

Skagit 911 Request for Qualifications Engineering Services Modular Building Project

Proposals must be submitted not later than 3:00PM PDT on Thursday October 20th, 2022

September 26th, 2022

SKAGIT 911 INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES

Skagit 911 in Mount Vernon, Washington is accepting Statements of Qualifications (SOQs) from qualified engineering consulting firms to create Civil Drawings and Building Permit Application package for a new modular building project.

The following subjects are discussed in this Request for Qualifications (RFQ) to assist statement preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting

I. Background:

Skagit 911 is replacing an old modular office building with a new modular office building. The building is 48' X 60' and will come in 4 sections. The building will sit on a pier or pad foundation. Existing utilities from the old modular building will need to be attached to the new building.

II. Scope of Work:

Consultant shall provide engineering services to Skagit 911 for the modular office project. The general scope of services needed by Skagit 911 are:

- Site Layout, review, coordination, and construction engineering and technical support for the modular project including site drawings and building permit submittal package.

The general engineering and technical areas of service required by Skagit 911 may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/Geotechnical
- Water/wastewater/storm water/drainage
- Site planning/permitting/plan review
- Environmental documentation
- CADD
- Construction plans and specifications
- Estimating
- Construction support
- Application to Puget Sound Energy for Electrical Service Connection.

III. Required Insurance:

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to Skagit 911 prior to cancellation.

In addition, Skagit 911, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of Skagit 911.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

IV. Statement Format and Content:

In submitting the Statement of Qualifications, your firm acknowledges that Skagit 911 shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Skagit 911 action approving or disapproving any proposed agreement. Skagit 911 may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by Skagit 911.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the “Principal-in Charge” and the key technical personnel to be assigned to the project.
2. A description of the services available from your firm that would be used to support the modular office building project. Describe how your firm would use existing staff and services to meet the needs of Skagit 911 in support of planning, design, permitting, and construction of the modular office building project.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm’s ability to complete projects on time and within budget.

D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFQ). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

Important: Statement of Qualification submittals shall not exceed a total of 15 (fifteen) pages. This number includes the Confirmation of Business Organization form.

Additionally, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV

– Statement Format and Content. This includes brochures, business cards, handouts, etc.

V. Evaluation Criteria and Selection Process

The basis of award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Past experience of the consulting firm related to on-call services. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

Skagit 911 hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

Skagit 911 is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with Skagit 911 shall be in conformity with Skagit 911’s policy on non-discrimination.

VI. Submittal

Three (3) copies of the complete Statement of Qualifications are due to Skagit 911, Technical Services Department prior to 3:00 p.m. on Thursday, October 20th, 2022.

Proposals may be hand-delivered, mailed, or delivered by courier. ***Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFQ.***

Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

Submittal Address: Skagit 911
2911 E College Way
Suite A
Mount Vernon, WA 98273
Attention: Technical Services Manager
(360) 428-3206
vossmi@skagit911.us

Additional Contact Information, for inquiries only. Submittals **WILL NOT** be accepted, via email, as outlined above:

All proposals must be clearly marked on the outside of the envelope: **“MODULAR BUILDING PROJECT.”**

Inquiries regarding the RFQ can be directed to Mike Voss, at the address and phone number, or by email noted above. ***Response to inquiries cannot be guaranteed unless received in writing prior to 3:00 p.m., Friday, October 14th, 2022.*** An addendum will be posted to the Skagit 911 Web Site at www.skagit911.us and will outline all questions and their associated answers, received prior to the inquiry deadline.

VIII. Scoring and Contracting

Evaluation of the statements will be performed by a committee of individuals to be selected by Skagit 911. The submissions will be scored and ranked based on the selection committee’s evaluation. In the event of close scoring, a shortlist interview may be performed. Interviews, if necessary, are tentatively scheduled for the week of October 31st 2022. All selected firms will be contacted with specific information as to location and time of the interviews.

This procurement intended as a project contract. The firms with the highest cumulative scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case by case basis), or negotiations will be terminated and the offer to contract will be rescinded. **Skagit 911 reserves the right to award the contract to the highest ranked firm(s) without further discussions. Skagit 911 reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide Skagit

911 copies of their current State of Washington and City of Mount Vernon business licenses, and Certificates of Insurance.

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PROPOSAL

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as: a corporation incorporated under the laws of the State of Washington

an individual doing business as _____

a partnership (identify all partners on a separate page, attached)

a joint venture (identify all joint ventures on a separate page, attached) other (please specify) _____

Proposer or Company Name: _____

Tax ID #: _____

City of Mount Vernon Business License #: _____

Address of Proposer: _____

Telephone Number: _____

Facsimile Number: _____

Signature: _____ Date: _____

Printed Name

Printed Title