

City of Sequim, Washington

NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS

ON CALL CONSTRUCTION MANAGEMENT SERVICES

The City of Sequim is soliciting Request for Qualifications (RFQ) from qualified firms to provide on-call construction management services. An on-call agreement(s) for consulting services will be awarded in an amount not to exceed \$150,000 with individual task orders negotiated for each task assignment. The agreement(s) will be for two (2) years and may be extended at the discretion of the City. The City of Sequim reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Description of Services

Services shall include field inspections, coordination and administrative work associated with contract management for City of Sequim capital projects. Firms selected will receive an on-call task order agreement with the City Sequim. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired.

Scope

The purpose of this contract is for the selected firm to supplement services performed by the City's Public Works-Engineering staff. The consultant will be responsible for the contract administration, management, inspection and coordination of any sub-consultant's work. ~~The consultant will be required to sign and seal any documents that are developed as part of this contract.~~ Services provided under this contract may include but are not limited to the following:

- Contract Compliance Inspections
- Quality Assurance Inspections
- Change Order Administration
- Materials/Equipment Submittal Review
- Preparation of Daily Inspection Reports
- Tracking of Materials Quantities
- Monitoring of Materials Testing
- Preparation of Pay Estimates
- Review, Approval and Oversight of Traffic Control Plans
- Wage Rate Interviews
- Coordination/Communications with Stakeholder Groups
- Drafting/Maintenance of Record Drawings

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualifications (Expertise/Capacity of Firm, including any subconsultants)
- 2) Key personnel, including primary Principal-in-Charge and Resident Engineer/Site Representative and those of any subconsultants
- 3) Relevant project experience, specifically on-call contract experience with municipalities or other government entities.

Submittal of SOQ

Submittals must include the following information: Firm name, phone and fax numbers; Resume(s) of key personnel including (Up to three (3) single-sided 8.5"x11" Page Max); List of Past Projects with brief description and project reference contact information (Up to three (3) single-sided 8.5"x11" Page Max). A one (1) page single-sided 8.5"x11" Cover Letter may be included.

Please submit an electronic copy of your Statement of Qualifications in pdf format to: Karen Kuznek-Reese, City Clerk, at kkuznek@sequimwa.gov no later than 2:00 ~~pa~~.m. on March 22, 2019. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Matt Klontz, at mklontz@sequimwa.gov.

Americans with Disabilities Act (ADA) Information

The City of Sequim in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Matt Klontz at mklontz@sequimwa.gov or by calling collect (360) 683-4908.

Title VI Statement

The City of Sequim 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 26 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.