

# **REQUEST FOR QUALIFICATIONS #2022-02**

## **Professional Engineering Services for: On Call General Services**

Release date January 5, 2022  
Proposals due: January 26, 2022 3:00 PM

The Town of Twisp, Washington solicits interest from consulting firms with expertise in providing on-call professional engineering services.

The Town of Twisp is seeking qualification statements from Professional Engineering firms with experience providing design services including roadway, water, stormwater, sewer, airport, electrical, structure design, surveying, cultural and geotechnical investigation, studies, permitting, right of way acquisition, as well as the creation of plans, plan review, specifications, and estimates, construction management, and construction engineering services.

Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued on the Town of Twisp's website ([www.townoftwisp.com](http://www.townoftwisp.com)).

Questions regarding this Request for Qualifications should be directed to Andrew Denham, Public Works Director at (509) 997-1311 or via email at [publicworks@townoftwisp.com](mailto:publicworks@townoftwisp.com)

The Town of Twisp reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the Town or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective consultant team shall absorb all costs incurred in the preparation and presentation of the submittals.

### **RFQ SUBMITTAL GENERAL INFORMATION**

# Town of Twisp

## Public Works

---

1220 Ewell Street • Box 278 • Twisp, WA 98856. 509-997-1311 [publicworks@townoftwisp.com](mailto:publicworks@townoftwisp.com)

Interested firms shall submit a Statement of Qualification that contains the following:

1. Cover Letter.
2. Qualifications: Outline the qualifications of the firm to perform this work and:
  - a. Project management and ability to meet review deadlines.
  - b. Provide an organizational chart of the proposed consulting team and a short resume of all key people listed on the chart, including their availability to perform this work.
3. References: Provide a list of relevant experience and reference contacts and:
  - a. Past performance and mechanisms used to ensure timely responses to Town's requests.
  - b. Demonstrated ability to perform high quality work, and to control costs.
4. Organization billing rate: Provide a billing rate list of staff rates that will be included in the submittal.

All responses shall be placed in a sealed envelope clearly marked with RFQ # and Title. Submit four (4) copies and one (1) PDF to:

**Andrew Denham**  
**Town of Twisp**  
**Public Works Director**  
**PO Box 278**  
**Twisp, WA. 98856**

Responses will be received by the Public Works Director up to the hour of **3:00 p.m., Wednesday, January 26<sup>th</sup>, 2022**. Responses delivered after that time will not be accepted. The Town of Twisp is not responsible for delays in delivery.

Hand-delivered responses, or responses not sent through the USPS, shall be delivered to **110 E. Second Ave. Twisp, WA 98856**.

The Town of Twisp will evaluate and select the consultant based on the submitted Statement of Qualifications. The Town reserves the right to utilize any additional evaluation criteria it so chooses to make a final decision on the selection of the consultant. The Town may conduct interviews of the top-ranking firms to make a final decision.

The Town of Twisp will execute a master agreement with the selected consultant and, when engineering services are needed, task orders will be executed amending the master agreement. The term of this master agreement will be for 4 years from the date of execution. The Town reserves the right to terminate the master agreement at any time during this 4-year period.

It is the intention that after appropriate evaluations and interviews the Town will select the best qualified engineering firm, negotiate the terms of contract, and enter into an agreement for such services as it pertains to this RFQ.

For those projects which are federally funded, the selected firm will be required to comply with the applicable federal requirements including those relating to Equal Opportunity in Employment. It is the policy of the Town to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program.

# Town of Twisp

## Public Works

---

1220 Ewell Street • Box 278 • Twisp, WA 98856. 509-997-1311 [publicworks@townoftwisp.com](mailto:publicworks@townoftwisp.com)

No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this RFQ.

In compliance with the Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individuals shall be discriminated against in admission or access to any program or activity.

Submitters must agree to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

### **SUMMARY OF REQUIRED SERVICES**

The following is a list of anticipated general engineering services and work scope needed through this on-call contract:

#### **Design Services**

1. Roadway and pavement design
2. Utility design including planning, permitting and Utility coordination
3. Land Surveying including Topographical Surveys, R.O.W. final legal descriptions, exhibits and monumentation
4. Airport design including planning and permitting
5. Plan Review, including reviews of transportation, storm, and water systems
6. Landscape Architecture, irrigation design and Urban/Streetscape Design
7. Cost estimating
8. Project Management Services

#### **Construction/Preconstruction Services**

1. Surveys/Construction Staking
2. Coordination of Geotechnical engineering, materials testing and environmental and hazardous materials analysis
3. Construction Engineering/Project Management Assistance
4. Environmental Studies, evaluations, hazmat assessments and reports and project permitting
5. Inspection: all civil and structural, transportation and geotechnical

#### **Planning Services**

1. Utility Comprehensive Planning
2. Funding strategic planning and assistance
3. Traffic Forecasting and other studies
4. Development-related impact analysis and plan review
5. Water, Sewer and Stormwater plan updates

# Town of Twisp

## Public Works

---

1220 Ewell Street • Box 278 • Twisp, WA 98856. 509-997-1311 [publicworks@townoftwisp.com](mailto:publicworks@townoftwisp.com)

### Miscellaneous Services

1. Database program development and GIS interface and mapping.
2. Project scheduling
3. Clerical and contract administration including financial reports
4. Parking Studies
5. Special District Creation/management
6. Public Involvement/Agency Coordination
7. Data collection, including infrastructure assets or other information as needed
8. CAD and drafting

*The Town of Twisp in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all firms that it will affirmatively ensure that pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.*