The City of Shelton, Washington is accepting “Requests for Proposals” (RFP’s) from qualified Civil Engineering consulting firms to provide the City with preliminary civil engineering design services associated with the reconstruction of Alder Street, and the related walkways and drainage features. The initial scope of work will include developing funding application level engineering drawings for the road reconstruction as proposed herein. A potential additional phase of work, under a supplemental agreement, might include civil engineering (and related geotechnical and environmental) design services as needed for the development of construction plans and bid documents, bid support services, and construction management/support services for the Alder Street Reconstruction Project.

Section I - Background:

In order to provide timely and efficient design and construction of certain City of Shelton projects, it is necessary for the city staff to be periodically augmented. At the present, the City needs specialized expertise in civil engineering as described below in Section II, Scope of Work.

Section II - Scope of Work:

In the initial phase of work, the Consultant shall provide ten percent level plan and profile drawings for the reconstruction efforts of the Alder Street Restoration Project. There is a potential secondary phase of work which would include civil engineering design efforts (and all related geotechnical, cultural resources and environmental evaluations – as needed) associated with the development of plans and construction bid documents for the Alder Street Project. This Project may be Federally funded and will be required to meet all appropriate Federal and State standards, conditions and documentation typically associated with Federal Highways.

The services required by the City may include, but are not limited to:
- Preliminary design of street and walkway
- Determine Environmental, Critical Areas and Cultural Resources evaluation requirements
- Determine Permitting Requirements
- Develop preliminary cost estimate

Section III - Required Insurance:

1. Worker’s Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than $1,000,000 and, where applicable,
insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf’s Land Act.

2. Commercial General Liability with limits not less than $1,000,000 per Occurrence and $2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.

3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than $1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.

4. Umbrella/Excess Liability insurance coverage of not less than $1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.

5. Professional Liability insurance with limits of not less than $1,000,000 per claim and $1,000,000 aggregate, subject to a maximum deductible $10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as “Additional Insureds” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the City.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

Section IV - Proposal Format and Content:

In submitting a proposal, 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 proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any SOQ or proposed agreement without limitation. Nothing in this Request for proposals or in subsequent negotiations creates any vested rights in any person or firm.

Proposals, which do not address the items listed in this section, will be considered incomplete and will be deemed not eligible for further consideration by the City.

A. A one-page Letter of Transmittal

B. Background
1. (maximum 5 pages) Brief resumes of the “Principal-in Charge,” the “Project Manager” and other key technical personnel that will be assigned to the various elements within these projects. Discuss prior experience of these persons, as that experience may relate to these projects.

2. (maximum 5 pages) A description of your team’s project delivery process and how your team will be able to meet the time constraints of the proposed work. Please elaborate on the anticipated City interaction/coordination with your proposed team; and the expected City review times and the iterative review processes and any other items that will be necessary to meet the scheduling demands.

C. References

(maximum 2 pages) Provide names and telephone numbers of at least three references that are willing to attest to your firm’s ability to produce comparable projects on schedule and within budget.

D. Confirmation of Business Organization (one page – “Form A”)

On the last page of the RFP, the proposer shall complete “Form A” and identify the business organization under which it currently operates (“Form A” is provided herein). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

Section V - Evaluation Criteria and Selection Process:

The evaluation will be made by an experienced team of City staff and will be the sole basis for ranking the SOQ’s received. The City reserves the right to select a firm directly from the SOQ’s that are submitted – if in the sole opinion of review team, it is determined there is a superior candidate and said selection will expedite the contractual process. The points available for ranking criteria are identified below:

1) Qualifications of the consultant team. (MAXIMUM 3 POINTS AVAILABLE)

2) Past comparable experience of the team. (MAXIMUM 2 POINTS AVAILABLE)

3) Capability of providing the required work products within the timelines identified. (MAXIMUM 2 POINTS AVAILABLE)

4) Demonstrated comprehension of an acceptable project delivery process. (MAXIMUM 3 POINTS AVAILABLE)

5) References. (MAXIMUM 2 POINT AVAILABLE)

The City of Shelton hereby notifies that it will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City’s policy on non-discrimination.

Section VI – Submittal

Three (3) copies of the proposals are due to the City of Shelton, Washington, Department of Public Works Office prior to 12:00 p.m. on May 10, 2017. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimile and Emailed submissions WILL NOT be accepted, will be deemed NON-RESPONSIVE, and WILL NOT be considered for this contracting opportunity.

Submittal Address: City of Shelton
525 West Cota Street
Attention: Public Works Department
(360) 432-5130

All proposals should be clearly marked on the outside of the envelope: “Alder Street Funding Application Level Services.” It is highly preferred that proposals are submitted on 100% post consumer content recycled paper. All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the RFP will only be accepted in written form, and should be directed to the address or by email to PublicWorks@ci.shelton.wa.us.

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

A committee of individuals to be selected by the City of Shelton, Public Works Department, will perform evaluation of the proposals. The proposals will be scored and ranked based on the selection committee’s evaluation. In the event of close scoring, shortlist interviews may be performed. The firm with the highest cumulative score may be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer 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 proposals received.
PROPOSAL
“Form A”

CITY OF SHELTON, WASHINGTON
Funding Application Design Level Engineering Services

April 2017

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

[ ] a corporation incorporated under the laws of the State of Washington

[ ] an individual doing business as ________________________________

[ ] a partnership (identify all partners on a separate page, attached)

[ ] a joint venture (identify all joint ventures on a separate page, attached)

[ ] other (please specify) ________________________________

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