



City of Tacoma, WA

PUBLIC WORKS ENGINEERING

REQUEST FOR QUALIFICATIONS

TACOMA SPUR STADIUM NB/SB RAMPS – CONSTRUCTION SUPPORT

SPECIFICATION NO. PW24-0163F



**CITY OF TACOMA
PUBLIC WORKS DEPARTMENT**

REQUEST FOR QUALIFICATIONS

**TACOMA SPUR STADIUM NB/SB RAMPS
CONSTRUCTION SUPPORT**

SPECIFICATION NO. PW24-0163F

**BASEL KITMITTO, P.E.
PROJECT MANAGER
PUBLIC WORKS DEPARTMENT**

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**City of Tacoma
Public Works Engineering**

**REQUEST FOR QUALIFICATIONS PW24-0163F
Tacoma Spur Stadium NB/SB Ramps – Construction Support**

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, August 27, 2024

Submittals must be received by the City's Procurement and Payables Division by 11:00 a.m. Pacific Time.

For electronic submittals, the City of Tacoma will designate the time of receipt recorded by our email server, as the official time of receipt. This clock will be used as the official time of receipt of all parts of electronic bid submittals. Include the specification number in the subject line of your email. Your submittal must be sent as an attachment, links to your electronic submittal will not be accepted.

For in person submittals, the City of Tacoma will designate the time of receipt recorded by the timestamp located at the lobby security desk, as the official time of receipt. Include the specification number on the outside of the sealed envelope. Late submittals will be returned unopened and rejected as non-responsive.

Submittal Delivery: Sealed submittals will be received as follows:

<p>By Email: sendbid@cityoftacoma.org Maximum email size including attachments: 35 MB. Multiple emails may be sent for each submittal.</p> <p>Note: Email may pass through multiple servers before arriving at its destination. Please allow sufficient time for email delivery of submittals. Timely electronic delivery is at the risk of the supplier.</p>	<p>In Person: Tacoma Public Utilities Administration Building North, Main Floor, Lobby Security Desk 3628 South 35th Street Tacoma, WA 98409 Monday – Friday 8:00 am to 4:30 pm</p>
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Bid Opening: Submittals must be received by the City's Procurement and Payables Division prior to 11:00 a.m. Pacific Time. Sealed submittals in response to a RFQ will be opened Tuesday's at 11:15 a.m. by a purchasing representative and read aloud during a public bid opening held at the Tacoma Public Utilities Administrative Building North, 3628 S. 35th Street, Tacoma, WA 98409, conference room M-1, located on the main floor. They will also be held virtually Tuesday's at 11:15 a.m. Attend a Zoom meeting [via this link](#) or call 1 (253) 215 8782, using meeting ID # 884 0268 0573, passcode # 070737.

Submittals in response to an RFP, RFQ or RFI will be recorded as received, but not read at bid opening. As soon as possible, after 1:00 PM, on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

[If you believe your submittal was sent timely and was not read at bid opening, please contact sendbid@cityoftacoma.org immediately.](#)

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: The City of Tacoma, Public Works Department, Engineering Division, intends to procure a Consulting Firm or Team to provide construction support services for the Tacoma Spur Stadium NB/SB project. The City is seeking a highly qualified consultant with relevant experience on federally funded bridge design projects providing support in but not limited to the following: construction phase material testing, RFI responses, submittal review and on-call design support during construction; Bridge Works data and inventory related inspections, support, and data entry; and post-construction load rating services.

Form of Contract: Cost plus fixed fee.

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

1. Firm Qualifications, and Relevant Experience/Past Performance
2. Personnel Qualifications and Experience
3. Proposed Process, Team Availability, and Anticipated Schedule
4. Experience with Federally Funded Construction Projects and WSDOT Reviews and Standards

Anticipated RFQ Schedule: Following the SOQ submittal deadline, a Selection Advisory Committee (SAC) will evaluate the written proposals. After the evaluation, the SAC will conduct interviews of the most qualified respondents before final selection. Interviews are likely to occur the week of September 9, 2024, with a final selection estimated to occur the week of September 16, 2024.

Paid Sick Leave: The City of Tacoma requires all employers to provide paid sick leave in accordance with State of Washington law.

Americans with Disabilities Act (ADA) Information: The City of Tacoma, 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. Specification materials can be made available in an alternate format by emailing the contact listed below in the *Additional Information* section.

Disadvantaged Business Enterprise (DBE) Assurance Statement:

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; or (4) Disqualifying the contractor from future bidding as non-responsible.

Title VI Information:

"The City of Tacoma" in accordance with provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. sections 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, national origin in consideration of award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Carly Fowler by email to cfowler@cityoftacoma.org.

Protest Policy: City of Tacoma [protest policy](#), located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.




Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

SUBMITTAL CHECK LIST

This checklist identifies items to be included with your submittal. Any submittal received without these required items may be deemed non-responsive and not be considered for award.

Submittals must be received by the City of Tacoma Procurement and Payables Division by the date and time specified in the Request for Qualifications page.

The Subject Line of the email should include: PW24-0163F TACOMA SPUR STADIUM NB/SB RAMPS – CONSTRUCTION SUPPORT

The following items make up your submittal package:	
Signature Page (see Appendix A of RFQ) To be filled in and executed by a duly authorized officer or representative of the bidding entity. If the bidder is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.	
Information in Section 5 – Statement of Qualifications (SOQ) Submittal Content	
<u>After award, the following documents will be executed:</u>	
<ul style="list-style-type: none">• Local Agency A&E Professional Services Consultant Agreement	
<ul style="list-style-type: none">• Indirect Cost Rate Letters	
<ul style="list-style-type: none">• Certificate of Insurance and related endorsements	

1. OBJECTIVE

The City of Tacoma, Public Works Department, Engineering Division, intends to procure a Consulting Firm or Team to provide construction support services for the Tacoma Spur Stadium NB/SB project. The City is seeking a highly qualified consultant with relevant experience on federally funded bridge design projects.

2. BACKGROUND

The Tacoma Spur Stadium Northbound and Southbound ramps are multi-span concrete girder ramps adjacent to one another with a concrete deck. A Local Programs Bridge Funding grant was awarded to Tacoma and that funds this overlay project. The project has been designed and is expected to go to construction summer 2025. Construction support services are requested to support the City in, but not limited to, the project's construction phase design support, inspection tasks including National Bridge Inventory tasks, and load rating services. The Local Programs Bridge Funding grant is a federal grant and WSDOT Local Agency Guidelines will be used on this project.

To learn more about the City of Tacoma, visit www.cityoftacoma.org.

The City anticipates awarding one contract.

Qualifications submitted and/or the selected Consultant(s) may be used for projects of similar type and scope at the sole discretion of the City for up to one year.

3. SCOPE OF WORK

1. CONSTRUCTION PHASE: Assist the City during the construction phase of the project. Management of the project will be by the City. The consultant shall assist the City in, but not limited to, review of submittals, on-site meetings, material submittals, product substitution requests, and requests for information as requested by the City of Tacoma. The consultant will also provide on-call engineering design and professional services as required by the City of Tacoma for the duration of the project. In addition, the consultant will also provide material testing services by a certified materials laboratory for the project and as needed by the latest Standard Specifications for Road, Bridge, and Municipal Construction. (Materials Testing Consultants).
2. ENTERING BRIDGE WORKS DATA: At the completion of the bridge project the structure will require multiple types of inspections to update the bridge inspection records and reports to reflect the improvements made to the bridge and individual elements. This work will be necessary to make the bridge compliant with the National Bridge Inventory System (NBIS) and will ultimately be included in the federal registry of National Bridge Inventory (NBI) bridges. Bridge Inspections shall comply with the National Bridge Inspection Standards Title 23, Code of Federal Regulations, part 650, subpart C as applicable and as amended by the Federal Highway Administration (FHWA), the City, and WSDOT. The following scopes of work can be anticipated.
 - a. Inventory and Organization of As-Built Data.
 - b. Post-Overlay Bridge Inspections
 - c. Report Generation for the Inspections

- d. Update Inspection, Coding, Load Rating and As-Built Data into the State's Bridge Works system.
3. **LOAD RATING SERVICES:** The activities associated with this task involve post construction load rating services and includes the following subtasks:
 - a. Analyze dead load, added overlay dead load, live load, and capacity of the structural elements using as-built plans.
 - b. Load rate structural elements per current WSDOT and FHWA guidelines and complete WSDOT Bridge Rating Summary.
 - c. Preparation of a technical memorandum summarizing assumptions, methods, and results.
 - d. Load rating report will be bound, indexed and sealed by a Professional Engineer registered in the State of Washington.

Deliverables:

- One (1) bound Post-Rehabilitation Load Rating Report.

Pending contract negotiations, the completion of crossing inspection services, and the anticipated RFQ schedule listed in Section 4.0 the City desires that the construction phase services shall be completed by December, 2025. The consultant's ability to complete the work in a time frame consistent with that described will be used in the evaluation criteria.

The estimated duration of the contract is for a one-year period with the City's sole option to renew for additional periods as applicable.

4. REQUEST FOR QUALIFICATION (RFQ) PROCESS

It is the City's intent to select a consultant based on the qualifications and abilities of the firm/team and key project individuals. Proposers may either be individual firms or teams as appropriate to meet the specific needs of the project. If relevant, it shall be at the discretion of the Proposer to determine and identify the lead consultant for the team.

The City is not liable for any costs incurred by the Respondent for the preparation of materials, or a submittal submitted in response to this Solicitation, for conducting any presentations to the City, or any other activities related to responding to this Solicitation or related to the contract negotiation process.

SOQ Submittal and General Guidelines

Submittals must be received by the City of Tacoma Procurement and Payables Division by the date and time specified in the Request for Qualifications page.

Submit one (1) electronic version of the SOQ in PDF format via email or one (1) hard copy as stated in the Request for Qualifications page.

Maximum Email size: 35 MB. Multiple emails may be sent for each submittal. Clearly mark the specification number and project title, PW24-0163F Tacoma Spur Stadium NB/SB Ramp – Construction Support

The City recommends that the Proposer's SOQ submittals be limited to no more than 10 double-sided pages, or 20 pages total (not including City of Tacoma required forms).

Proposals should be formatted as 8 ½" x 11". A "page" is defined as one single-side of a document that has written text or graphics. The font should be Times New Roman or Arial with font size no smaller than 11 and the margins shall be 0.75" or greater. All pages that exceed the specified page limit will not be part of the evaluation.

A full and complete response to each of the "SOQ SUBMITTAL CONTENT" items is expected in a single location; do not cross reference to another section in your submittal.

Information that is confidential must be clearly marked and provide an index identifying the affected page number(s) and locations(s) of such identified materials. See Section 1 of the Standard Terms and Conditions – Solicitation 1.06 for Public Disclosure: Proprietary or Confidential Information.

Respondents are to provide complete and detailed responses to all items below. Submittals that are incomplete or conditioned in any way that contain alternatives or items not called for in this RFQ, or not in conformity with law, may be rejected as being non-responsive. The City will not accept any submittal containing a substantial deviation from the requirements outlined in this RFQ.

Submittals should present information in a straightforward and concise manner, while ensuring complete and detailed descriptions of the respondent's/team's abilities to meet the requirement of this RFQ. Emphasis will be on completeness of content. The written submittals should be prepared in the sequential order as outlined below.

RFQ Inquiries

Questions and request for clarifications may be submitted, to Carly Fowler, Purchasing Division, via email to cfowler@cityoftacoma.org. Questions are due by 3pm on the date included in the Anticipated RFQ Schedule section. The Subject Line of the email should include: PW24-0163F TACOMA SPUR STADIUM NB/SB RAMPS – CONSTRUCTION SUPPORT – VENDOR NAME. No further questions will be accepted after this date and time. The City of Tacoma will not be responsible for unsuccessful submittal of questions.

Written answers to all questions submitted will be posted on the Purchasing website at www.TacomaPurchasing.org: Navigate to Current Contracting Opportunities / Services, and then click Questions and Answers for this Specification on or about Tuesday, August 20, 2024. The City reserves the discretion to group similar questions to provide a single answer or not to respond. The answers are not typically considered an addendum. Questions marked confidential will not be answered or included.

Anticipated RFQ Schedule

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only and the City reserves the right to adjust these dates at its sole discretion.

Publish and issue Solicitation:	August 5, 2024
Questions Due – 3:00 p.m.	August 14, 2024
Responses to Questions	August 20, 2024
Submittal Due Date – 11:00 a.m.	August 27, 2024
Interviews, on or about	Week of September 9, 2024
Award Recommendation, on or about:	Week of September 16, 2024

Acceptance/Rejection of Responses

The City of Tacoma reserves the right and holds at its discretion the following rights and options, including but not limited to:

- To waive any or all informalities in any SOQ.
- To reject any or all responses.
- To issue subsequent requests.

Addenda or Bulletins

Addenda to this RFQ document and issued prior to the SOQ deadline shall be made part of the RFQ. Failure to acknowledge addenda may result in an SOQ being deemed non-responsive by the City.

Local Agency A&E Services Agreement/Insurance

Sample copies of draft Local Agency A&E Professional Services Consultant Agreements (Cost Plus Fixed Fee and Negotiated Hourly Rate) are enclosed in Appendix B.

Following contract negotiations, the agreement shall be finalized between the City and the selected Consultant. The City reserves the right to amend the sample agreement at the City's sole discretion.

5. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL CONTENT

All materials submitted in response to this RFQ, except for proprietary materials, become the property of the City. Proprietary information in a qualification submittal must be designated clearly and should be bound separately, as an appendix, and labeled with the words "Proprietary Information." Appropriate references to this information must appear in the body of the SOQ. An entire SOQ marked "Proprietary Information" shall not be accepted.

Proposers should be aware that the City is required by law to make its records available for public inspection with certain exceptions. See Revised Code of Washington, Chapter 42.17. It is the City's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings, or documentation. However, the Proposer, by submission of materials marked "proprietary," acknowledges and agrees that the City shall have no obligation or liability to the Proposer in the event that the City is required to disclose these materials.

To be considered responsive to this RFQ, the Proposer's SOQ must include the following information required below.

SOQ Cover and Cover Letter

Clearly label the SOQ cover and the subject line in the cover letter with "**Statement of Qualifications for Tacoma Spur Stadium NB/SB Ramps – Construction Support , Specification No. PW24-0163F.**"

The cover letter should identify the following:

- The consultant name and contact person with his/her title.
- The firm's address/ mailing address, and the primary contact's email, phone number, fax number, and any other information that shall allow the City to reach the contact person quickly and directly.

- A signature of a duly authorized officer, employee, or agent of the consulting firm.
- Identify that the firm has a WSDOT audited overhead rate and the date it expires **(DO NOT PROVIDE THE OVERHEAD RATE AT THIS TIME)**

Firm's Qualifications and Relevant Experience/Past Performance

The Proposer shall be evaluated for the team's qualifications, general background, and experience. Please provide a summary of the background and experience of the firm relative to the project under consideration. Include lists of specific projects of similar scope with the location, cost, and basic description of the project, start and completion dates, the name of the client, and the specific roles of the individuals proposed for this project.

Describe experience working with and supporting municipal or other public agencies on relevant projects in construction phases. Also, provide a description of those special projects, awards, or other items that make the firm especially qualified for this proposal.

Personnel Qualifications and Experience

The proposed project personnel identified shall be evaluated for their areas of expertise and experience, which qualify them to perform the work for the project. Provide the geographical location for all the proposed project personnel. Please provide the qualifications of the design team's project manager. Provide level of effort and availability of the firm's project manager for this project.

List the project manager and lead project personnel with titles who shall be primarily responsible for and involved with work activities. Identify the responsibilities and activities of each lead person. Include professional biographical data or resume outlining specific project capabilities. By listing persons available for this project, the Proposer is agreeing to make the personnel available to complete the work on the contract at whatever level the project requires.

Proposed Process, Team Availability and Anticipated Schedule

- Describe the firm's process and/or approach to accomplishing the proposed scope of work.
- Describe the firm's process for Quality Assurance/Quality Control (QA/QC).
- Confirm the availability of the firm and sufficient resources to perform the consulting services in view of the firm's current and projected workload.
- Provide level of effort and availability of the firm's project manager and lead project personnel for this project.
- Provide a conceptual project schedule for completing the consultant services.

Experience with Federally-Funded Projects and WSDOT Reviews

Describe your firm's approach in managing operations and providing deliverables on federally funded projects specifically in the construction phase. Identify recent federally funded projects on which the firm has worked, including the time period over which the work occurred.

Voluntary SBE Goal Approach

Explain the Consultant Team's approach to meeting the voluntary SBE goal or documenting a Good Faith Effort for this project.

References

References shall be used to verify the accuracy of information provided by the

Proposer, which may affect the rating of the Proposer. The City reserves the right to contact references other than those submitted by the Proposer. All references should be no older than three years. Please provide the following:

- Firm References
 - Provide three references who may be contacted concerning your firm's performance with regard to the qualifications listed in the SOQ. In listing the references, include the name of the client, mailing address, name of the contact person, their phone number, email address, and describe the specific work performed and the dates over which the work was completed.
- Project Manager References
 - Provide three recent references who may be contacted concerning the performance of your firm's proposed Project Manager. In listing the references, include the name of the client, mailing address, name of the contact person, their phone number, email address, and describe the specific work performed and the dates over which the work was completed.

Required Forms

Provide fully completed copies of the forms provided in Appendix A.

- Signature Page: Proposers participating in this RFQ process shall submit a completed Signature Page with their SOQ.

6. CONSULTANT SELECTION PROCESS

The Selection Advisory Committee (SAC) consisting of City staff and other project stakeholders, as appropriate, shall evaluate the written SOQs. Interviews shall be evaluated by the SAC according to the consultant evaluation criteria discussed below.

Part 1 of the evaluation process shall consist of the evaluation of the written Statement of Qualification (SOQ) package submitted by each Proposer. Part 1 shall result in a short-listing of Proposers who will be invited to an interview with the SAC.

In Part 2 of the evaluation process the City will conduct interviews. The result of the interviews and the SOQs will be combined to produce a final rating. Interview questions and topics may be provided to the Consultant team.

References may be used to help clarify and verify information presented in the SOQ and interview, which may affect the rating of the respondent.

At the conclusion of Part 2 of the evaluation process, if conducted, a recommendation shall be made to City management to obtain approval to begin negotiations with the selected Proposer.

Contract negotiations shall then commence with the selected Proposer. The Proposers not selected shall be notified in writing of the selection outcome. If the selected Proposer and the City are unable to agree on the final scope and fee for the design services for the contract, the City reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer.

7. EVALUATION CRITERIA

Part 1 – Evaluation Criteria

A selection Advisory Committee (SAC) consisting of City staff and other stakeholders, as appropriate, shall independently evaluate the SOQs. The relative weight of each scoring criteria is indicated in the table below.

Each member of the SAC shall evaluate qualifications independently on the basis of the firm's responses as it can be applied to our project needs. The SOQs shall be evaluated based on the criteria with the respective relative weights as indicated in the table below. This relative weight is intended as a general indication as to which criteria are most important to the City, and also as a guide to the SAC for evaluation of the SOQs and interviews. The City reserves the right to modify all aspects of the scoring and ranking process.

	Criteria	Max Points
1	Firm's Qualifications and Relevant Experience/Past Performance	30
2	Personnel Qualifications and Experience	30
3	Proposed Process, Team Availability and Anticipated Schedule	20
4	Experience with Federally-Funded Projects and Local Knowledge of City Requirements	20
	Total	100

The City reserves the right to request clarification of any aspect of a firm's qualifications submittal, or to request additional information that might be required to properly evaluate the qualifications. A firm's failure to respond to such a request may result in rejection of the firm's submittal. Firms are required to provide responses to any request for clarification within 48 hours.

Requests for clarification or additional information shall be made at the sole discretion of the City. The City's retention of this right shall in no way diminish a Proposer's responsibility to submit a qualification submittal that is current, clear, complete, and accurate.

Part 2 – Evaluation Criteria

Following initial evaluation of the SOQs, invitations to interview will be extended to Respondents based on SAC review of the written submittals. The SAC reserves the right to adjust scoring based on additional information and/or clarifications provided during interviews. The SAC may determine additional scoring criteria for the interviews following evaluation of written submittals.

Respondents must be available to interview within three business days notice.

The SAC will schedule the interviews with the contact persons provided in the SOQs. Additional interview information will be provided at the time of the invitation. At this time, it is anticipated that the main objective of the interview will be for the SAC to meet the project manager and key personnel that will have direct involvement with the project and to hear about their relevant experience and expertise. The City does not intend to meet with company officials unless they are to be directly involved with the project.

Following interviews, submittals will be rescored using the same criteria as in the Evaluation Criteria Section.

Final Rating

The final rating from Part 2 will be used to select the recommended consultant.

Reference Checks

References for the firm and the Project Manager may be used to clarify and verify information presented in the SOQ and interview, and may affect the overall rating/ranking of the Proposer, regardless of the SOQ or Interview score/ranking. The City reserves the right to contact references other than those submitted by the respondent.

8. CONTRACT NEGOTIATION PROCESS

The City will enter into the contract negotiation process with the selected firm based on the recommendations of the Selection Advisory Committee (SAC).

Agreement

Sample copies of draft Local Agency A&E Professional Services Consultant Agreements (Cost Plus Fixed Fee and Negotiated Hourly Rate) are enclosed in Appendix B.

Following contract negotiations, the agreement shall be finalized between the City and the selected Consultant. The City reserves the right to amend the sample agreement at the City's sole discretion.

Scope, Budget, And Schedule

The selected Proposer will meet with the City to review the project scope and timeline. Based on the outcome of the meeting, the selected Proposer shall submit a complete project scope and schedule and an itemized project budget to the City within five business days, or as directed by the Project Manager. The budget shall be supported by a list of hourly rates for personnel to be utilized under this contract.

Fee Determination

The fee for services will be consistent with the Washington State, Office of Financial Management, *Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects*, as applicable. The guidelines can be found at <http://www.ofm.wa.gov/budget/instructions/capinst/aeguidelines.pdf>.

WSDOT Audited Rates

Since this project will receive Federal funding, the project will be performed in compliance with WSDOT Local Agency Guidelines (LAG) and will require documentation of current audited rates. Audited overhead rates can be requested from the WSDOT Audit Office. An audited rate conducted by another governmental agency will satisfy this requirement if the audit criteria used by the other agencies conforms with 48 Code of Federal Regulations (CFR) Part 31. An audited rate conducted by a private accounting firm must have been reviewed and accepted by the WSDOT Audit Office **prior to submitting your SOQ for this project.**

Audits of WSDOT Consultants – FAQ's <http://www.wsdot.wa.gov/Audit/FAQs.htm>

9. CONTRACT OBLIGATION

The selected Respondent(s) will be expected to execute a Contract with the City. At a minimum, any contract will incorporate the contents of this specification, including all stated services or deliverables and other requirements and the City of Tacoma Standard Terms and Conditions, together with the contents of Respondent's submittal. The submittal contents of the successful

Respondent will become contractual obligations.

10. FORM OF CONTRACT

In event the City's Services Contract or other City Contract template is attached to this RFQ as a sample form of Contract, the City expects to utilize the Terms and Conditions contained in the sample form of Contract. Post award negotiation may occur at the discretion of the City. Respondents should clearly state exceptions to City's Standard Terms and Conditions as well as to the Terms and Conditions contained in any attached sample form of Contract and to any other portions of this RFP, including the stated Insurance Requirements. Respondents may also propose to utilize their own form of Contract and in such instances. Respondent must provide its form of Contract as part of its submittal. City, at its sole option, will decide whether engage in negotiation on any or all proposed exceptions. City reserves sole discretion to determine the final form of Contract that will be used.

11. STANDARD TERMS AND CONDITIONS

City of Tacoma [Standard Terms and Conditions](#) apply.

12. INSURANCE REQUIREMENTS

Successful Respondent will provide proof of and maintain the insurance coverage in the amounts and in the manner specified in the City of Tacoma Insurance Requirements contained in this solicitation.

13. PARTNERSHIPS

The City will allow Respondents to partner in order to respond to this Solicitation. Respondents may team under a Prime Respondent's submittal in order to provide responses to all sections in a single submission; however, each Respondent's participation must be clearly delineated by section. The Prime Respondent will be considered the responding vendor and the responsible party at contract award. Any contract negotiations will be conducted only with the Prime Respondent. All contract payments will be made only to the Prime Respondent. Any agreements between the Prime Respondent and other companies will not be a part of the agreement between the City and the Prime Respondent. The City reserves the right to select more than one Prime Respondent.

14. COMMITMENT OF FIRM KEY PERSONNEL

The Respondent agrees that key personnel identified in its submittal or during contract negotiations as committed to this project will, in fact, be the key personnel to perform during the life of this contract. Should key personnel become unavailable for any reason, the selected Respondent shall provide suitable replacement personnel, subject to the approval of the City. Substantial organizational or personnel changes within the agency are expected to be communicated immediately. Failure to do so could result in cancellation of the Contract.

15. AWARD

Awardee shall be required to comply with 2 CFR part 25, and obtain a unique entity identifier and/or be registered in the federal System for Award Management as appropriate.

After the Respondent(s) is selected by the SAC and prior to award, all other Respondents will be notified via email by the Purchasing Division.

Once a finalist (or finalists) has been selected by the Selection Advisory Committee, contract negotiations with that finalist will begin, and if a contract is successfully negotiated, it will, if required, be submitted for final approval by the Public Utility Board and/or City Council.

16. ENVIRONMENTALLY PREFERABLE PROCUREMENT

In accordance with the [City's Sustainable Procurement Policy](#) and [Climate Action Plan](#), it is the policy of the City of Tacoma to encourage the use of products or services that help to minimize the environmental and human health impacts of City Operations. Respondents are encouraged to incorporate environmentally preferable products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, products, manufacturing, packaging, distribution reuse, operation, maintenance or disposal of the product or service.

The City of Tacoma encourages the use of sustainability practices and desires any awarded contractor(s) to assist in efforts to address such factors when feasible for:

- Durability, reusability, or refillable;
- Pollutant releases, especially persistent bioaccumulative toxins (PBTs), low volatile organic compounds (VOCs), and air quality and stormwater impacts;
- Toxicity of products used;
- Greenhouse gas emissions, including transportation of products and services, and embodied carbon
- Recycled content;
- Energy and water resource efficiency;

17. EQUITY IN CONTRACTING

This project has no EIC requirements, however, the City of Tacoma is committed to encouraging firms certified through the [Washington State Office of Minority and Women's Business Enterprise](#) to participate in City contracting opportunities. See **TMC 1.07 Equity in Contracting Policy** at the City's [Equity in Contracting Program website](#).

18. PROPRIETARY OR CONFIDENTIAL INFORMATION

The Washington State Public Disclosure Act ([RCW 42.56 et seq.](#)) requires public agencies in Washington make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this RFP shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

19. DBE Goal

The consultant is advised this is a federally funded project that will be held to Federal Equal Employment Opportunity (EEO) requirements.

There is no DBE (Disadvantaged Business Enterprise) goal assigned to this project. Per the General Requirements contained in the attached Sample Agreements enclosed in Appendix B, a voluntary SBE goal amount of ten percent (10%) of the Consultant Agreement is established in the absence of a mandatory DBE goal. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

20. ADDENDUMS

In the event it becomes necessary to revise any part of this RFP, an addendum will be posted alongside specifications at www.tacomapurchasing.org. Failure to acknowledge addendum(s) on the required Signature Page may result in a submittal being deemed non-responsive by the City.

APPENDIX A
Statement of Qualification Forms and Maps

- SIGNATURE PAGE
- MAP OF TACOMA SPUR STADIUM NB/SB RAMP

SIGNATURE PAGE

**CITY OF TACOMA
PUBLIC WORKS ENGINEERING**

All submittals must be in ink or typewritten, executed by a duly authorized officer or representative of the bidding/proposing entity, and received and time stamped as directed in the **Request for Qualifications page near the beginning of the specification**. If the bidder/proposer is a subsidiary or doing business on behalf of another entity, so state, and provide the firm name under which business is hereby transacted.

**REQUEST FOR QUALIFICATIONS SPECIFICATION NO. PW24-0163F
TACOMA SPUR STADIUM NB/SB RAMPS – CONSTRUCTION SUPPORT**

The undersigned bidder/proposer hereby agrees to execute the proposed contract and furnish all materials, labor, tools, equipment and all other facilities and services in accordance with these specifications.

The bidder/proposer agrees, by submitting a bid/proposal under these specifications, that in the event any litigation should arise concerning the submission of bids/proposals or the award of contract under this specification, Request for Bids, Request for Proposals or Request for Qualifications, the venue of such action or litigation shall be in the Superior Court of the State of Washington, in and for the County of Pierce.

Non-Collusion Declaration

The undersigned bidder/proposer hereby certifies under penalty of perjury that this bid/proposal is genuine and not a sham or collusive bid/proposal, or made in the interests or on behalf of any person or entity not herein named; and that said bidder/proposer has not directly or indirectly induced or solicited any contractor or supplier on the above work to put in a sham bid/proposal or any person or entity to refrain from submitting a bid/proposal; and that said bidder/proposer has not, in any manner, sought by collusion to secure to itself an advantage over any other contractor(s) or person(s).

Bidder/Proposer's Registered Name

Signature of Person Authorized to Enter Date
into Contracts for Bidder/Proposer

Address

Printed Name and Title

City, State, Zip

(Area Code) Telephone Number / Fax Number

Authorized Signatory E-Mail Address

State Business License Number
in WA, also known as UBI (Unified Business Identifier) Number

E.I.No. / Federal Social Security Number Used on Quarterly
Federal Tax Return, U.S. Treasury Dept. Form 941

State Contractor's License Number
(See Ch. 18.27, R.C.W.)

E-Mail Address for Communications

Addendum acknowledgement #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH SUBMITTAL.