



## CROSS VALLEY WATER DISTRICT REQUEST FOR QUALIFICATIONS GENERAL ON-CALL ENGINEERING SERVICES

Cross Valley Water District (CVWD) solicits interest from consulting firms with expertise in providing on-call professional engineering services.

### **Scope of Services**

CVWD is seeking qualification statements from Professional Engineering firms with experience providing services, including civil and utility system design, environmental, geotechnical, hydrogeological, well sites, wellhead protection, reservoirs, loan and grant applications, construction management, inspection, surveying, GIS/GPS, electrical, instrumentation, generators, water treatment plant and sewer lift station assessments, and design, permitting and procurement of a new parking/storage building.

Cross Valley Water District may select more than one on-call engineering services consultants, and the District reserves the right to reject any and all submittals.

### **Statement of Qualification Submittal**

Interested firms shall submit a Statement of Qualifications that contains the following:

1. Cover Letter.
2. Qualifications: Outline the qualifications of the firm to perform this work and provide:
  - A. Summary of capabilities and services provided by your firm as related to the water and sewer industry, including project management and ability to meet review deadlines, and describe past performance and mechanisms to ensure timely responses to District requests.
  - B. Brief resume of the "Principal-in-Charge" and the key technical personnel to be assigned to projects.
3. References: Provide a list of relevant experience and reference contacts.

The Statement of Qualifications submittal shall be a maximum of 12 pages, including the cover letter. One original and two copies must be submitted for review.

### **RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION**

All responses shall be made in writing and must be received in the District office by **11:00 A.M. PST Friday, April 29, 2022**. Responses may be mailed or hand delivered to:

**Cross Valley Water District  
8802 180<sup>th</sup> Street SE  
Snohomish, WA 98296  
Attn: General Manager - RFQ**

The District shall not accept any submittal after the time and date stated above.

The District will evaluate and may select the consultant based on the submitted Statement of Qualifications.

The District reserves the right to utilize any additional evaluation criteria it so chooses in order to make a final decision on the selection of the consultant. The District may conduct interviews of the top-ranking firms in order to make a final decision.

### **Tentative Schedule**

<b>Date</b>	<b>Task</b>
April 29, 2022, 11:00AM	Deadline for RFQ Submittals
Mid-May 2022	Selection by District of a short list of firms to interview
End of May to Mid-June 2022	Tentative interviews and reference checks
Mid-June 2022	Contract(s) scope and fee negotiation
June or July 2022	Board of Commissioners meeting for contract(s) award
	Contract(s) execution, Notice to Proceed

### **Consultant Qualifications**

To be considered, a successful on-call engineering consultant will have the following qualifications:

- Offices located within the Puget Sound region, preferably in Snohomish or King County.
- Experience working with local special utility districts and public agencies in a similar on-call support role.
- Knowledge of regulatory requirements of the Washington State Departments of Health and Ecology for water and sewer systems.
- Experience in supporting agency staff for general water and sewer maintenance and operation activities.
- Experience with water and sewer system comprehensive planning
- Experience with design, maintenance, and operation of sewer lift stations.
- Experience with design, maintenance and operation of water reservoirs and booster pump stations.
- Experience with design, maintenance, and operation of water treatment plant.
- Experience with design, maintenance, and operation of generators, electrical, instrumentation.
- Full-service design capabilities for water and sewer infrastructure.
- Ability to provide surveying and mapping services, either in-house or through a sub-consultant.
- Public works project construction management & field inspection capabilities, including knowledge of WSDOT Standards and Specifications, either in-house or through a sub-consultant.
- Knowledge of developer extension and land use agency development processes.
- Experience and capability to assist with updates to District Code and Standards.

### **Scoring Criteria and Selection Process**

The District will use the following point system criteria to evaluate each SOQ:

<b>Scoring Criteria</b>	<b>Points Avail.</b>
Previous experience in similar projects	0-20
Expertise of key personnel & Team	0-30
Suggested project approach (understanding of projects)	0-15
Response of references	0-15
Ability to meet time schedule past projects	0-20
<b>TOTAL:</b>	<b>100 Max</b>

Any individual or firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification.

Upon completion of the evaluations, the District will determine the most qualified consulting firm based on all information presented.

There may be two phases of the selection process. First, a committee of District personnel will evaluate and rate the available information and submittal materials against the desired qualifications. Following the initial evaluation, the District may invite a short list of firms / teams to participate in an interview. The interview is intended to be more of an informal conversation about the firm's experience and capabilities but will likely include a short presentation by the design team on the proposed project approach and key issues.

Questions may be provided in advance to avoid duplication of answers during the interview or presentation. More information on the interview and presentation phase of the selection process will be provided to the short-listed firms. Given the ongoing COVID-19 pandemic, the interview and presentation will likely be done remotely using Zoom.

SOQs remain confidential until closing deadline after which proposals are considered a public record subject to public disclosure under the Washington Public Records Act, Chapter 42.56 RCW.

Any SOQ may be withdrawn, either personally or by written request, at any time prior to the time set for the SOQ submittal deadline.

#### **Terms and Conditions.**

The District shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting or presenting its Statement of Qualifications. Each responding firm shall bear all costs relating to its response, including time in preparation of an SOQ, copies submitted, and time spent in interviews or negotiation with the District. Nothing in this RFQ obligates the District to contract for any engineering services from any respondent, and the District reserves its right to reject any and all submittals and to amend, alter, or revise its own criteria for selection of a respondent. Further, the District reserves the right to request clarification of information submitted and to request additional information from any respondent.

#### **Inquiries**

Questions regarding this Request for Qualifications should be directed to Mike Johnson, General Manager (360) 668-1872 or via email at [mjohnson@crossvalleywater.net](mailto:mjohnson@crossvalleywater.net)