

**CITY OF PORT ORCHARD  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUALIFICATION (RFQ)**

**2018 – 2019 Pavement Repair Projects  
Ad Ready Design (PS&E)**

**August 2018**

**INTRODUCTION**

In conformance with RCW 39.80, the City of Port Orchard Public Works Department, hereinafter referred to as the 'City', is requesting professional services qualification for the Civil Engineering, Geotechnical and Surveying Services needed for the preparation of the 2018-2019 Pavement Repair Projects Ad Ready Design (PS&E) for two (2) Project Areas as identified below;

- Pottery Avenue from Sunset Lane to Clay Lane (+/- 400 LF) to include; waterline replacement, storm drainage improvements, curb/gutter improvements, utility adjustments and pavement repair/taper grinding/HMA overlay.
- Sidney Avenue SW from SW Sedgwick Road to City Limits (+/- 1,000 LF) to include; curb/gutter improvements, utility adjustments and pavement repair/taper grinding/HMA overlay.

The following subjects are discussed within this Request for Qualification (RFQ) to assist preparation.

- I. Background
- II. Required Insurance
- III. Proposal Format and Content
- IV. Evaluation Criteria and Selection Process
- V. Submittal

**Estimated Schedule:**

Notice of Award: September 25, 2018

Ad Ready Documents Complete: December 2018

**I. Background:**

The City will be programming the construction of two (2) roadway repair/paving projects within the 2019-2020 Biennial Budget. In order to do so, the City needs to commence with the preparation of the needed Ad Ready PS&E in 2018. The major elements being considered within this RFQ includes the following:

- Ability to efficiently map the topography, utilities and right-of-way limits on both projects for the Ad Ready PS&E preparation and future construction staking

- Ability to efficiently explore sub-grade conditions for geotechnical causes of roadway failures
- Ability to determine efficient and effective roadway surface and/or roadway sub-grade repairs and document their respective work limits, including traffic control considerations
- Ability to provide utility improvement designs for water and storm drainage improvements, including storm drainage mitigation plans and report if needed
- Ability to efficiently prepare Ad-Ready Bid Documents (PS&E)

## II. Required Insurance:

The selected Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

### A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### B. Minimum Amounts of Insurance Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions; The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers; Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage; Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

### **III. Proposal Format and Content:**

In submitting the RFQ, each Consultant acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposal in anticipation of Council action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Proposals or in subsequent negotiations creates any vested rights in any person.

Proposals which do not address the items in this section will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative:

(maximum 3 pages) Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to this project. Discuss the experience of these persons and relate that experience to this project. Include what portion of this contract would be assigned to each person. Discuss your resources and ability to meet the time constraints of the proposed work.

C. References

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

D. Confirmation of Business Organization

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

**IV. Evaluation Criteria and Selection Process**

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

- A. Qualifications of the consultant and firm. (MAXIMUM 15 POINTS AVAILABLE)
- B. Previous project experience on similar types of work including federally funded projects. (MAXIMUM 20 POINTS AVAILABLE)
- C. Knowledge of area. (MAXIMUM 10 POINTS AVAILABLE)
- D. Previous municipal work experience. (MAXIMUM 15 POINTS AVAILABLE)
- E. Capability of meeting required timelines. (MAXIMUM 30 POINTS AVAILABLE)
- F. Response of references. (MAXIMUM 10 POINTS AVAILABLE)

**V. Submittal**

**Four (4) copies of the RFQ are due to the City of Port Orchard Department of Public Works prior to 12:00 p.m. (Noon) on Friday, August 31, 2018.**

Proposals may be hand-delivered, mailed, delivered by courier or e-mail.

Submittal Address: City of Port Orchard  
216 Prospect Street  
Port Orchard, WA 98366  
Attention: Mark R. Dorsey, P.E.  
(360) 876-4991  
(360) 876-4980 fax  
Email: [mdorsey@cityofportorchard.us](mailto:mdorsey@cityofportorchard.us)

All RFQ's should be clearly marked on the outside of the envelope: **“2018 – 2019 Pavement Repair Projects Ad Ready Design (PS&E)”**

Submittals shall be limited to 10 sheets, double sided excluding resumes, cover sheet and cover letter, and not use plastic or non-recyclable covers or bindings.

Inquiries regarding the RFQ can be directed to Mark R. Dorsey, P.E., Public Works Director/City Engineer, at the address and phone number noted above.

Before receiving an award, the successful proposer will be required to provide the City of Port Orchard copies of their current State of Washington and City of Port Orchard business licenses and Certificates of Insurance.

A committee of individuals to be selected by the City of Port Orchard, Public Works Department, will perform evaluation of the qualifications. The qualifications will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest consultant may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions. The City reserves the right to reject all qualifications received.

To view the City's terms and conditions, please refer to the draft contract for this project on the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>.

**Americans with Disabilities Act (ADA) Information**

The City of Port Orchard 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 the Public Works Department at [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us) or by calling (360) 876-4991.

**Title VI Statement**

The City of Port Orchard 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.”

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