



## CITY OF PORT ORCHARD Public Works Director

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**March 2019**

### **City of Port Orchard Request for A&E Professional Services Qualifications for the City of Port Orchard Downtown Basin Stormwater Plan**

Pursuant to RCW 39.26, the City of Port Orchard (CITY) is soliciting Statements of Qualification from qualified A&E Professional Services Consultants (CONSULTANT) with expertise in Stormwater Runoff 1) Basin Modeling, 2) Collection/Conveyance Systems, 3) Water Quantity/Quality Mitigation and 4) Cost Benefit Analysis on this Department of Ecology grant funded Project.

#### **Project Description**

This Project will develop a Downtown Basin Stormwater Plan for the City of Port Orchard. This Project will provide a roadmap for implementing water quality treatment and flow control best management practices for water quality outcomes in receiving waters. Project outcomes will include the identification of feasible actions and implementable projects that will modernize infrastructure and provide flow control in the downtown and nearshore areas of Port Orchard.

#### **Scope of Work**

The Work to be performed by the CONSULTANT consists of providing to the City, within FY 2019 through FY 2020, A&E Professional Consulting Services to include;

- 1) Data Review and Gap Analysis, Supporting Field Investigation
- 2) Model Development and Application
- 3) Downtown Basin Stormwater Plan
- 4) Cost Estimate Preparation/Value Engineering

For a detailed breakdown of the requirements and deliverables for each of the sections, please visit our website at [www.cityofportorchard.us/bids-and-proposals/](http://www.cityofportorchard.us/bids-and-proposals/).

#### **Evaluation Criteria**

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

1. Key Personnel Qualifications with Relevant Project Experience (15 points)
2. Qualifications of Proposed Project Manager (15 points)
3. Qualifications/Expertise of Firm (15 points)
4. Familiarity with Stormwater Quantity/Quality Mitigation Basin Planning (25 points)
5. Ability to meet schedule/Availability of Key Personnel (15 points)
6. Past Performance/References (15 points)

## **Submittal**

Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project. Proposals should be limited to 10 sheets, double sided excluding resume, cover sheet, and cover letter.

Please submit THREE copies of your Statement of Qualifications to: City of Port Orchard, 216 Prospect Street, Port Orchard, WA 98366, and Mark R. Dorsey, P.E., Public Works Director/City Engineer no later than **2:00 p.m. on April 5, 2019**. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Mark R. Dorsey, P.E. at [mdorsey@cityofportorchard.us](mailto:mdorsey@cityofportorchard.us) or [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us).

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/>.

All costs incurred in the preparation of a SOQ, participation in this RFQ and negotiation process shall be borne by the proposing firms.

## **Anticipated Selection Process/Dates**

Issuance of Request for Qualifications	<b>March 15 &amp; March 22, 2019</b>
Qualifications Submittal Deadline	<b>April 5, 2019</b>
Interviews	<b>April 19, 2019</b>
Notify Selected Consultant	<b>April 26, 2019</b>
Contract Award	<b>May 14, 2019</b>

## **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."

Dates of publication in the Port Orchard Independent, the Daily Journal of Commerce and the City of Port Orchard Website: March 15, 2019 & March 22, 2019