



Request for Qualifications

for

City of Dayton, WA South 4th Street Overlay Federal Aid No. STBGR-A070(006)

October 31, 2024

City of Dayton
111 South First Street
Dayton, WA 99328
(509) 382-2539

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Request for Qualifications

City of Dayton
South 4th Street Overlay
Construction Engineering

1 Invitation

1.1 Invitation

The CITY OF DAYTON solicits interest from consulting firms with expertise in Civil and Structural Engineering Design. All work will follow the Washington State Department of Transportation (WSDOT) standards and procedures for Local Agencies including in accordance with WSDOT Local Agency Guideline Manual. This agreement will be for approximately twelve (12) months in duration with the option for the CITY OF DAYTON to extend it for additional time and money if necessary. Consultants will be considered for the following project. The contract will be a Cost-Plus Fixed Fee agreement.

South 4th Street Overlay

City of Dayton reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

The work to be performed by the CONSULTANT consists of providing bidding assistance and construction engineering services for the SOUTH 4TH STREET OVERLAY. Design and construction funding approval of the project were previously completed. The proposed improvements include the construction of an asphalt grind and overlay on South 4th Street from Main Street to Rocky Road Lane (southern city limits). Work also includes sidewalk and ADA replacements from Mustard Street to McCall Street. This project has 0% DBE goal.

City of Dayton reserves the right to retain the services of the successful firm(s) for any subsequent phases associated with this project.

Evaluation Criteria

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

- 1) Qualification of Proposed Project Manager
- 2) Qualifications/Expertise of Firm
- 3) Ability to meet schedule
- 4) Approach to project
- 5) Familiarity with WSDOT/FHWA standards
- 6) Past Performance/References

Submittal

Submittals should include the following information: Firm name, phone, and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to the project. Please submit THREE copies of your Statement of Qualifications to: City of Dayton, 111 S. First Street, Dayton, Washington 99328, Attention Ryan Paulson, no later than 3:00 p.m. on October 31, 2024. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Ryan Paulson, at 509.382.2361 or rpaulson@daytonwa.com.

Americans with Disabilities Act (ADA) Information

City of Dayton in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Ryan Paulson at rpaulson@daytonwa.com or by calling collect 509.382.2361.

Title VI Statement

City of Dayton, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

Dates of publication in the Dayton Chronicle: October 10, 2024, October 17, 2024

Dates of publication in the Spokane Business Journal: October 10, 2024.

Dates of publication on the OMWBE website: October 10, 2024.

2 Introduction and General Information

2.1 Introduction

City of Dayton (City) has received WSDOT/FHWA funding for an asphalt grind and overlay on South 4th Street from Main Street to Rocky Road Lane (southern city limits). Work also includes sidewalk and ADA replacements from Mustard Street to McCall Street. Design and WSDOT funding approval were completed under a previous locally funded design contract.

City of Dayton is soliciting for Statements of Qualifications to identify the most qualified consultant to execute the construction engineering portion of the project.

The construction of the project will be funded through Federal Highway Administration grant funding.

All Proposers are required to comply with the provisions of the Revised Code of Washington and the City of Dayton Procurement Policy. The City may reject any qualification not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all qualification upon a finding of the City if it is in the public interest to do so.

2.2 Issuance of Request for Qualifications

Request for Qualifications (RFQ) documents may be downloaded from the City of Dayton website at:

<https://daytonwa.com/>

Ryan Paulson of the Public Works Department, and is the point of contact for all questions, concerns, and protests. They can be reached at 509-382-2361 or by email at rpaulson@daytonwa.com.

2.3 Submission of Qualifications

Each Proposer shall provide three copies of their qualifications, sealed in an envelope plainly identifying Project Name, Project Number, and Proposer's Name and Address. Qualifications shall be addressed and submitted to the following location by the date and time listed in Section 1 Invitation:

City of Dayton
111 South First Street
Dayton, WA 99328

All qualifications must arrive at the City of Dayton City Hall on or before the time and date due. Electronically mailed or faxed qualifications will not be accepted.

2.4 Request for Qualifications Schedule

The City anticipates the following general timeline for receiving and evaluating the qualifications and selecting a firm/individual for the Engineering Services. This schedule is subject to change if it is in the City's best interest to do so.

- Advertise RFQ October 10, 2024, October 17, 2024
- Deadline to Request Additional Information October 23, 2024 (3:00 p.m.)
- Last Date for Addenda October 24, 2024
- Qualifications Due October 31, 2024 (3:00 p.m.)
- Evaluation of Qualifications Complete November 7, 2024
- Notice of Award November 20, 2024

2.5 Follow-up Interviews

The City will identify the three highest scoring statement of qualifications and schedule follow-up phone interviews with the related Proposers.

2.6 Changes to the Solicitation by Addenda

The City reserves the right to make changes to the RFQ by written addendum. Proposers are advised to check the City’s website regularly for addenda and will be made available for download at:

<https://daytonwa.com/>

A prospective Proposer may request a change in the RFQ by submitting a written request to the address set forth in Subsection 2.2. The request must specify the provision of the RFQ in question and contain an explanation of the requested change. All requests for changes to the RFQ must be submitted to the City no later than the date set forth in Subsection 2.4.

The City will evaluate any request submitted but reserves the right to determine whether to accept the requested change. Changes that are accepted by the City shall be issued in the form of an addendum to the RFQ.

All addenda shall have the same binding effect as though contained in the main body of the RFQ. Oral instructions or information concerning the scope of work of the project given by anyone other than the Project Manager shall not bind the City.

No addenda will be issued later than the date set in Subsection 2.4, except an addendum, if necessary, postponing the date for receipt of Qualifications, withdrawing the invitation, modifying elements of the qualifications resulting from delayed process, or requesting additional information, or clarification.

Each Proposer is responsible for obtaining all addenda prior to submitting a Qualifications. Receipt of each addendum shall be acknowledged in writing as part of the submittal.

2.7 Confidentiality

All information submitted by Proposers shall be public record and subject to disclosure pursuant to Washington Public Records requirements, except such portions of the Qualifications for which Proposer requests exception from disclosure consistent with Washington Law. All requests shall be in writing, noting specifically which portion of the Qualifications the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFQ. Proposer should not mark the entire submittal document “Confidential.”

2.8 Cancellation

The City reserves the right to cancel the Prequalification of Engineering Services at any time before execution of a contract by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of an individual's pre-qualification.

2.9 Late Qualifications

All Qualifications that are not received by the Qualifications Due Date in Subsection 2.4 will not be considered and will be returned unopened to the Proposer(s). Electronically mailed or faxed qualifications will not be accepted. Delays due to mail and/or delivery handling, including, but not limited to delays within the City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Qualifications to the correct location by the Qualifications Due Date.

2.10 Disputes

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the decision of the City shall be final and binding upon all parties.

2.11 Proposer's Representation

Proposers, by the act of submitting their Qualifications, represent that:

- A. They have read and understand the Qualifications Documents and their Qualifications is made in accordance therewith;
- B. They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- C. Their Qualifications are based upon the requirements described in the Qualifications Documents with exception, unless clearly stated in the response.

2.12 Conditions of Submittal

By the act of submitting a Qualifications in response to this Request for Qualifications, the Proposer certifies that:

- A. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or part by the City, has a direct or indirect financial interest in the Qualifications, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- B. The Proposer has examined all parts of the Request for Qualifications, including all requirements and contract terms and conditions thereof, and, if its Qualifications is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.
- C. The Proposers, if an individual, is of lawful age; is the only one interested in this Qualifications; and that no person, firm, or corporation, other than that named, has any interest in the Qualifications, or in the proposed contract.
- D. The Proposer has quality experience providing Engineering Services in a capacity similar to the duties outlined within the scope of services.

2.13 Proposer Requests Interpretation of Request for Qualifications Documents

Proposers shall promptly notify the City of any ambiguity, inconsistency, or error, which they may discover upon examination of the Qualifications Documents. Proposers requiring clarification or interpretation of the Qualifications Documents shall make a written request for the same to the Project Manager.

The City shall make interpretations, corrections, or changes to the Qualifications Documents in writing by published Addenda in accordance with Subsection 2.4. Interpretations, corrections, or changes to the Qualifications Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

2.14 Proposer Requests for Additional Information

Requests for information regarding City services, programs, or personnel, or any other information shall be submitted in writing to the Project Manager prior to the deadline to request additional information stated in Subsection 2.4.

The City shall respond to requests for additional information in writing by published Addenda in accordance with Subsection 2.4. Responses to requests for additional information made in any other manner will not be binding.

2.15 Competition

Respondents are encouraged to comment, either with their Qualifications or at any other time, in writing, on any specification or requirement with this Request for Qualifications, which the respondent believes, will inordinately limit competition.

2.16 Complaints and Inequities

All complaints or perceived inequities related to the Request for Qualifications shall be in writing and directed to the Project Manager. Such submittals will be reviewed upon receipt and will be answered in writing.

2.17 Cost of Request for Qualifications and Associated Responses

The City is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a Qualifications. The City is not liable for any cost incurred by a Proposer in protesting the City's selection decision.

2.18 City Requests for Clarification, Additional Research, & Revisions

The City reserves the right to obtain clarification of any point in a Qualifications or to obtain additional information necessary to properly evaluate a particular Qualifications. Failure of a Proposer to respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Qualifications.

The City may obtain information from any legal source for clarification of any Qualifications or for information of any Proposer. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of the responsible Proposer. Information may include but shall not necessarily be limited to current litigation and contracting references. All such documents, if requested by the City, become part of the public records, and may be disclosed accordingly.

The City reserves the right to request revisions of qualifications after the submission of qualifications and before a pre-qualification determination is made.

2.19 Rejection of Qualifications

The City reserves the right to reject any or all Qualifications received as a result of this Request for Qualifications. Qualifications may be rejected for one or more of the following reasons, including but not limited to:

- A. Failure of the Proposer to adhere to one or more of the provisions established in the Request for Qualifications.
- B. Failure of the Proposer to submit a Qualifications in the format specified herein.
- C. Failure of the Proposer to submit a Qualifications within the time requirements established herein.
- D. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Qualifications process.

The City may reject any Qualifications not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all Qualifications upon a finding of the City that it is in the public interest to do so.

2.20 Modification or Withdrawal of Qualifications by Proposer

Qualifications may not be modified, withdrawn, or canceled by the Proposer. Qualifications submitted early may be modified or withdrawn only by notice to the City, at the Qualifications submittal location, prior to the Qualifications Due Date. Such notice shall be in writing with the signature of the Proposer and submitted to the Project Manager. All such communication shall be so worded as not to reveal the original Qualifications or any other material contents of the original Qualifications.

Withdrawn qualifications may be resubmitted up to the Qualifications Due Date provided that they are then fully in conformance with the Request for Qualifications.

2.21 Qualifications Ownership

All Qualifications submitted become and remain the property of the City and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and the Revised Code of Washington (RCW) once accepted in the accordance with the City of Dayton Procurement Policy.

Unless certain pages or specific information are specifically marked “proprietary” and qualify as such within the context of the regulations stated in the preceding paragraph, the City shall make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this Request for Qualifications without obtaining permission from any Proposer to do so, subject to the limitations contained in the City of Dayton Procurement Policy.

2.22 Title VI

City of Dayton, 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 and proposers 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.

2.23 Affirmative Action/Nondiscrimination

By submitting qualifications, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and the Revised Code of Washington. By submitting qualifications, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any required subcontracts.

3 Scope of Work

3.1 Scope of Work

The scope of work includes:

3.1.1 Bidding Assistance

The Consultant will provide construction and design experts to be available to respond to contractor questions during the bidding process. The Consultant will prepare and issue Addendums, attend one pre-bid meeting, and provide assistance during bid review as requested by the City.

3.1.2 Construction Management and Administration

The Consultant will provide complete construction management and administration services, acting as the Agency's representative. Tasks will include but are not limited to project documentation and administration for the City, as well as completing WSDOT/FHWA required construction documentation.

3.1.3 Construction Observation

The Consultant will provide full-time, on-site construction observation services. This will include serving as the Consultant's liaison with the Contractor, working principally through the Contractor's superintendent, to assist in providing information regarding the intent of the Contract Documents.

3.1.4 Materials Testing

The Consultant will schedule and provide a qualified testing subconsultant for on-site materials testing and laboratory testing of aggregate, soils, concrete, and asphalt as required in the Contract Documents and at the frequency specified in the WSDOT Construction Manual.

4 Qualifications and Proposer Requirements

4.1 Submittal of Qualifications

In order to be considered for this qualification, each Proposer must provide three total copies of their qualifications. All qualifications must arrive at the issuing office on or before the listed time and date due. A corporate officer who has been authorized to make such a commitment must sign the qualifications. Qualifications shall be sealed in an envelope, plainly identifying Project Name, and Proposer's Name and Address. The document shall be addressed and delivered to the issuing office identified in Section 2.3.

Proposer Requirements

The following minimum criteria will apply:

- A. Each Proposer shall have no fewer than ten years of experience, no fewer than five of which are within the State of Washington, in providing the types of services within the Scope of Work in Section 3.
- B. Proposer shall demonstrate, to the satisfaction of the City, the ability to provide the services within the Scope of Work in Section 3 and shall demonstrate a proven history of providing such service for public agencies.
- C. Proposer shall not have a record of substandard workmanship. The City will verify this requirement by communication with the licensing authority, the Proposer's clients, and references, and as many other references as the City may be deem appropriate.

4.2 Qualifications Format and Requirements

1.1.1 Qualifications Format

Proposers are encouraged to provide clear, concise qualifications that contain information detailing experience, team, capacity, schedule, and the unique characteristics of the project. Qualifications shall be type written with the body text consisting of a serif font of at least 12-point (e.g., Times New Roman, Garamond). One page is considered to be one side of a single 8 ½" x 11" sheet. The qualifications may not exceed 5 pages. Covers, dividers, table of contents, introductory letter, attachments, and resumes are not included in the above page count. Proposer may use up to two (2) 11" x 17".

1.1.2 Introductory Letter

Include the name of the proposing firm and its principal business, names and emails of Principal-in-Charge and Project Manager, address, phone number and fax number where the relationship will be managed, and number of employees employed by the firm. The letter should address the firm's willingness and commitment, if selected, to provide the services offered and a description of why the Proposer believes it should be selected for this project. The letter should be addressed to the Project Manager at the address identified in Section 2.2. A statement in the letter of interest shall specifically stipulate that the consultant accepts all terms and conditions contained in the RFQ. The letter shall name the person(s) authorized to represent the consultant in any negotiations and the name of the person(s) authorized to sign any contract or agreement, which may result. The letter of interest must be signed by a legal representative of the Consultant firm or institution, authorized to bind the firm or institution in contractual matters.

1.1.3 Firm's Experience

Proposer shall describe the firm's size, office locations, and relevant capabilities and resources in relation to City of Dayton. Only experience on completed projects should be included in this section. This section should include:

1. Experience with type of services identified within the scope of work.
2. Similar projects with other government agencies.
3. Procedures and/or policies associated with or related to work quality and cost control.
4. Management and organizational capabilities.

1.1.4 Project Team Experience

Proposer shall identify the team to be assigned to the project by name, including at a minimum the contract/project manager and key staff. Proposer shall describe the project team's qualifications and experience on completed projects similar to that identified within the scope of work. This section should include:

1. Main point of contact/project manager involvement.
2. Roles and responsibilities of key staff for disciplines requesting pre-qualification.
3. Unique qualifications.
4. Response time of key staff.

Proposer may submit individual resumes of key staff for this project. Individual resumes are considered an attachment to the submittal and are not subject to page limitations of this section. However, please limit each resume length to two pages.

1.1.5 Project Approach

Proposer shall demonstrate their understanding and capabilities for creating a project approach based on objectives outlined in the scope of work of Section 3. This section should include:

1. Provide an example approach with key team members.
2. Identify key milestones.
3. Describe how to deal with project challenges and create solutions.

1.1.6 Project Schedule

Proposer shall provide a proposed schedule for the project; the schedule should provide sufficient detail to demonstrate the Proposer's knowledge of the work identified in the scope of work.

1.1.7 References

Proposer shall include references of agencies which the Proposer has worked on similar with and for. List contact name, title, agency, phone number, e-mail address, and mailing address.

1.1.8 Addenda

All Addenda of this RFQ shall be submitted as part of the Qualifications. Receipt of each Addendum shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer shall ascertain, prior to submitting a Qualifications, that the Proposer has received all Addenda issued by the City.

2 Qualifications Selection and Evaluation

2.1 General Information

Each qualification will be judged on its completeness and the quality of its content. The City reserves the right to reject any or all qualification and is not liable for any costs the Proposer incurs while preparing or presenting the qualifications. All qualifications will become part of the public file, without obligation to the City. Upon the completion of the evaluations, the City intends to select a single firm to execute the work identified in the scope of work.

2.2 Selection Review Committee

The Selection Review Committee may be comprised of up to five members. The role of the Selection Review Committee is to evaluate the qualifications submitted and make a recommendation of approved qualifications for each Proposer. The City may also seek expert advice to help review qualifications. Such advisors to the Selection Review Committee may attend evaluation meetings, Proposer presentations, evaluate the qualifications, and lend any such expertise to the process as requested by the City. However, any such person that is contacted by the City for their expert advice shall not, from first being contacted until the RFQ process is completed, or otherwise brought to an end, have communications with any Proposers regarding their qualifications or the process.

Scoring will be completed covering all areas listed in Section 5.3 in the Scoring and Evaluation Criteria.

The City is seeking value from the service requested. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process.

2.3 Scoring and Evaluation Criteria for Statements of Qualifications

Proposers will be scored and evaluated using the following criteria:

Criteria	Scoring
Project Experience	50%
Proposal	50%

Total Proposal Score

Agency will score all Proposals using the following formula:

Total Score = (0.5) Project Experience Factor + (0.5) Proposal Factor

and Project Experience Factor = $\frac{\text{Proposer's Total Project Experience Score}}{\text{Highest Possible Project Experience Score}}$

and Proposal Factor = $\frac{\text{Proposer's Total Proposal Score}}{\text{Highest Possible Proposal Score}}$

SCORING EXAMPLE:

PROPOSER A:	PROPOSER B:	PROPOSER C:
Project Experience Score = 75 Proposal Score = 180	Project Experience Score = 95 Proposal Score = 175	Project Experience Score = 80 Proposal Score = 200
Project Experience Score: (75/100 = 0.75) x 50% = 0.38	Project Experience Score: (95/100 = 0.95) x 50% = 0.48	Project Experience Score: (64/100 = 0.80) x 50% = 0.32
Proposal Score: (180/200 = 0.90) x 50% = 0.45	Proposal Score: (175/200 = 0.88) x 50% = 0.44	Proposal Score: (200/200 = 1.00) x 50% = 0.50

TOTAL SCORE: $0.38 + 0.45 = 0.83$	TOTAL SCORE: $0.48 + 0.44 = 0.92$	TOTAL SCORE $0.32 + 0.50 = 0.82$
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SCORING RUBRIC

The scoring rubric below will be used for evaluating project experience and the proposal.

Percentage Range	Criteria for Percentage Range
81-100	Proposer has demonstrated experience that is considered to significantly exceed stated criteria in a way that is beneficial to the Agency. This rating indicates a consistently outstanding level of quality, with very little or no risk that this Proposer would fail to meet the requirements of the solicitation. There are essentially no Weaknesses.
61-80	Proposer has demonstrated experience that is considered to exceed stated criteria. This rating indicates a generally better than acceptable quality, with little risk that this Proposer would fail to meet the requirements of the solicitation. Weaknesses, if any, are very minor.
41-60	Proposer has demonstrated experience that is considered to meet the stated criteria. This rating indicates an acceptable level of quality. The Proposal demonstrates a reasonable probability of success. Weaknesses are minor.
21-40	Proposer has demonstrated experience that fails to meet stated criteria, as there are Weaknesses and/or Deficiencies. The response is considered marginal in terms of the basic content and/or amount of information provided for evaluation. Modification would be required for the Proposal to be acceptable.
0-20	Proposer has demonstrated experience that indicates Significant Weaknesses/Deficiencies. The Proposal fails to meet the stated criteria and/or lacks essential information and is conflicting and/or unproductive. There is little reasonable likelihood of success. Weaknesses/Deficiencies are so major and/or extensive that a major revision to the Proposal would be necessary.

The Selection Review Committee will evaluate the qualifications. The role of the Selection Review Committee is to evaluate the qualifications submitted and make a recommendation for the selection of the most qualified Proposer/Consultant.

Project Experience

Project experience will be evaluated on a basis of 100 points available.

Proposals

Each proposal shall be limited in length and judged as a demonstration of the Consultant's capabilities and experience.

The qualifications will be evaluated on a basis of the following point structure:

- A. Firm's Experience – 20 points available
- B. Project Team Experience – 30 points available
- C. Project Approach – 40 points available
- D. Project Schedule – 10 points available

2.4 Evaluation of Qualifications

Qualifications will be evaluated by the Selection Review Committee based on the criteria listed above. All Proposer's must receive at least a minimum percentage above 60 in the scoring rubric to be qualified to be placed on the List. A maximum of six qualified firms will be approved per discipline. Any Qualifications in response to this RFQ shall be considered de facto permission to the City to disclose the results, when completed, to selected reviewers at the sole discretion of the City.

2.5 Follow-up Interview Scoring

The follow-up interview will consist of five to ten questions geared toward developing a better understanding of the Proposer's qualifications and project approach.

Each question will be worth ten points and the responses will be evaluated based upon the Scoring Rubric provided in Section 5.3.

5.5 Next Steps

Based upon the scores of the follow-up interview, the City will begin negotiations on scope and fee with the most qualified Proposer. Once negotiations are finalized, the City will execute an Agreement with the most qualified Proposer and begin work on the project. Should negotiations between the most qualified Proposer and City fail, the City will follow the process detailed in Chapter 39.80 RCW.