressive, or conservative, please include this in your discussion along with a new target completion date.

**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 [bids@mercerisland.gov](mailto:bids@mercerisland.gov) no later than **2 pm on Thursday, March 28, 2024**.
- All proposals shall be clearly titled: **SOQ for Design Services for Sewer PS 20 Rehabilitation**
- Please limit submittals to **10 pages** using at least 11pt 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 project are due by March 22, 2024, at 12 noon (PST).** Questions regarding the project may be emailed to Christopher Marks, Utilities Engineer, at [chris.marks@mercerisland.gov](mailto:chris.marks@mercerisland.gov). Any oral communication will be considered unofficial and non-binding. Questions via phone will not be accepted. All questions received will be compiled, and responses will be posted by **March 25, 2024, 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](http://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 by other means. The city reserves the right to modify the scope of this solicitation.
- 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.

### ***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.

**Agreement Form:** The agreement form to be used will be the City's standard professional services agreement (PSA), which is provided as Exhibit 3. Consultants that submit proposals are expected to meet the terms contained in the PSA, as shown in Exhibit 3, 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	March 7, 2024
Deadline for questions	March 22, 2024 @ 12 noon PST
City response to questions	March 25, 2024 @ 2pm PST
Proposals due	March 28, 2024 @ 2pm PST
Evaluation period**	April 1-18, 2024
Contract(s) awarded	April 19, 2024
Target project kick-off	May 2024
Target completion	January 2025
Target construction	March 2025 - September 2025

\*\*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 with 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.

**Project Team Qualifications and Experience:** The submittal provides a complete and comprehensive organizational chart or similar explanation of team members’ roles and responsibilities.

**Relevant Project Experience:** The submittal demonstrates relevant and successful experience with similar sewer lift/pump station replacement planning, design, and/or construction projects.

**Project Schedule/Deadlines:** The submittal identifies when the firm expects to complete each task, how frequently check-in meetings will occur, and demonstrates the project team’s commitment to completing the design and bid-ready documents by the proposed date.

**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.

### 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**

- Exhibit 1: Map of Pump Station 20
- Exhibit 2: January 2024 Sewer Pump Station Condition Assessment Report prepared by RH2 Engineering, Inc.
- Exhibit 3: Sample City of Mercer Island Professional Services Agreement (PSA)