

## **CITY OF CHELAN – PUBLIC WORKS DEPARTMENT**

### **REQUEST FOR QUALIFICATIONS for GENERAL ENGINEERING & CONSULTING SERVICES**

The City of Chelan Public Works Department is requesting interested firms to submit their qualifications for on call engineering and consulting services for proposed water, sewer, and stormwater projects within the City of Chelan, development review services, and grant funding acquisition. Various projects anticipated within the near future include, but are not limited to the following:

#### **Water Distribution Projects:**

1. Project Title: Airport Watermain Installation  
Project Description: The proposed project includes the installation of a new 16" diameter waterline extending from the northeast portion of the City's existing water system infrastructure to the airport area. The new waterline will provide water available to protect the airport area from fire damage. A small diameter recirculation pipeline will be included to reduce water stagnation.
2. Project Title: Riviera Dr. Watermain Replacement  
Project Description: This project is intended to upsize the 8-inch pipe in the Riviera Drive to increase capacity, replace aging AC waterlines, and realign and consolidate the two waterlines in Riviera Dr. to be better protected.
3. Project Title: Main Zone Capacity Improvements Project Phase 2  
Project Description: This project is meant to continue building transmission capacity through the City's main zone while also replacing aging infrastructure. The intent is to install new pipe from the intersection of Nixon Ave. and Sanders St. towards the intersection of Woodin Ave. and Navarre St.
4. Project Title: AC Pipe Replacement  
Project Description: This project is intended to occur regularly for upsizing and replacing aging and undersized pipes within the City's water system to a minimum of 8-inch as required per City of Chelan Development Standards. Projects are developed based on Public Works Department staff recommendations and capital improvement projects identified in the City's Water System Plan.

#### **Sanitary Sewer Projects:**

1. Project Title: Lift Station No. 3 Improvements  
Project Description: This project is intended to remedy deficiencies at Lift Station No. 3. The existing lift station is aging and difficult to maintain. Additionally, the collection pipes for this lift station are near or below lake level, under structures, are in-accessible, and are aging and difficult to maintain.

2. Project Title: Lift Station No. 1 Improvements  
Project Description: This project improvement is intended to convert Lift Station No. 1 to a submersible pump station from a wet pit/dry pit orientation. This old lift station and appurtenances have exceeded their useful service life and the existing setup has historically been problematic for the City to operate and maintain.
3. Project Title: SR150 Mainline Upsize  
Project Description: This project is intended to replace various sections of 8-inch and 10-inch sewer main piping with 15-inch sewer main piping along SR 150 from W Highland Ave to N Columbia St. The existing sewer is old concrete piping, it's under sized, and has reached its useful service life. The new sewer piping will be upgraded from concrete to PVC, and will be a larger diameter which will help minimize the need to repair clogged lines. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 2,400 LF.
4. Project Title: Downtown Sewer Line Replacement Project  
Project Description: The City has a replacement program to replace old pipe which is nearing the end of its useful life. Projects are developed based on Public Works Department staff recommendations and capital improvement projects identified in the City's General Sewer Plan.

#### **Stormwater Projects:**

1. Although the City of Chelan is currently not required by the Washington State Department of Ecology to have a Municipal Stormwater Permit, city staff desires to initiate a comprehensive stormwater planning effort.
2. Various stormwater consulting services as needed. No current 2024 infrastructure projects planned at this time.

Unless otherwise specified, the Projects listed above are to be funded by the City of Chelan.

The City of Chelan Public Works Department will select the services of a firm to provide professional water, sewer, and stormwater grant funding applications, design engineering, construction management, inspections, environmental analysis, and consulting in accordance with the City of Chelan Development Standards Manual, Chelan Municipal Code, American Public Works Association (APWA), Washington State Department of Transportation (WSDOT), the American Water Works Association (AWWA), and the Department of Ecology's Stormwater Management Manual for Eastern Washington.

The City of Chelan reserves the right to retain the selected firm(s) for a term of up to one (1) year with the option to renew annually for up to 4 years at the City's discretion.

## **QUALIFICATIONS**

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of utility design & engineering, and the ability to perform any/all projects listed above or projects of similar complexity.

Please submit five (5) copies of your response. Responses shall be received by the City no later than Wednesday **February 14**, 2024, at 4:00 p.m. PST. Electronic copies will not be accepted.

Submittals should be marked “**2024 General Engineering & Consulting Services**” and be addressed to:

**City of Chelan  
ATTN: Jake Youngren, Public Works Director  
135 E Johnson Avenue  
PO Box 1669  
Chelan, WA 98816**

Submittals will be evaluated by the criteria listed below and should be organized and identified in the following order:

1. General description of firm’s background, capability, and experience to perform all or most aspects of the projects and project types proposed.
2. Recent successful experience in utility design & engineering comparable to the proposed projects. Ability to manage and complete projects on time and on budget. Please provide references and contacts for this work.
3. Experience and qualifications, if any, of your firm in complying with the requirements of the City of Chelan Development Standards and Development Codes, as well as familiarization with any other publications referenced within the City standards and codes.
4. Experience and qualifications reviewing preliminary subdivision plans, multifamily, commercial, and industrial development design drawings submitted within building permit applications.
5. Recent successful experience acquiring grant funds to complete capital improvement projects.
6. Key personnel’s professional background and qualifications. Define roles and extent of participation anticipated for key personnel for the projects listed above.
7. Qualifications and experience of prospective subconsultants who may participate in the proposed projects. Please identify the portions of the projects anticipated to be performed (in part) by subconsultants.

8. Ability to manage and complete projects located a considerable distance from your office. Please include a description of where key personnel for these projects will be based, as well as the amount of travel anticipated, and other items you consider important to demonstrate this ability.
9. Current workload of firm and key personnel. List the anticipated percentage of time the project manager will have available for projects listed.
10. Evidence that the consultant has established and implemented an Affirmative Action Program (see “DBE participation” in Selection section below).

## **SELECTION**

The City will have a selection committee in place to help evaluate the consultants. The Public Works Director will make the final decision on selecting a consultant based upon their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 13672 (affirmative Action to Ensure Equal Employment Opportunity), to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation), and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select up to three firms to be invited for interviews. Interviews will be located at City Hall. The City will select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope or work. The final selection of the firm with which the City desires to negotiate a contract with will be based upon, but not limited to, the qualifications criteria listed above, as well as:

1. Degree of interest and responsiveness shown in undertaking the projects.
2. Overall quality of the response.
3. Demonstration of ability to meet the Public Works Department needs.

The City of Chelan reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

## **ADDITIONAL INFORMATION**

**No cost or fee schedules shall be submitted.** Cost and fee information shall be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No informational meeting will be scheduled, but additional information may be provided upon request.

Phone: (509) 682-8030 or e-mail: [jyoungren@cityofchelan.us](mailto:jyoungren@cityofchelan.us)

### **INCURRING COSTS**

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City of Chelan. The City of Chelan reserves the right to reject any or all submittals.

Each consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.