



Request for Qualifications (RFQ) 2109

RFQ No. 2109
Geotechnical Engineering Services
CRP 5871 – Br#31221-A Cramer Road KPN
Issue Date: 11/7/2018
Closing Date: 12/06/2018

Contact

Name: Susan Holdener
Phone: 253-798-7172
Email: susan.holdener@piercecountywa.gov

Vendor Information

Firm Name: _____
Contact Name: _____
Address: _____
City: _____ State _____ Zip _____
Phone: _____ Fax: _____
E-Mail: _____

Return Statements of Qualifications by 3:30pm, December 6, 2018 to:

Pierce County Planning and Public Works
Office of the County Engineer Division
4301 South Pine Street, Suite 628
Phone: 253-798-7172

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SUBMITTAL DUE DATE

To be eligible for consideration, please submit:

- One (1) clearly identified original
- Three (3) hard copies
- Must be received by the Pierce County Planning and Public Works, Office of the County Engineer Division, 4301 South Pine Street, Suite 628, Tacoma, WA 98409-7213, no later than 3:30 PM, December 6, 2018.
- The response must be submitted in a sealed envelope with the vendor's name, Request for Qualifications Number and the due date clearly identified on the outside.

GENERAL INFORMATION

The Pierce County Planning and Public Works Department is responsible for serving the transportation and utility needs of the residents of Pierce County. The Department delivers services relating to road design and construction, long range transportation planning, road maintenance and operations, ferry and airport services, sewer systems and wastewater treatment, solid waste and recycling management, public use facilities, and surface water management programs. The Department's website is a valuable resource for information about the many services provided. Please access the website at www.piercecountywa.org/pwu.

DESCRIPTION OF PROJECT

Pierce County Planning and Public Works Department– Office of the County Engineer is completing the engineering design for CRP 5871 BR#31221-A/Cramer Road KPN. This project will remove the existing 3 span concrete bridge over Glencove and replace it with a single span precast concrete girder bridge structure approximately 125 feet long by 36 feet wide. To support the delivery of this vital transportation project, Pierce County is seeking a qualified consultant team to provide geotechnical engineering services for the project. This project is federally funded and must adhere to the WSDOT Local Agency Guidelines.

EXPECTED TERM OF RESULTING AGREEMENT

The initial contract period is expected to be from approximately February 1, 2019 to February 1, 2020 unless sooner terminated as provided elsewhere in the Agreement.

To be considered for this project, you must have a current WSDOT approved Indirect Cost Rate (ICR) letter.

The successful firm will negotiate towards a Standard Consultant Agreement (SCA) for these services and will follow all the guidelines listed in Chapter 31 – Using Consultants in the WSDOT Local Agency Guidelines manual. A copy of this manual can be found at: <http://www.wsdot.wa.gov/LocalPrograms/LAG/>

Funding for the work will be from a combination of County, State, and Federal sources. All work must comply with Federal Highway Administration and Washington State Department of Transportation (WSDOT) regulations including those in the WSDOT "Local Agency Guidelines" (LAG Manual).

The intended method of compensation will be **Negotiated Hourly Rate**.

Anticipated Maximum Value of Resulting Contract: **\$50,000 to \$60,000**.

CONTACT FOR QUESTIONS

Susan Holdener
Contract Administration Officer
(253) 798-7172
susan.holdener@piercecountywa.gov

SCOPE OF SERVICES

Pierce County seeks the services of a qualified consultant to provide Geotechnical Engineering Services for CRP 5871 BR#31221-A/Cramer Road KPN.

These services include subsurface explorations, laboratory testing, foundation evaluations, and report preparation to support the design of the bridge foundation, wingwalls and possibly approach retaining walls. The geotechnical engineer will evaluate the use of a pile foundation system and a spread footing for this structure and the use of CIP concrete for wing walls. The geotechnical engineer will provide design properties and parameters for the recommended foundation, wing walls, and retaining walls. If the geotechnical engineer determines that an alternative substructure or wall type is more appropriate, provide recommendations along with design properties and parameters for the alternative substructure or wall type.

The following is a scope of services:

- A site plan showing the locations of the explorations completed for this study.
- Summary logs of soil and groundwater conditions observed in the borings/test pits completed for this study.
- Recommendations for foundation type to support the bridge structure, and design values for the type of foundation recommended.
- Seismic design considerations for the new bridge structure.
- Drill one boring below existing road level at each end of the bridge to characterize soil and groundwater conditions.
- If the use of CIP concrete wing walls is needed provide the geotechnical design parameter for the design of these structures.
- If the approach retaining walls are needed provide the geotechnical design parameter for the design of these structures.
- Recommendations of alternative wall types and design properties as appropriate.
- Resilient Modules (M_R) determined by a California Bearing Ratio test for pavement design. Samples shall be obtained at two separate locations to determine this value. One soil sample will be taken within 200 feet north and south of the bridge. The samples shall be taken near the edge of the roadway.
- Recommendations for maximum temporary and permanent cut and fill slopes.
- Recommendations for temporary and permanent sedimentation and erosion control measures.

TIMELINES

1. Questions must be submitted, in writing, to the contact listed above no later than 3:30 p.m. on **December 3, 2018**.
2. Qualifications must be received by the Office of the County Engineer Division not later than 3:30 p.m., **December 6, 2018** to be considered.
3. Qualifications will be evaluated and, if multiple proposers are deemed capable of meeting the requirements, interviews will be held with the top scoring proposers.
4. The estimated date of notice of intention to negotiate a contract with the selected proposer is late December 2018 or early January 2019.
5. The estimated date of contract execution is February 2019.

ADDITIONAL REQUIREMENTS FOR SUBMITTAL

To be deemed responsive to this RFQ, proposers must submit the following information. These requirements are in addition to any other requirements identified herein.

1. A title page including the name, local address, website address (if applicable), phone number, email address, and primary contact of the consultant team proposed for this contract.
2. A letter of interest signed by the person authorized to execute a contract on behalf of the firm. The letter must include the names and number of years the firm has been in business under current or previous names or additional assumed business names. **This letter must also include the date of your most current WSDOT approved ICR letter; or whether you are in the process of obtaining a WSDOT approved ICR.**
3. The name and resume of everyone to be assigned to this project and the individual to be assigned to back up the primary person in his/her absence. Resumes are limited to one-side of one-page each.
4. A statement outlining any exceptions to the County's requirements or clarifications to the requirements.
5. The caption, cause number, Court, Counsel, and general summary of any litigation pending, or judgment rendered within the past 3 years against the proposer.
6. Note the extent, if any, to which the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal, State or local funds; is currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any agency; has been suspended, debarred, voluntarily excluded or determined ineligible by any agency within the past 3 years; does have a proposed debarment pending; has been indicted, convicted or has a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or misconduct with the past 3 years.

REQUIRED FORMS

- A. Required Signature Page for the Statement of Qualifications
- B. Subcontractors Participation Form (Exhibit C)
- C. Certification of Nonsegregated Facilities and Non-Collusion Affidavit and Debarment Affidavit (Exhibit C)
- D. Personnel Workforce Data Form (Exhibit C)
- E. Addenda Acknowledgement on title page or letter of interest, if applicable

QUALIFICATIONS FORMAT

Please use the following as a guideline to format your qualifications:

Font Size: Do not use fonts smaller than 12 point.

Format: For Pierce County to adequately compare and evaluate qualifications objectively each response to specific requests and criteria should be clearly labeled.

Page Count: Maximum qualifications length not including front and back cover, title page, letter of interest, table of contents, resumes, and required forms shall not exceed 15 pages. One side of a printed page is considered one page. The County strongly encourages double-sided printing whenever possible.

These requirements are in addition to any other requirements identified herein.

EVALUATION CRITERIA

Matters relating to qualification to meet the County's needs will receive highest priority in evaluation. The County will negotiate the details of work to be performed based upon the qualifications and availability of the most qualified Applicant to meet the County's project criteria. If negotiations fail for any reason, the County may choose to negotiate with other applicants to obtain the most qualified contract for needed services.

Firms will be evaluated on the following criteria (100-point maximum):

1. Qualifications/Expertise of Firm (Max 30 points)

Include the following items for your firm:

a. Expertise, experience and organization of firm:

- i. List the types of services provided by your firm.
- ii. Identify how long your firm has provided these services.
- iii. Provide an organization chart and number of employees in your firm.

b. Projects completed by firm in the last five (5) years

Provide three (3) examples of projects for which your firm has completed soils investigation studies, geotechnical and subsurface exploration for a public agency within the last five years (from the date of this RFQ advertisement). Include public agency references who may be contacted about relevant work.

2. Experience with providing geotechnical services for pile foundation systems, spread footings and the use of CIP concrete for wing walls. (Max points 30)

Include the following:

a. Examples that demonstrate experience

- i. Provide three (3) relevant examples within the last five (5) years (from the date of this RFQ Advertisement) on similar private or local public agency projects.
- ii. List examples where AASHTO Standards, WSDOT design manuals, or other relevant references are addressed in geotechnical design input.

3. Previous Experience with Pierce County Projects (Max 20 points)

Include the following:

- a. List the project(s) within the last five (5) years (from the date of this RFQ Advertisement) and provide a summary of your firm's role in the project.

4. Firm's background and stability (Max 10 points)

Include the following:

- a. Success at providing similar services to other local government agencies
- b. Availability to provide the requested services in 2019 and 2020.

5. Firm's project delivery and management system and internal review process (Max 5 points).

Include the following:

- a. Process for keeping projects on schedule and within budget.
- b. Describe the tools and techniques the firm uses to successfully track and monitor project performance.

6. Completeness, accuracy, and organization of the submitted Statement of Qualifications in response to the RFQ (Max 5 points).

GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all Statements of Qualifications to provide services to Pierce County:

1. Pierce County expressly reserves the following rights:
 - a. To reject any and/or all irregularities in the Statement of Qualifications submitted.
 - b. To reject any or all Statements of Qualifications or portions thereof.
 - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d. To make the award to any vendor or combination of vendors whose qualifications(s), in the opinion of the County, is in the best interest of the County.
2. All qualifications must be sealed in an envelope or appropriate packaging and addressed as requested in the RFQ. The name and address of the vendor must appear on the envelope. The outside must state the RFQ title and number and the RFQ due date and time.
3. The RFQ must be signed with ink by an authorized individual of the company empowered to act in that capacity before a contract will be negotiated.
4. Any qualifications or modification received after the time and date specified may be returned unopened.
5. All documents, reports, qualifications, submittals, working papers, or other materials prepared by the Contractor pursuant to this RFQ shall become the sole and exclusive property of the County, and the public domain, and not the property of the Contractor. The Contractor shall not copyright, or cause to be copyrighted, any portion of said items submitted to the County because of this solicitation.
6. All items mentioned in paragraph 5 above submitted to Pierce County should be printed on both sides of recycled paper whenever practicable.

GENERAL CONDITIONS OF STANDARD CONSULTANT AGREEMENT (SCA)

See Chapter 31 – Using Consultants in the WSDOT Local Agency Guidelines manual for the General Terms and Conditions that will apply to this contract. A copy of this manual can be found at:
<http://www.wsdot.wa.gov/LocalPrograms/LAG/>

EXHIBIT C - CONTRACT COMPLIANCE FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICES

It is the policy of Pierce County to foster an environment that encourages economic growth and diversification, business development and retention, increases competition and reduces unemployment. In support of that policy, Pierce County reaffirms its commitment to maximize opportunities in public contracting for all contractors including minority and women owned business enterprises.

Bidders are encouraged to utilize qualified, local businesses in Pierce County and Washington State where cost effectiveness is deemed competitive. In addition, Bidders are encouraged to subcontract with firms certified by the Washington State Office of Minority and Women's Business Enterprises (MWBE).

A. MWBE DIRECTORY ASSISTANCE

A directory of MWBE firms is published quarterly by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Copies of the directory are available from the State OMWBE (360-753-9693) or may be viewed at the Public Works Department, 2702 S 42nd St Suite 201, Tacoma 98409, and the Tacoma Public Library, 1102 Tacoma Avenue South, Tacoma, 98402. Contact the Contract Compliance Office for additional information at (253) 798-7250.

B. EQUAL EMPLOYMENT OPPORTUNITY:

1. Upon execution of this contract, the Contractor shall comply with the Equal Employment Opportunity requirements set forth below. The Contractor shall not violate any of the terms of Chapter 49.60 of the Revised Code of Washington, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination.
2. No person or firm employed by the Contractor shall be subject to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (29 U.S.C. 621 et seq.), the Equal Pay Act (29 U.S.C. 206(d), the Rehabilitation Act (29 U.S.C. 791 et seq.), the Americans with Disabilities Act of 1990, or for participating in any stage of administrative or judicial proceedings under those statutes.
3. The Contractor shall take all reasonable steps to ensure that qualified applicants and employees shall have an equal opportunity to compete for advertised or in-house positions for employment. Applicants and employees shall be treated fairly without regard to race, color, religion, sex, age, disability, or national origin. Equitable treatment shall include, but not be limited to employment, upgrading or promotion, rates of pay increases or other forms of compensation, and selection for training or enrollment in apprenticeship programs.

C. CERTIFICATION OF NONSEGREGATED FACILITIES

The Contractor shall submit with its qualifications a Certification of Nonsegregated Facilities. All requests to sublet or assign any portion of this contract, at any level, shall be accompanied by evidence of this certification in all subcontract agreements.

D. SUBMITTAL REQUIREMENTS

1. Certificate of non-segregated facilities: Contractor shall submit with qualifications; each subcontractor shall submit when work is sublet.
2. Professional and Technical Workforce Data Form: Contractor is encouraged to submit with qualifications, each Subcontractor is encouraged to submit the form when work is sublet.
3. Subcontractors Participation Form: Check the appropriate box indicating the firm who will perform the work of the contract. Submit the completed form with the qualifications documents.

CERTIFICATION OF NONSEGREGATED FACILITIES

The contractor certifies that no segregated facilities are maintained and will not be maintained during the execution of this contract at any of contractor's establishments.

The contractor further certifies that none of the contractor's employees are permitted to perform their services at any location under the contractor's control during the life of this contract where segregated facilities are maintained. The contractor certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained.

The contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom, or otherwise.

The contractor agrees that identical certifications from proposed contractors will be obtained prior to the award of any subcontracts. Contractor will retain a copy of any subcontractor's certification and will send original to Contract Compliance Division.

NON-COLLUSION & DEBARMENT AFFIDAVIT

State of Washington, County of _____

As an authorized representative of the firm of _____, I do hereby certify that said person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this qualification is submitted.

I further certify that, except as noted below, the firm, association or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency; has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years; does not have a proposed debarment pending; and has not been indicted, convicted or had a civil judgment rendered against said person, firm, association or corporation by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

I further acknowledge that by signing the signature page of the qualifications, I am deemed to have signed and have agreed to the provisions of this affidavit.

Note: Exceptions will not necessarily result in denial of award but will be considered in determining bidder responsibility. For any exception noted, indicate above to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

"A suspending or debarring official may grant an exception permitting a debarred, suspended, or excluded person to participate in a particular transaction upon a written determination by such official stating the reason(s) for deviating from the Presidential policy established by Executive Order 12549..." (49CFR Part 29 Section 29.215)

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

BY: _____ DATE: _____

TITLE: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE QUALIFICATIONS.

PERSONNEL WORKFORCE DATA FORM

FIRM NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____

PROJECT _____

PROJECT # _____

CONTRACT WORK HOURS (if applicable) _____

TYPE OF SERVICE PROVIDED _____

CONTRACTORS AGGREGATE WORK FORCE – if you need additional space, photo copy this section and attach it to this form.

OCCUPATION	TOTAL EMPLOYED		TOTAL MINORITY		NATIVE AMERICAN		ASIAN		BLACK		HISPANIC		APPRENTICE/ TRAINEE	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Management														
Professionals														
Technicians														
Administrative														
Other														
TOTALS														

THIS PAGE MUST BE RETURNED WITH THE QUALIFICATIONS.

SUBCONTRACTORS PARTICIPATION FORM FOR PROFESSIONAL, TECHNICAL, SUPPLY OR SERVICE PSAS

Check appropriate statement below:

- Our firm will perform all contracted scope of work tasks.**
- Our firm will subcontract a portion of the work tasks.** The following firms were contacted and will be utilized in the performance of the work as indicated below.

List all potential subcontracting firms. Do not mark "N/A" unless the Bidder will perform all work or provide all supplies or services for this contract.

Firm Name/Address/Phone	Work Item(s) Solicited	Qualifications Amount	Awarded? (yes/no)

1. List full name, address, and phone number of each firm listed to be utilized.
2. List specific work to be accomplished, supplies to be furnished and the amount proposed for each subcontract.
3. Contact the Pierce County Contract Compliance Officer at (253) 798-7250 if you have questions.

BY: _____ DATE: _____

TITLE: _____ PHONE: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE QUALIFICATIONS.

Revised (6/99)

REQUIRED SIGNATURE PAGE FOR QUALIFICATIONS

I, the undersigned, having carefully examined the Request for Qualifications, propose to furnish services in accordance therewith as set forth in the attached qualifications.

I further agree that this qualification will remain in effect for not less than sixty (60) calendar days from the date that Qualifications are due, and that this qualification may not be withdrawn or modified during that time.

STATE OF _____
COUNTY OF _____

Being first duly sworn, on my oath, I hereby certify that this qualifications is genuine and not a sham or collusive qualifications, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a sham qualifications or any person or corporation to refrain from submitting a qualifications; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this qualifications, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a qualifications to or performing work or providing supplies to Pierce County, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or qualifications to or from performing work or providing supplies to Pierce County.

Signature

Subscribed and sworn before me this ____ day of _____, 20__.

Printed Name

Notary Public in and for the State of _____
residing at _____.
My commission expires _____.

Firm

Address

UBI No: _____

(Area Code) Phone