

**CITY OF EDMONDS
REQUEST FOR QUALIFICATIONS
SUPPLEMENTAL INFORMATION
2023 OVERLAY PROGRAM**

The City of Edmonds, Washington is soliciting a Statement of Qualifications (SOQ) from individuals or firms interested in providing design services for the 2023 Overlay Program.

BACKGROUND:

The City of Edmonds has been able to run an annual paving program since 2014. The Engineering Department anticipates that funds will be available to pave again in 2023 and is in the process of selecting streets for the program.

PROJECT DESCRIPTION:

This project will install new driving surfaces on approximately 6.5 lane-miles of asphalt streets within the City of Edmonds. Various techniques will be used including various depths of overlay, style of grinding, and types of reinforcing.

PROJECT SCOPE AND SCHEDULE:

The work to be performed by the consultant will consist of providing professional services to the Public Works Engineering and Operations divisions in preparing engineered plans, specifications, cost estimates, and bid documents with the option to provide engineering support during construction. Curb ramps will be constructed by City staff and design will not be a part of this contract.

The City expects to have an executed contract by mid-November and a completed PS&E package by March 1, 2023.

SUBMITTAL

The City will accept one electronic copy of the Statement of Qualifications (SOQ) by e-mail. Electronic SOQ's shall be saved in a (pdf) format and shall be e-mailed to Ryan Hague at ryan.hague@edmondswa.gov no later than 4:00 PM on **Wednesday**, October 12th, 2022. The size of the e-mail with the SOQ attachment shall not be larger than 10MB (megabytes). A confirmation email will be sent by the City upon receipt of the SOQ.

Statements of Qualifications shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than 4 pages including resumes. A page is defined as one side of an 8 ½ by 11 inch page. The following format and content shall be adhered to by each firm and presented in the following order:

The first page should summarize your firm's qualifications including staff who will be assigned to the project and their qualifications. The second through fourth pages of the submittal should be used to respond to the following questions:

1. Explain your approach in completing the PS&E and why you feel the approach would be the most cost-effective for the City of Edmonds. Include a description of your firm's QA/QC procedures.
2. Please identify your firm's project manager and their experience and list in detail three similar projects they have managed within the last three years. Please include a reference for each project and a telephone number where they can be reached.
3. Provide a detailed schedule for completing this work showing your availability to complete the project within the provided timeframe.

SOQ Evaluation Components/Criteria

The City's selection panel will use the following criteria to evaluate the qualifications of each consultant.

| <u>Criteria</u> | <u>Points</u> |
|---|---------------|
| Project Approach including QA/QC procedures | 0-30 |
| Qualifications/experience of Proposed Project Manager | 0-40 |
| Related Experience of Key Staff | 0-20 |
| References / Past Performance | 0-10 |
| Maximum Points | 100 |

The SOQ will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive material irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Edmonds in accordance with Section 504 of the Rehabilitation Act (Section 504) and the American 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 contacting Mr. Bertrand Hauss at bertrand.hauss@edmondswa.gov or 425-771-0220.

The City of Edmonds, 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.

For information about this project in another language, you may request, free of charge, language assistance services by contacting Ryan Hague at ryan.hague@edmondswa.gov.

Si desea obtener información sobre este proyecto en otro idioma, puede solicitar servicios gratuitos de asistencia lingüística poniéndose en contacto con Ryan Hague por correo electrónico a ryan.hague@edmondswa.gov.