

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

White Salmon Valley School District

Mike Clark
Director of Operations

Release Date:
March 11, 2022

Due Date:
March 18, 2022

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SUBMITTAL INSTRUCTIONS

INTRODUCTION

Pursuant to Chapter 39.80 RCW, the White Salmon Valley School District (“District”) is conducting a selection process for engineering services specific to the design and construction of parking lot improvements. The purpose of this Request for Qualifications (“RFQ”) is to evaluate firm Statement of Qualifications (“SOQs”) for the purpose of selecting a qualified firm with which to establish a contractual relationship for provision of the desired services.

PROJECT DESCRIPTION

An existing parking lot of approximately 125,000 square feet is located on District property at 480 NW Loop Rd., White Salmon, WA 98672. As part of its 2019 voter-approved bond program, the District plans to complete certain improvements to the parking lot, including, as necessary, resurfacing, restriping, constructing approximately 400 feet of sidewalk, and any other necessary aspects of the project. The District is soliciting engineering services for an initial and final design for said parking lot and to provide basic project management. The District desires to begin construction on the parking lot in approximately June 2022 to achieve final completion in August 2022.

The work will be coordinated through the District’s Department of Operations.

SCHEDULE OF EVENTS

- | | |
|--|---------------------------|
| ▪ Advertisement or Release of RFQ | March 11, 2022 |
| ▪ RFQ Addenda Released (if necessary) | EOB, March 16, 2022 |
| ▪ SOQ Submissions Due | 4:00 p.m., March 18, 2022 |
| ▪ Short-List and Invitations to Interview | EOB, March 21, 2022 |
| ▪ Interview Short-Listed Firms | March 22, 2022 |
| ▪ (Tentative) Negotiate with Selected Firm(s) | March 23-24, 2022 |
| ▪ (Tentative) Board Approval of Negotiated Contract(s) | March 24, 2022 |

SOQ GENERAL REQUIREMENTS

Instructions to applicants:

Questions. All questions related to this RFQ should be directed to Mike Clark, Director of Operations. Mr. Clark can be contacted at (509) 493-3225 or mike.clark@whitesalmonschools.org. All questions must be submitted no later than 4 p.m., March 18, 2022. Questions received after the above-noted deadline may be answered at the discretion of the District. Responses to all questions received by the District will be provided to

all firms as Addenda. The Addenda will be posted on the District's website by the end of business on March 16, 2022.

Delivery requirements. Submittals may be made via email to mike.clark@whitiesalmonschools.org or delivered by postal mail or hand delivery to White Salmon Valley School District, Attn: Mike Clark, 170 NW Lincoln St., White Salmon, WA 98672. Submissions must be received no later than 4 p.m. on March 18, 2022. The District is not responsible for lost materials or any other issues arising from any postal and delivery services. It is the responsibility of the proposer to ensure proper and timely delivery of the SOQ.

Proposals to be prepared at firm's expense. Costs for preparing the SOQ and any other related material is the responsibility of the proposer and shall not be chargeable in any manner to the District. The District will not be held liable for any cost incurred by proposers in response to this RFQ.

District reserves the right to accept or reject any or all proposals. The District reserves the right to award one or more contracts as a result of this solicitation and to reject any or all responses. The District may waive any informalities in a response. Failure to respond to all submission requirements may result in rejection of your response. All submittals shall become the property of the District.

District reserves the right to amend. The District reserves the right to amend terms of this RFQ, to circulate various Addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms may have spent on their SOQ.

PREREQUISITE REQUIREMENTS

Licensing. Responding firms shall be properly licensed in accordance with the Revised Code of Washington. Firms must be able to certify that the firm has not been suspended, revoked, or disbarred.

Evidence of ability to meet minimum insurance requirements. Responding firms must be able to carry, maintain, and keep in full force and effect a policy or policies of insurance in accordance with the engineering services contract.

Statutory worker's compensation. Worker's compensation must meet all applicable requirements in accordance with the labor code of the State of Washington, including employer's liability insurance in limits of not less than One-Million Dollars (\$1,000,000) for each person and One-Million Dollars (\$1,000,000) for any one accident, covering all of the firm's personnel.

Comprehensive general liability. General liability must cover the work with bodily injury and death limits of not less than One-Million Dollars (\$1,000,000) as to any one occurrence and property damage insurance with limits of not less than One-Million Dollars (\$1,000,000) as to any one occurrence, Two-Million Dollars (\$2,000,000) annual aggregate.

Combined single-limit automobile public liability insurance. If not included in general liability coverage, automobile insurance must cover bodily injury and property damage in an amount not less than One-Million Dollars (\$1,000,000). Said automobile insurance shall cover all owned, non-owned and hired vehicles used by the firm's owners, officers, or employees in performance of the project.

Proclamation 21-14.1 Compliance and COVID-19 Mitigation Protocols. Responding firms must be able to certify that the firm will exclude from working upon the District's real property any firm owners, officers, employees, agents, or consultants who are not fully vaccinated against COVID-19 while Governor Jay Inslee's Proclamation 21-14.1 (as currently exists or subsequently amended) remains in effect. The firm must comply with Section 4 of Proclamation 21-14.1, including, without limitation, by providing a signed declaration in substantially the form prescribed in RCW 5.50.050 declaring that the firm has met the requirements of Section 4 at such times as the District may request. The firm must further require all of its personnel to follow all of the District's COVID-19 safety and mitigation protocols, as they may be revised from time to time, when on District property.

FORMAT REQUIREMENTS

SOQ Format

Presentation. The submittal, in its entirety, should be accompanied with supporting materials in an 8-1/2 x 11 inch format. The submittal should be organized in a manner that will enable the District to locate and review the pertinent information.

Pages. The submittal shall be limited to a total of forty (40) pages, or twenty (20) double-sided pages, maximum. Front and back covers and tabbed section dividers do not count toward the page limits.

Specify tabbed sections. Proposals must contain titles or dividers that separate the submittal into the following sections: (1) Company Qualifications, (2) Project Experience and References, (3) Professional Staff, and (4) Technical Capabilities. The cover letter shall be included in the front of the submittal but does not need to be tabbed.

SUBMITTAL REQUIREMENTS

LETTER OF INTEREST

The letter should introduce the company and highlight the company's reason(s) for submitting a SOQ for this District project. At a minimum, the letter of interest must include the company name, address, telephone number, and firm principal contact name.

1. COMPANY QUALIFICATIONS

Provide a brief history of your firm including:

LEGAL ENTITY

Describe the legal entity under which your organization operates.

- If your firm is corporation, provide the date of incorporation, state(s) of incorporation filed, president's name, vice president's name(s), secretary's name, and treasurer's name.
- If your firm is a partnership or joint venture, provide the date of organization, type of partnership or venture, and names of general partners and limited partners. Joint venturers are to provide an explanation of why they are associating.
- If your firm is a sole proprietor, provide the date of organization and the name of the owner.

LITIGATION/ARBITRATION/TERMINATION

If the submitting firm has been a party to any litigation, mediation, or arbitration relating to provision of professional services, or if it has been terminated for cause while under a professional-services agreement, describe each event in detail and indicate the final results.

BUSINESS EXPERIENCE AND LICENSING

Describe the business experience of your organization:

- Indicate the year your organization was founded under the present name.
- List any other or former names under which the organization has operated.
- Indicate the number of years your organization has practiced engineering.
- If your organization operates from more than one location, indicate the office from which the proposed project will be served.
- Indicate the qualifying license or professional registration number.
- Include current certificates of insurance.
- Include the certification of suspension and debarment and lobbying forms.

2. PROJECT EXPERIENCE AND REFERENCES

- a) Provide information on firm's experience with engineering services for school districts. Note if any of the individuals named in your proposed project team were key participants in these projects. List client contact names, titles, and current phone numbers for each project listed.

3. PROFESSIONAL STAFF

Describe the proposed team and team member responsibilities:

- a) Provide a schematic organizational chart showing proposed staffing levels. Please note that identification of any proposed subconsultants is optional and not required at this time. However, respondents are encouraged to indicate any subconsultants anticipated for this project. Firms will not be scored based on this information.
- b) Include information regarding key individuals assigned to your team. List the title of the position and qualifications of the individual assigned. Provide resumes for each

member of the proposed project team. Resumes must, at a minimum, include the following:

- i. Number of years employed by the firm.
- ii. Education.
- iii. Licensing and certifications.
- iv. Years of total experience.
- v. Relevant technical experience.

4. TECHNICAL CAPABILITIES

Describe your organization's familiarity with the procedures and requirements for engineering, to include the different types of engineering services requested and the approach for each aspect of the proposed projects.

SHORTLIST CRITERIA AND AWARD PROCESS

All submittals deemed responsive and able to meet prerequisite requirements as outlined herein will be evaluated and scored based upon responses to the above outlined criteria:

- Letter of Interest
- Company Qualifications
- Project Experience and References
- Professional Staff
- Technical Capabilities

Scores from the SOQ screening will be carried forward and included as part of the final selection process.

Selection for Interview. The intent of the District in evaluating the SOQs is to shortlist highly qualified firms for an interview process. The District retains the right to request any number of responsive firms to participate in the interview process. The District will evaluate the individual submittals on their merits and shortlist the firm(s) deemed to be the most qualified and advantageous to the District.

Interviews. The interview will include a 10-minute presentation by the invited firms, followed by a 20-minute question and answer ("Q & A") session with the selection panel. Scoring between the presentation and Q & A session will be conducted separately. Total scores from the SOQ evaluation, presentation, and Q & A response will be weighted and totaled for final consideration in ranking the firms.

Final Selection: Final selection of the successful firm will be made following the interview process. Scoring for the final selection is yet to be determined, but firms will be ranked in order of preference by the selection panel. The Mike Clark or designee will determine one or more qualified firms with which to negotiate a contract for all or a portion of the desired engineering services. If contract negotiations with a selected firm are not successful, and/or the fees discussed are outside budgetary constraints for the project or relevant component thereof, the District reserves the right to suspend negotiations with the firm and proceed to negotiate with the next-ranked firm. The District anticipates that proposed contract resulting from this RFQ will be

submitted to the Board of Directors for approval or ratification at the meeting on March 24, 2022.

LIST OF ENCLOSURES

Exhibit A. Aerial photograph of parking lot.

~End of Request for Qualifications~

Klickitat County Map

Customize a Subtitle Here

Legend

County Boundary

Towns/Points

City Limits

Parcels

Roads

- City
- County
- Other Govt
- Highway
- State

