



City of Lakewood

6000 Main Street SW
Lakewood, WA 98499

CITY OF LAKEWOOD

REQUEST FOR QUALIFICATIONS - INFORMATION PACKET CITY OF LAKEWOOD SURVEY SERVICES FOR 2022 DESIGN PROJECTS

Submittal Due Date: February 25th, 2022

INTRODUCTION:

The City of Lakewood ("City") is requesting Statements of Qualifications (SOQ) to provide professional survey services for up to seven (7) Capital Design Projects. All services are to be performed or supervised by persons appropriately licensed or registered under state laws governing the practice of architectural/engineering and surveying. Consultants must be experienced in the preparation of construction drawings, bid specifications, construction cost estimates, as well as construction management services associated with public works projects.

Due to the COVID-19 pandemic the City of Lakewood is implementing Social Distancing protocols for this project by requiring proposals be submitted via an email only format. (Hard copy submission of proposals submitted to the Engineering Department at City of Lakewood's City Hall will not be accepted.) Interested firms should submit proposals statements of qualifications to chill@cityoflakewood.us no later than 2pm on Friday, February 25th, 2022. Proposals shall be labeled **"2022 Survey Services for 2022 Design Projects SOQ"**.

Consultants are encouraged to submit concise and clear responses to the Request for Qualifications. Responses of excessive length or complexity are discouraged. Statements of Qualifications shall be limited to ten (10) 8 ½" x 11" single-sided pages, including cover letter and resumes. Please include a statement to the effect that the consultant's project lead and key members, as well as sub-consultants, will not be replaced without prior written approval from the City.

The city reserves the right to award other applicable phases of the project to the selected consultant.

RESPONSE TO THE REQUEST FOR QUALIFICATIONS:

At a minimum, your response to the RFQ must include the following information:

1. General qualifications of the firm to perform the work as described in this RFQ.
2. The firm's Representative List of Projects – four previous successfully completed projects. Please include the firm's proposed project team members and their roles and assignments for the projects.
3. Include references for each project listed above identifying the owner, contact person's name, title, address, and telephone number.

4. Provide the name, phone number, and office address of the project manager who will direct the work for your firm.
5. Describe the project manager's experience with the project scope, as discussed above, (Project Background) as well as their availability/commitment to the proposed project relative to other workload commitments.
6. Identification of proposed team members for the City's project with organizational chart and qualifications of the project manager, project engineer, and all key personnel proposed for this project. Identify similar projects on which the proposed team members have jointly worked and discuss their availability to work on the City's project.
7. Discuss and quantify your firm's experience in obtaining permits from permitting agencies/entities for these types of projects.

SUBMITTAL DEADLINE:

Interested firms must submit (1) electronic copy (PDF) of their Statements of Qualifications clearly labeled **"2022 Survey Services for 2022 Design Projects SOQ"**.

Statements of Qualifications should be limited to ten (10) 8 ½" x 11" single-sided pages, including cover letter and resumes. Respondents shall submit a digital copy only.

The Statement of Qualifications must be delivered electronically to the City of Lakewood no later than **2:00 PM on Friday February 25th, 2022** to be considered. Submittals received after this date and time will automatically be rejected and will not receive further consideration by the City. Postmarks will not be accepted as proof of submittal.

Statements of Qualifications are to be addressed to:

Charles T. Hill P.E., Capital Program Manager
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499.

Deliveries in person **will not** be accepted.

For specific questions, please contact Ted Hill at (253) 983-7771 or email at chill@cityoflakewood.us.

EVALUATION OF SUBMITTALS:

1. A City evaluation committee will review the responses to this RFQ for the purpose of identifying and recommending those firms offering, in total, the highest qualifications and experience with this type of project.
2. The City will evaluate the RFQ submissions based on the criteria and weighting referenced in Items 1 – 7 above. All submittals will be reviewed and ranked according to competence and professional qualifications, project team availability as well as a demonstrated ability to perform the work.
3. Based on the information submitted, the City may select a shortlist of firms for interviews. The lead members of the project team will be expected to attend any interviews scheduled with the City.
4. Final selection of a consultant will be based on submitted materials, interviews (if conducted) and responses from any references solicited.
5. The selection of a consultant and the execution of a contract, while anticipated, are not guaranteed by the City. The City reserves the right to determine which submittal is in the City's best interest and to award the contract on that basis, to reject any and all submittals, waive any irregularities of any submittal, and negotiate with any potential consultant if such is deemed to be in the best interest of the City.

The City makes no commitment to any respondent to this request for Statements of Qualifications beyond consideration of the written response to this request. Preparation of materials in response to this RFQ are totally the responsibility of the consultant.

The City of Lakewood is an equal opportunity employer and encourages disadvantaged, minority, and women-owned consultant firms to respond.

This project may involve Federal Funding, local match dollars, and/or other funding sources. The City of Lakewood 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 bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Therefore, all prospective consultants and vendors are advised that federally funded projects will be held to Federal EEO requirements, Title I and Title V of the American with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964.

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