**CITY OF MOSSYROCK REQUEST FOR QUALIFICATIONS (RFQ)**

**GENERAL ON-CALL ENGINEERING SERVICES**

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

The City of Mossyrock is seeking qualification statements from Professional Engineering firms with experience providing municipal engineering services, up to and possibly including: roadway, water, stormwater, wastewater, electrical, structure, and street projects; comprehensive plans and development regulations; municipal planning; traffic studies; capital facilities plans; rate studies; technical reports; cost estimates; environmental reviews; funding and/or grant applications; on-call consulting; surveying; geotechnical investigation, studies, and services; permitting; right-of-way acquisition, as well as the creation of plans, specifications and estimates; design and construction management, construction engineering services, and contract administration; and other Civil Engineering design services. Design, plans, specifications, and services during construction for street, utility, and building improvements may include those funded by state and/or federal funding.

The City may submit grant application(s) to the Washington State Department of Commerce Community Development Block Grant (CDBG) program. Should CDBG funding be secured, cost plus percentage of construction cost consultant agreements will not be allowed. State and federal equal opportunity and affirmative action requirements will apply to the selection process, consultant agreement and conduct of the project.

Interested parties are responsible for monitoring the website for information concerning the RFQ and any addenda issued on the City of Mossyrock’s website (https://www.cityofmossyrock.com/).

Questions regarding this Request for Qualifications should be directed to Angeleetta Hartmann, City Treasurer at 360-983-3300 or via email at treasurer@cityofmossyrock.com.

The City of Mossyrock 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 City 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 teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The RFQ Submittals will become the property of the City of Mossyrock.

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:
   1. Project management and ability to meet review deadlines;
   2. 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:
   1. Past performance and mechanisms used to ensure timely responses to City requests;
   2. Demonstrated ability to perform high quality work, and to control costs.

The Statement of Qualification submittal shall be a maximum of 10 pages (not including the cover page) and one (1) original and three (3) copies will be submitted.

**RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION**

All responses shall be made in writing (responses by FAX will not be accepted). Sealed responses will be received by the City Treasurer, Angeleetta Hartmann, of the City of Mossyrock, Washington, up to the hour of 4:30 p.m., February 21, 2025. Responses delivered later will not be accepted. The City of Mossyrock is not responsible for delays in delivery. All responses to this request that are mailed through the United States Postal Service shall be addressed to:

**City of Mossyrock**

**PO Box 96**

**Mossyrock, WA 98350**

Hand-delivered responses, or responses not sent through the USPS, shall be delivered to: 231 East State Street, Mossyrock, Washington 98564. All responses shall be placed in a sealed envelope, which is clearly marked “Mossyrock Professional Engineering Services RFQ”.

The City of Mossyrock will evaluate and select the Consultant based on the submitted Statement of Qualifications. The City reserves the right to utilize any additional evaluation criteria it so chooses in order to make a final decision on the selection of the Consultant. The City may conduct interviews of the top ranking firms in order to make a final decision.

The City of Mossyrock 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 from March 2025 through December 2027. The City reserves the right to terminate the master agreement at any time during this period.

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.

1. *Project Description*

This contract will provide on-call professional engineering services to provide general engineering services for the City, as requested.

1. *Summary of Required Services*

In addition to the above mentioned 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 permitting) and Utility coordination.
3. Land Surveying (including Topographical Surveys, Improvement Surveys, R.O.W. – preliminary, final legal descriptions, exhibits, and monumentation)
4. Electrical and Lighting Engineering
5. Plan Review, including reviews of transportation, wastewater, storm, and water systems
6. Landscape Architecture, irrigation design and Urban/Streetscape Design
7. Traffic signal and signal system design
8. Cost estimating
9. Project Management Services

Construction/Preconstruction Services

1. Surveys/Construction Staking
2. 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. Traffic signal system communications including expansion of the signal system, fiber optic interconnect which may include cabinet changes and plan preparation and splicing diagrams Performance measurement
3. Multi-mode transportation planning and multi-mode traffic and operation simulation
4. Traffic Forecasting
5. Development-related traffic impact analysis
6. Water, Sewer, and Stormwater plan updates

Miscellaneous Services

1. Database program development and GIS interface and mapping.
2. Project scheduling
3. Clerical and contract administration
4. Parking Studies
5. Public Involvement/Agency Coordination
6. Data collection, including infrastructure assets or other information as needed
7. Traffic and Safety analysis, and other traffic studies
8. CAD and drafting
9. Comprehensive review, coordination, and update to the City of Mossyrock Comprehensive Plan and development regulations, and associated City Ordinances/Municipal Code
10. On-call consulting
11. Assistance with Grant/Loan Applications and Administration
12. Feasibility studies for a variety of projects.

*The City of Mossyrock, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, 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, and RCW 49.60.180(1) 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, sex or sexual orientation in consideration for an award.*

*Projects funded wholly or in part by Federal appropriations must comply with Code of Federal Regulations; 24 CFR 570.502, 24 CFR 85.36, 2 CFR 200. All federally funded projects will be held to federal Equal Employment Opportunity (EEO) requirements. The City of Mossyrock is an equal opportunity and affirmative action employer. Small, minority, and women-owned businesses are encouraged to submit SOQs. The City of Mossyrock in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities.*