

**Request for Qualifications
Stevens Public Utility District
Consulting Architect/Engineer Professional Services**

District Administrative Office Building Project

The Stevens Public Utility District (PUD) provides water and wastewater services to approximately 5,000 customers in Stevens and Spokane Counties, Washington. The PUD is requesting Statements of Qualification (SOQ) from qualified consulting firms or teams of firms for design, bidding and construction phase services for their District Administrative Office Building Project. SOQs will be received by the PUD until **2:00 p.m. on Wednesday, April 14, 2021.**

A. SCOPE OF WORK

The PUD's existing building complex, located at 3955 3rd Avenue in Loon Lake, WA 99148, is nearing the end of its useful life; additionally, existing square footage is inadequate to meet current and projected needs. As a result, the PUD intends to construct a new administrative office building on nearby District-owned land to replace the existing building complex.

The project Scope of Work (SOW) includes comprehensive architectural and civil engineering services, and all other necessary professional services to provide complete plans, specifications, bidding and construction phase services needed to deliver the completed project.

The District desires to see the design completed in 2021, with construction to commence in early 2022, as soon as weather permits. The District intends to use the hard bid (Design/Bid/Build) method of project delivery. Initial programming analysis suggests a 6,000SF to 7,000SF building footprint would meet the District's current and foreseeable future space requirements.

B. INFORMATIONAL MEETING

A non-mandatory project information meeting is scheduled for **2:00 p.m. on Tuesday, March 30, 2021. The meeting will be virtual only. No in-person attendance is allowed.** Interested firms may join the meeting by using the following information: teleconference dial-in number is 1-720-740-9646, use access code 7015267. To join via the Internet, install the software at www.freeconferencecall.com, then use Access Code: support2695.

C. SUBMITTAL REQUIREMENTS

Four (4) hard copies and one (1) thumb drive in pdf format of the SOQ submittal shall be submitted. Each copy shall be marked on the cover:

RFQ: **Administrative Office Building Project**

and shall contain the name of the firm responding to the RFQ.

1. Clarifications

Any clarifications or modifications will be provided in writing by the District and will be communicated via the District's website. Any request for substantive clarifications must be received by the District at least five working days prior to the submittal deadline. Any questions relating to this solicitation shall be directed to:

Darrel Hawes
General Manager
Stevens Public Utility District
P. O. Box 592
Loon Lake, WA 99148
Phone: (509) 233-2534
E-mail: dhawes@stevenspud.org

2. Related Information

Firms are advised to familiarize themselves with the PUD's Professional Service Agreement (PSA) and be prepared to accept without substantive modification the terms and conditions contained therein. The selected consultant will be expected to execute the PUD's PSA. It is anticipated that a PSA will be awarded by the PUD Board of Commissioners at the next regularly scheduled meeting following conclusion of negotiations.

This Request for Qualifications (RFQ), the PUD's PSA, and additional information about the PUD can be found on the PUD's website at: <http://stevenspud.org/rfp.htm>, or call the PUD at (509) 233-2534.

D. STATEMENT OF QUALIFICATIONS

SOQs shall respond to the criteria listed below. SOQs should be clear and concise ***and formatted as outlined below*** to provide the Selection Committee with the following information and allow for consistent evaluation of each submittal.

Transmittal Letter

Provide a one-page transmittal letter which introduces the consulting firm and team. Discuss services offered, size of staff, and office location(s) of the consulting firm(s). Include point of contact information, including email, of the firm responding to the RFQ.

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Include an identification of the material by section and page number.

Statement of Qualifications

Provide no more than 20 double-sided pages describing the qualifications, experience, and capabilities of the proposing firm and team in the order presented below. Covers, tabs, transmittal letter, and table of contents will not be included in the page count.

1. *Specific Relevant Projects.* Include and describe projects of similar scope that the firm and/or team have participated and completed in the past five (5) years.
2. *Project Organization and Staff Experience.* Include the organizational structure that is proposed to implement the project, identifying the primary point of contact, support staff, subconsultants, and location of office where the work will be completed. Include resumes of the key project personnel identifying professional qualifications, experience, capabilities, and relevant projects each have completed.
3. *Project Understanding and Approach.* Demonstrate an understanding of and experience with this type of project. Describe proposed approach to successfully completing all aspect of the project, including quality assurance and cost containment during design, and construction phase services such as professional construction management, dispute resolution, commissioning, and project closeout.
4. *Public Works Familiarity.* Discuss your firm's and team's experience working with public owners and public works projects.
5. *References.* Provide a list of three references that have specific knowledge of similar work performed by the consultant.

E. EVALUATION AND SELECTION

All SOQs received will be evaluated and ranked based upon the responsiveness to the RFQ. A minimum of two (2) firms may be selected for further evaluation and requested to participate in a formal interview as part of the selection process. Alternatively, the PUD may choose to select the most qualified firm or team directly following the evaluation of the submitted SOQs. One consultant will be selected for negotiation of a PSA.

F. SCOPE OF WORK AND FEE PROPOSAL

Following the selection process, the PUD will begin contract negotiations with the selected consultant. The PUD and consultant will meet to discuss the proposed services and scoping of work. The selected consultant will be expected to prepare and submit a detailed breakdown proposal identifying hourly rates, markups, anticipated reimbursable expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. Work will be performed on a negotiated lump sum amount, based on the specific identified tasks of the Scope of Work associated with design services. If rates and reimbursable items cannot be agreed upon between the PUD and the consultant, negotiations will be terminated. The PUD will then commence negotiations with the next highest qualified consultant.

G. QUALIFICATION SUBMITTALS

SOQs shall be submitted to:

Stevens PUD
ATTN: Darrel Hawes, General Manager
P. O. Box 592
Loon Lake, WA 99148
RE: Administrative Office Building

THE PUD RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTERESTS OF THE PUD. ALL PROPOSALS BECOME THE PROPERTY OF THE PUD. THE STEVENS PUD IS AN EQUAL OPPORUTNITY EMPLOYER.