

**STEVENS PUBLIC UTILITY DISTRICT  
REQUEST FOR QUALIFICATIONS**

**For**

**ENGINEERING SERVICES**

**Due Date: 4:00 p.m., August 24, 2017**

Stevens Public Utility District, Stevens County, Washington (the “District”) is seeking one or more engineers to provide services to the District through this Request for Qualifications (“RFQ”).

**Background information**

The District is a municipal corporation duly organized and existing under and by virtue of the Constitution and laws of the State of Washington. The Board of Commissioners of the District consists of three (3) members elected by the voters of Stevens County. The General Manager directs all District operations. The General Manager seeks at all times to develop and implement a “best practices” approach in operating the District to achieve a balanced, efficient, economical, and quality service delivery. The District currently has 17 water systems and 8 waste water systems.

**Communications**

All communications related to responding to this RFQ are to be directed to Darrel Hawes, General Manager at [dhawes@stevenspubd.org](mailto:dhawes@stevenspubd.org) or 509-233-8704. Unauthorized contact regarding this RFQ with other District employees or District Commissioners shall result in automatic disqualification. Any oral communications by any District employee or District commissioners will be considered unofficial and non-binding on the District.

**Scope of Work**

The District anticipates the need for engineering services for the following projects:

1. One or more studies or analyses regarding the District’s water or waste water systems;
2. Wastewater systems comprehensive study;
3. Replacement of water system tank in Addy, Washington;
4. Replacement of water system pipe at Deer Lake, Washington;
5. Installation of new water system tank at Deer Lake, Washington;
6. Installation of new water system components in Clayton, Washington;
7. Design, preparation or review of drawings, and other engineering services related to the District’s water and waste water systems; an/or
8. Other engineering services as may be needed by the District.

**Schedule**

The District anticipates the following schedule for completion of the RFQ process:

RFQ publication date: August 3, 2017  
RFQ submission date: August 24, 2017  
District decision on or after: September 5, 2017

### **How to Respond**

Submit five (5) copies of written responses no later than **4:00 p.m.** on **August 24, 2017** to Stevens P.U.D., Attn: Darrel Hawes, General Manager, 3955 Third Avenue, Loon Lake, WA 99148. Submissions shall not be submitted by email or fax. Submittals shall be signed by authorized representatives of the responding entity. Unsigned proposals shall not be considered. Written proposals not received by **4:00 p.m.** on **August 24, 2017** shall not be considered by the District. The responding entity is responsible for ensuring that written responses are received by the District by the time and date specified herein and accept all risk of late delivery for the method of delivery chosen, regardless of fault.

### **Submittal Requirements**

Written responses shall cover the following areas of inquiry:

1. Business Statement, attached hereto as Attachment "A."
2. Business/Agency history, including qualifications and specific experience related to public water and waste water utility systems.
3. List the relevant experience and qualifications of the employees who will be assigned to this project.
4. Provide three (3) samples of similar work you have done.
5. Provide three (3) letters of recommendation from individuals, businesses or agencies that have used your company for similar services.

Naming of a reference is considered permission to contact the reference. The District may contact outside individuals, whether offered as references or not. The District retains the right to use such information in its decision. Submittal of a response is agreement that the District may contact and use such information.

### **Evaluation Criteria**

Responses will be evaluated by the District as set forth immediately below:

1. Completed Business Statement.
2. Business agency and history, including qualifications.
3. Experience and qualifications of the employees assigned to the District.
4. Samples of work.

5. Letters of recommendation.
6. Ability to meet proposed schedule.

The District reserves the right to utilize new or revised evaluation criteria at its sole discretion.

### **Addenda, Modifications and Clarifications**

1. The District reserves the right to change the RFQ schedule or issue addenda to the RFQ at any time. All such addenda will become part of the RFQ. The District will provide notification of addenda in the same manner as distribution of the RFQ. It is the responder's responsibility to confirm as to whether any addenda have been issued. The District also reserves the right to cancel or reissue the RFQ.

2. The District reserves the right to request for any responding entity to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal. Modification of a proposal already received will be considered only if the modification is received prior to the submittal deadline. Any modifications shall be made in writing, executed and submitted in the same form and manner as the original proposal.

### **Evaluation and Selection**

The District reserves the right to award the contract to one or more responding entities which best meets the needs and interests of the District, or to reject all responses as set forth below. The following steps are anticipated:

- Step 1. Receipt and review of qualifications and written responses.
- Step 2. District follow-up with respondents and possible interviews.
- Step 3. Initial reference and information check.
- Step 4. Selection of one or more engineers.
- Step 5. Negotiation of fees, price, and/or costs and contract.

### **Finalize a Scope of Work**

District representatives and any selected finalist will review and finalize a Scope of Work that may be applicable to each project, with the terms and conditions to be memorialized in a task order agreeable to the District.

### **Contract; Fee, Price, and Cost**

After identification of the most highly qualified firm for each project, the District shall request a fee proposal from the firm and thereafter negotiate fees, prices and/or costs at amount(s) that are

determined by the District to be fair and reasonable. If the District is unable to negotiate a fair and reasonable price for services, the District may terminate negotiations and select the next most highly qualified firm. *Please note that the District expects all submitting entities to consent to the District terms and conditions of the District's contract or task order, and does not anticipate agreeing to any modifications or exceptions. The District reserves the right to negotiate and revise any or all contract terms and conditions prior to contract signature.*

### **Insurance Requirements**

General liability insurance with limits of least \$1,000,000 per occurrence/\$2,000,000 aggregate; Combined Single Limit (CSL); Automobile liability of at least \$1,000,000 per accident CSL; and Professional Liability of at least \$1,000,000.

### **Rejection of Proposals**

The District reserves the right to reject any or all submittals, portions, or parts thereof. The District reserves the right to obtain services through other means.

### **Non-Collusion**

Submittal and signature of a proposal swears that the document and proposal is genuine and not a sham or collusive, and not made in interest of any person not named, and that the responding entity has not induced or solicited others to submit a sham offer, or refrain from proposing.

### **No Costs**

The District shall not be responsible for any costs incurred by any respondents in preparing, submitting, or presenting its response to the RFQ or interview process, if applicable. The District shall not be responsible for any costs incurred by the responding entity selected by the District prior to the date of the contract.

### **Non-Endorsement**

As a result of the selection of any responding entity, the District is neither endorsing nor suggesting any responding entity's services are the best or only solution. The responding entity agrees to make no reference to the District in any literature, promotional material, brochures, sales presentation or the like without prior express written consent from the District.

### **Ownership of Documents**

Any reports, studies, conclusions and summaries submitted by the responding entity shall become the property of the District.

### **Public Records**

Under Washington State law, the documents (including all such items as described in RCW 42.56.010 for the term "writing") submitted in response to this RFQ (the "documents") become a public record upon submission to the District, subject to mandatory disclosure upon request by any

person, unless the documents are exempted by a specific provision of law. If the District receives a request for inspection or copying of the documents, it will promptly notify the person submitting the documents to the District (by U.S. mail and electronic mail if the person has provided an e-mail address) and upon written request of such person, received by the District within five (5) days of the providing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of such documents. The District assumes no contractual obligation to enforce any exemption.

**Attachment "A"**

**BUSINESS STATEMENT**

*Please complete and submit with your response.*

1. Name of business: \_\_\_\_\_
2. Business address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Business fax: \_\_\_\_\_ e-mail: \_\_\_\_\_
4. Business classification (check all that apply):  
Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_
5. Federal tax number (UBI number): \_\_\_\_\_
6. Name of owner: \_\_\_\_\_
7. Does the company maintain General liability insurance with limits of least \$1,000,000 per occurrence/\$2,000,000 aggregate; Combined Single Limit (CSL); Automobile liability of at least \$1,000,000 per accident CSL; and Professional Liability of at least \$1,000,000:  
Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If no, describe the differences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are there claims pending against this insurance policy? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
If yes, please explain the nature of the claims: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Has the company or anybody in the company ever been disqualified or terminated by any public agency? Yes: \_\_\_\_\_ No: \_\_\_\_\_
10. Proposal offers shall be good and valid until the District completes the award or rejects the proposals. Failure to concur with this condition may result in rejection of the offer. Does the firm accept this condition? Yes: \_\_\_\_\_ No: \_\_\_\_\_

***I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this company to a contractual agreement.***

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME AND TITLE OF SIGNER: