



## **REQUEST FOR QUALIFICATIONS**

### **- WATERFRONT PARK -**

**RESPONSES MUST BE RECEIVED BY:**

**4:00 PM Thursday, April 20, 2023**

**VIA HAND-DELIVERY OR MAIL AT:**

**Cathlamet Town Hall  
375 2nd Street  
Cathlamet, Washington**

**IN A SEALED ENVELOPE, CLEARLY MARKED:**

**“Waterfront Park Request for Qualifications”**

**TOWN OF CATHLAMET, WASHINGTON**  
**REQUEST FOR QUALIFICATIONS**

Project: Civil Engineering Services

Date: March 27, 2023

Pursuant to Chapter 39.80 RCW, the Town of Cathlamet, Washington requests Statements of Qualifications for civil engineering services related to the construction of a Waterfront Park located adjacent to the Columbia River at 375 Second Street, Cathlamet, Washington.

The Town of Cathlamet, Washington (project owner) proposes to construct a new Waterfront Park.

**PROJECT DESCRIPTION**

The work to be performed by the selected engineering firm consists of preliminary design, topographic survey, preparation of project cost estimates and specifications, final design services, bid period services and engineering services during construction. The major features of the Project are as follows:

- |   |  |
|---|--|
| <b>1.</b> New/Renovated ADA Walking Paths | <b>4.</b> Covered Pavilion with Seating            |
| <b>2.</b> Picnic Areas                    | <b>5.</b> Wildlife Trail with Benched Seating Area |
| <b>3.</b> Flex Space                      | <b>6.</b> Wetland Restoration                      |

**EVALUATION CRITERIA**

Submittals will be evaluated and ranked based on the following criteria:

- |   |  |
|---|--|
| <b>1.</b> Qualification of Proposed Project Manager | <b>5.</b> Familiarity with state grant funded public works contracts |
| <b>2.</b> Qualifications/Expertise of Firm          | <b>6.</b> Past Performance/Reference                                 |
| <b>3.</b> Ability to meet schedule                  |  |
| <b>4.</b> Approach to project                       |  |

This Request for Qualifications does not commit the Town of Cathlamet 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 Town of Cathlamet 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 Town of Cathlamet to do so.

Proposals shall be no more than six (6) pages (including the cover letter). It is recommended that the proposal include concise, but complete information about the firm emphasizing why the firm is uniquely qualified for the required services. The Town of Cathlamet is interested in ascertaining that the successful firm has experience in providing the type of engineering services required by the Town and has the staff resources to provide the requested services in a timely manner. The applicant will be familiar with the environmental and developmental permitting process; relevant codes and standards; meeting demanding schedule requirements; and, effective budget and cost estimating.

Statement of Qualifications shall be provided to the Town of Cathlamet and must be received no later than 4:00 p.m. on April 20, 2023, at the Cathlamet Town Hall, 375 2nd Street, Cathlamet, Washington. The Statement of Qualifications shall be placed in a sealed envelope clearly marked "WATERFRONT PARK REQUEST FOR QUALIFICATIONS". Late submissions will be automatically disqualified from consideration.

**Project Contact:** Sarah Clark, 375 2nd Street, Cathlamet, WA 98612, 360-795-3203, sarahc@townofcathlamet.com

By order of the Town Council, dated this 27th day of March, 2023

Date of Publication: March 30, 2023

## **REQUEST FOR QUALIFICATIONS:**

Pursuant to Chapter 39.80 RCW, the Town of Cathlamet, Washington requests Statements of Qualifications for civil engineering services related to the construction of a Waterfront Park located adjacent to the Columbia River at 375 2<sup>nd</sup> Street, Cathlamet, Washington. The work to be performed by the selected engineering firm consists of preliminary design, topographic survey, preparation of project cost estimates and specifications, final design services and phasing, bid period services, and engineering services during construction.

The firm assuming this position shall have the capacity and expertise to render civil engineering services of every kind and nature as may be required, including preparing preliminary and final tasks to develop bid documents and manage approvals with the State of Washington, Bidding Services, Construction Services and Project Close-Out tasks.

Prospective firms are encouraged to promptly notify the Town of any apparent inconsistencies, problems, ambiguities in the RFQ. Consultants may submit questions via email to sarahc@townofcathlamet.com no later than Tuesday, April 18, 2023, at 12:00 p.m. All inquiries shall be made only through this email address; telephone calls will not be accepted.

All notices and clarifications made to this RFQ will be posted on the Town's webpage <https://www.townofcathlamet.com/bidding-roster>, please monitor the website for all information regarding this RFQ. The Town will not be sending individual notifications of changes or updates. It is the sole responsibility of the prospective consultants to remain apprised of changes to the RFQ.

## **REQUIREMENTS:**

The Town is interested in ascertaining that the successful firm has experience in providing the type of engineering services required and has the staff resources to provide the requested services in a timely manner.

**Proposals:** shall be no more than six (6) pages (including any cover sheets and attachments), with a font size not smaller than 10-point. This requirement shall be strictly enforced with any information included on page 11 and beyond shall be disregarded. It is recommended that the proposal include concise, but complete information about the firm emphasizing why the firm is uniquely qualified for the required services, which may include:

- 1. Cover Letter:** a list of principals, including a name, address, telephone number, and e-mail address for future contact, proximity of the firm's location to Cathlamet, signed by an authorized representative of the firm.
- 2. Qualifications – Firm:** an overview of the firm's capacity and availability to accomplish the work, meeting demanding schedule requirements, effective budget and cost estimating, and familiarity with the environmental and developmental permitting process and relevant codes and standards.
- 3. Qualifications – Personnel:** a list of key personnel to be made available for these services and a resume of qualifications for each, including sub-consultants to be used; and an organization chart depicting the relationships between the prime consulting firm's team members and the sub-consultants, that includes every person whose resume is submitted and clearly shows the function each person will be expected to fulfill.
- 4. Grants/Public Works:** a summary of firm's familiarity and experience with relevant funding entities and a reference for each funding source. *This project is funded by the Recreation and Conservation Office (RCO).*
- 5. Past Performance/Reference:** a list of recently performed services that indicate the past performances and abilities of the proposed team to complete similar-in-nature types of projects, including construction management and projects of similar size, use and complexity, and a reference for each project listed.

**Submittals:** two (2) copies of the RFQ shall be submitted for review by the selection committee no later than 4:00 p.m. on April 20, 2023, via hand-delivery or mail at Town Hall, 375 2nd Street, Cathlamet, WA 98612, in a sealed envelope, clearly marked: "Waterfront Park Request for Qualifications". The Town assumes no responsibility for delays caused by delivery service and postmarking by the due date will not substitute for actual receipt. All late submissions will be automatically disqualified from consideration.

**EVALUATION & SELECTION PROCESS:**

Qualifications will be screened, and the top candidate(s) will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Town will carefully weigh:

1. Qualification of Proposed Project Manager
2. Qualifications/Expertise of Firm
3. Ability to meet schedule
4. Approach to project
5. Familiarity with state grant funded public works contracts
6. Past Performance/References

Other qualifications/criteria as deemed appropriate by the Town or the panel reviewing the proposals.

All costs incurred during proposal preparation or in any way associated with the Consultant’s preparations, submission, presentation, or oral interview, if held, shall be the sole responsibility of the Consultant. If awarded a contract, the Consultant shall maintain insurance coverage, including errors and omissions and worker’s compensation, reflecting the minimum amounts and conditions specified by the Town. Consultants are liable for all errors or omissions contained in their proposals.

**NON-OBLIGATION STATEMENT:**

This Request for Qualifications does not commit the Town of Cathlamet 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 Town of Cathlamet 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 Town of Cathlamet to do so. The Town of Cathlamet is an equal opportunity and affirmative action employer. Minority, women, and veteran-owned firms are encouraged to submit proposals.