



CITY OF BLAINE PUBLIC WORKS DEPARTMENT

1200 YEW AVENUE • BLAINE, WA • 98230

PHONE: 360.332.8820 • FAX: 360.332.7124 • WEBSITE: www.cityofblaine.com

Request for Qualifications (RFQ) Consultant Engineering Services for:

Yew Avenue Restoration Project City Project 22PW06

NOTICE

Notice is hereby given that proposals will be accepted by the City of Blaine Public Works Department at 1200 Yew Avenue, Blaine, WA 98230 for Professional Service for Yew Avenue Restoration Project until 11:00 AM PST, Thursday, August 11th, 2022.

The City of Blaine (City), 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 will affirmatively ensure that 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.

The City reserves the right to reject any or all proposals and to waive any irregularities and/or informalities. The City is an equal opportunity employer and encourages participation in this Request for Qualifications by all interested firms; including disadvantaged, minority-owned, women-owned and emerging small business consultant firms.

BACKGROUND

Yew Avenue is a local roadway (See Exhibit A), which encompasses critical utilities, sustained damage to the roadway side slope and the culvert during the record-breaking weather events in November 2021. The damage resulting from flooding and mudslides during the period of November 13-15, 2021, was declared a major disaster by the President of United States of America, Joe Biden, on January 5, 2022. The City of Blaine Public Works Staff is working closely with the Federal Emergency Management Agency (FEMA) to restore the roadway to pre-disaster conditions.

PURPOSE

The City is accepting Statements of Qualifications from qualified engineering firms to design the roadway, stormwater, and utility improvements for Yew Avenue. The project scope includes Plans, Specifications, and Cost Estimates (PS&E) and all permitting needed for design work, including environmental review and a State Environmental Policy Act (SEPA) application and any other Federal, State, or local permits that would be needed. The selected qualified firm will assist and guide the City in meeting FEMA guidelines to secure funding for this project.

Qualified firms must have municipal experience preparing bid documents, e.g., preparing plans, specifications, and cost estimates. Thorough knowledge of City utilities and robust construction management and inspection services experience is highly desired. In addition, prior experience with FEMA related projects of similar scope and size, is crucial and will be evaluated as a selection factor. Qualified firms must have staff available to meet with City staff, FEMA personnel, and other stakeholders in-person regularly.

SUBMITTALS

Submittals shall include the following information: firm name, phone number, applicable email addresses, name of Principal-in-Charge, Project Manager, sub-consultants, and proposed employees for the project, including resumes for key project members.

All documents submitted become the property of the City of Blaine and are subject to the provisions of the Public Disclosure Law. The document should not exceed 10 sheets of letter sized paper, single-sided only, with minimum 11-point font. Submittals laminated or bound in any other way shall be disqualified. Other material, such as an appendix with resumes may be attached as deemed appropriate. Conformance to these requirements will be considered part of the consultant's capabilities. Include the cover letter provided signed by proponent(s), whether the submittal is being made on behalf of an individual or a business/organization (sample cover letter provided on Page 4).

Five (5) complete copies of the submittal must be hand-delivered no later than 11:00 AM PST, Thursday, August 11th, 2022, to the following street address:

Public Works Office
1200 Yew Avenue
Blaine, WA 98230

Late submittals will be rejected. Fax and/or electronic submittals will not be considered. The City of Blaine accepts no responsibility for misdirected or lost documents. The City of Blaine reserves the right to reject any or all submittals and to waive any irregularities and/or informalities. All submittals become the property of the City of Blaine and will not be returned.

A respondent may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new qualification submittal prior to the final submission date or submit written modifications or additions to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date.

Submittals and their envelopes should be clearly marked with the name and address of the Proponent and should be marked: "Project name and number."

All inquiries about this RFQ are to be directed, in writing. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and will be distributed to all proponents.

EVALUATION CRITERIA

The selection of a consultant for this project will be made from the list of qualified consultants responding to this Request for Qualifications. All firms responding will be evaluated, scored, and ranked on established project selection criteria. Firms may be interviewed prior to selection. The City will subsequently negotiate the fee with the most qualified applicant.

Criteria	Point Value
Project understanding & approach	15
Technical qualifications, such as specialized experience and technical competence	20
Prior experience with Federally funded projects of similar scope and size	15
Staff availability	15
Performance on past City projects	10
Construction management and inspection services	15
Knowledge of City utilities, engineering standards, and local permits	10
Total	100

All questions regarding this request should be directed to:

Sukhpreet (Monty) Dhaliwal, Civil Engineer
City of Blaine
Public Works Department
1200 Yew Avenue
Blaine, WA 98230
(360) 366-6756
mdhaliwal@cityofblaine.com

Sample Cover Letter:

Proponent's name
Business/Organization name (if applicable)
Proponents address
City, State Zip Code

Public Works Office
1200 Yew Avenue
Blaine, WA 98230

Date: _____

Subject: RFQ Name:

The enclosed response is submitted on behalf of _____ (myself/business name/organization name) in response to the above-mentioned Request for Qualifications. Through submission of this document, I/we agree to all the terms and conditions of the Request for Qualifications.

I/We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing this document. We agree to be bound by statements and representations made in this submittal and to any agreement resulting from the same.

Yours truly,

Legal name of proponent _____

Signature
Typed or printed name of proponent or representative
Title of proponent

Exhibit A – Yew Avenue Vicinity Map

