



City of Puyallup
Office of the City Engineer
333 South Meridian
Puyallup, WA 98371

CITY OF PUYALLUP

REQUEST FOR QUALIFICATIONS - INFORMATION PACKET Valley Ave NW Overlay Phase 1 & 2 Submittal Due Date: June 21, 2023

INTRODUCTION:

The City of Puyallup (“City”) is requesting Statements of Qualifications (SOQ) to provide consulting, design, engineering services, and construction management for the Valley Ave NW Overlay Phase 1 & 2 Project. All services are to be performed or supervised by persons appropriately licensed or registered under state laws governing the practice of engineering and surveying. Consultant should also have a minimum of 5 years of design experience. Consultants must be experienced in the preparation of construction drawings, bid specifications, construction cost estimates, as well as construction management services associated with public works projects utilizing WSDOT standard specifications.

Interested firms must submit one (1) electronic copy (PDF) of their Statements of Qualifications in an email titled “Consultant Name – Valley Ave NW Overlay Phase 1 & 2 Project SOQ.” Consultants are encouraged to submit concise and clear responses to the Request for Qualifications. Responses of excessive length or complexity are discouraged. Statements of Qualifications should be limited to ten (10) 8 ½” x 11” single-sided pages, including cover letter and resumes, with font size no smaller than 10-point Times New Roman. Please include a statement to the effect that the consultant’s project lead and key members, as well as sub-consultants, will not be replaced without prior approval of the City.

The city reserves the right to award other applicable phases of the project to the selected consultant.

BACKGROUND:

The City of Puyallup tracks its pavement conditions and at the time of this Federal Grant application process, the Overall Condition Index (OCI), for Valley Ave NW, was 71.77. The City is proposing a grind and overlay of this pavement section of Valley Ave NW, between N. Meridian and the main entrance of the Valley Ave Business Park. This would extend the pavement life beyond the current 5-year useful life projection. Any sidewalks and curb ramps deemed to be ADA deficient during design will be improved as part of the project.

All work shall comply with current City Standards, as well as State and Federal Regulations. Current City Standards are available for review on the City of Puyallup website at:

<http://www.cityofpuyallup.org/464/Public-Works-Engineering-Construction-St>

ANTICIPATED SELECTION SCHEDULE:

The anticipated schedule for consultant selection, contract execution, and work is shown below:

May 31, 2023	–	Advertise for SOQs (1 st Ad Date)
June 7, 2023	–	Advertise for SOQs (2 nd Ad Date)
Jun 21, 2023	–	Statements of Qualifications Due
Jun 28, 2023	–	City Review of RFQ Submissions
Jun 30, 2023	–	Notify Selected Consultants of Interview
Jul 12, 2023	–	City Interviews Selected Consultants
Jul 14, 2023	–	Final Selection
Aug 1, 2023	–	Final Scope and Contract Negotiations Completed
Aug 22, 2023	–	City Council Authorizes City Manager to Sign Contract
Mar 1, 2024	–	Design Complete/Bid Package Ready for Ad

RESPONSE TO THE REQUEST FOR QUALIFICATIONS:

At a minimum, your response to the RFQ must include the following information:

1. General qualifications of the firm to perform the work as described in this RFQ.
2. Representative List of Projects – list a minimum of four previous, successfully completed, roadway overlay design projects, including the firm’s project team members, their assignments, and year of the project.
3. Include references for each project listed above identifying the owner, contact person’s name, title, address, and telephone number.
4. Provide the name, phone number, and office address of the project manager who will direct the work for your firm.
5. Describe the project manager’s experience with developing and/or managing projects and their commitment to this project.
6. Identification of proposed team members for the City’s project with organizational chart and qualifications of the project manager, project engineer, and all key personnel proposed for this project. Identify similar projects on which the proposed team members have jointly worked and discuss their availability to work on the City’s project.
7. Describe your firm’s experience with federally funded projects and use of the WSDOT LAG Manual. Discuss your firm’s approach to construction management and documentation on federally funded projects.
8. Ability to obligate staff and meet the project schedule, and ability to perform services for subsequent phases if necessary.

9. Discuss and quantify your firm's past performance regarding contract change orders, both design and construction, in terms of the number and dollar amount on similar projects.
10. Approach to meet the DBE goal (DBE Participation Plan). A 20% DBE goal has been established for this project.

SUBMITTAL DEADLINE:

Interested firms must submit one (1) electronic copy (PDF) of their Statements of Qualifications in an email titled "Consultant Name – Valley Ave NW Overlay Phase 1 & 2 Project SOQ" to RRutkosky@PuyallupWA.gov and MGehring@PuyallupWA.gov

Statements of Qualifications should be limited to ten (10) 8 ½" x 11" single-sided pages, including cover letter and resumes.

The Statement of Qualifications must be delivered, as stated above, to the City of Puyallup no later than **2:00 PM on June 21, 2023**, to be considered. Submittals received after this date and time will automatically be rejected and will not receive further consideration by the City. Postmarks will not be accepted as proof of submittal.

For specific questions, please contact Ryan M. Rutkosky, P.E. at (253) 841-5473 or email at RRutkosky@PuyallupWA.GOV

EVALUATION OF SUBMITTALS:

1. A City evaluation committee will review the responses to this RFQ for the purpose of identifying and recommending those firms offering, in total, the highest qualifications and experience with this type of project.
2. The City will evaluate the RFQ submissions based on the criteria in Items 1 – 10 above. All submittals will be reviewed and ranked according to competence and professional qualifications as well as a demonstrated ability to perform the work.
3. On the basis of the information submitted, the City will select a shortlist of firms for (virtual) interviews. The lead members of the project team will be expected to attend any (virtual) interviews scheduled with the City.
4. Final selection of a consultant will be based on submitted materials, the interview, and responses from references.
5. The selection of a consultant and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which submittal is in the City's best interest and to award the contract on that basis, to reject any and all submittals, waive any irregularities of any submittal, and

negotiate with any potential consultant if such is deemed to be in the best interest of the City.

The City makes no commitment to any respondent to this request for Statements of Qualifications beyond consideration of the written response to this request. Preparation of materials in response to this RFQ are totally the responsibility of the consultant.

The City of Puyallup is an equal opportunity employer and encourages disadvantaged, minority, and women-owned consultant firms to respond.

Americans with Disabilities Act (ADA) Information

The City of Puyallup 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 activities. This material can be made available in an alternate format by emailing Michelle Gehring at mgehring@puyallupwa.gov or by calling collect (253) 841-5579.

Title VI Statement

The City of Puyallup, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

Published in the Tacoma News Tribune (TNT) and the Daily Journal of Commerce (DJC)
_____ May 31, 2023 _____ and _____ June 7, 2023 _____