



## City of Leavenworth

700 Highway 2 / Post Office Box 287  
Leavenworth, Washington 98826  
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Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

**City Council**  
Carl J. Florea - *Mayor*  
Carolyn Wilson  
Mia Bretz  
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Jason Lundgren  
Anne Hessburg - *Mayor Pro Tem*  
Zeke Reister  
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### **REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL ENGINEERING/PLANNING SERVICES**

**Posting Date: March 31, 2020**  
**Proposals Due: May 1, 2020 by 5:00 pm**

#### **SUBMIT QUALIFICATIONS AND PROPOSAL TO:**

**Attn: Chantell Steiner, City Clerk**  
**700 US Hwy 2 / P.O. Box 287**  
**Leavenworth, WA 98826**  
**Phone 509-548-5275**  
**[financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com)**

## **INTRODUCTION**

The City of Leavenworth, Washington is seeking qualification statements from Professional Engineering firms with experience providing on-call engineering and planning services to cities, including, preliminary and final review of civil plans, stormwater plan review, water/sewer plan review, utility design, surveying, geotechnical investigation/review, studies and services, permitting, project management, project/site inspections, grant writing and grant management, GMA Comprehensive Plan work, and review and drafting of development standards and codes.

## **Submittal Requirements**

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

1. Cover letter
2. Qualifications
  - a. Submit a general description of the firm's background and experience with similar on-call contracts.
  - b. Discuss the firm's knowledge and experience of public agency projects including Federal projects, State projects and City of Lake Stevens projects.
3. Availability of Staff and Resources
  - a. On-call services requires timely responses (same day/week) to ensure work flow. Explain how the firm will approach the contracted tasks.
4. Personnel.
  - a. Quality of personnel is critical in the decision-making process. List of available personnel and anticipated primary contact
5. References
  - a. List similar contracts that the firm has managed with a brief description of the services and the personnel that will be assigned to this contract. Please emphasize any repeat work due to past performance.
  - b. Provide the names of at least three (3) public agencies that your organization has provided on-call services in Washington since 2015 along with specific individuals we may contact for references.

## **General Information**

Pursuant to, and in compliance with, RCW 39.80 the City of Leavenworth requests Statements of Qualifications for engineering services. These services are to be provided on an on-call basis for up to two years, depending on the final contract. This contract may be renewed for two additional one-year terms at the discretion of the City. The maximum total compensation for on-call services in 2019 was in excess of \$100,000.

This Request for Qualifications does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the City to do so.

Qualifications statement shall be provided to the City electronically no later than 5:00 pm on May 1, 2020. Late submissions will be automatically disqualified from consideration. Submissions are to be sent to Chantell Steiner, Finance Director/City Clerk, at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com). Questions may be directed to Herb Amick, Pubic Works Director, at [herba@cityofleavenworth.com](mailto:herba@cityofleavenworth.com), phone 509-548-7418.

The City of Leavenworth hereby gives public notice that it is the City’s policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the City received Federal financial assistance.

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

**Selection Process**

City Staff will perform a review based on a matrix and what the City Staff views as a good fit for a variety of projects. The elevation will be rated for the initial screening and may be followed by interviews.

Criteria	Description	Scoring
On-call experience	Cities with population of 2,000 to 10,000	10
Personnel Qualifications & Experience	Road projects	10
	Stormwater	10
	Transportation planning	10
Firm Qualifications	Diversity of Expertise	10
	Review of private developments	10
Resources	Level of depth of resources to meet project needs	10
Project Schedules	Demonstrated ability to meet project timelines	10
Project Budgets	Examples of meeting budgets and invoicing process	10
RFQ Submittal	Complete, easy to read submittal	10

**Terms and Conditions**

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses.

**Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the

Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

**Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project.