



August 10, 2023

TULALIP PUBLIC WORKS

REQUEST FOR STATEMENTS OF QUALIFICATIONS

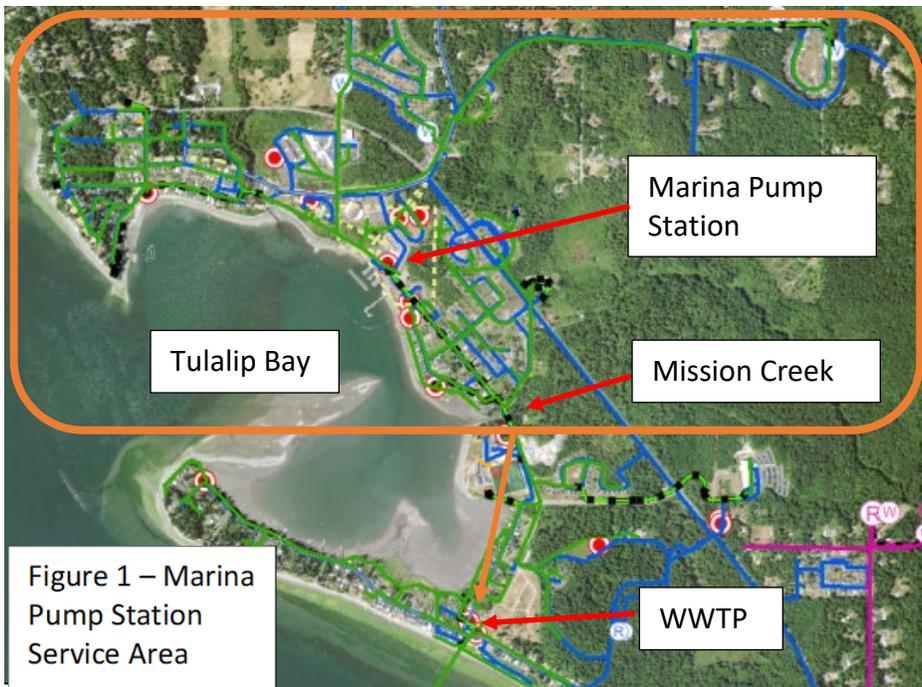
Tulalip Marina Pump Station Improvement

PROJECT DESCRIPTION

The Tulalip Public Works/Tulalip Utilities Authority (Owner) is seeking qualified applicants for engineering services for design and services during construction for the Marina Pump Station Improvements. Offerors must be local engineering firms with a background and experience in wastewater pumping system design and engineering. All designs, technical specification packages, and reports must be sealed by a professional civil engineer licensed to practice in the State of Washington.

GENERAL PROJECT INFORMATION AND SCOPE

The Marina Pump Station collects wastewater from properties north of Mission Creek and conveys the wastewater to the Totem Beach Road trunkline and wastewater treatment plant (WWTP). The Marina Pump Station serves approximately 60% of the Tulalip Bay service area for the Tulalip Utility Authority (TUA) as shown on Figure 1.

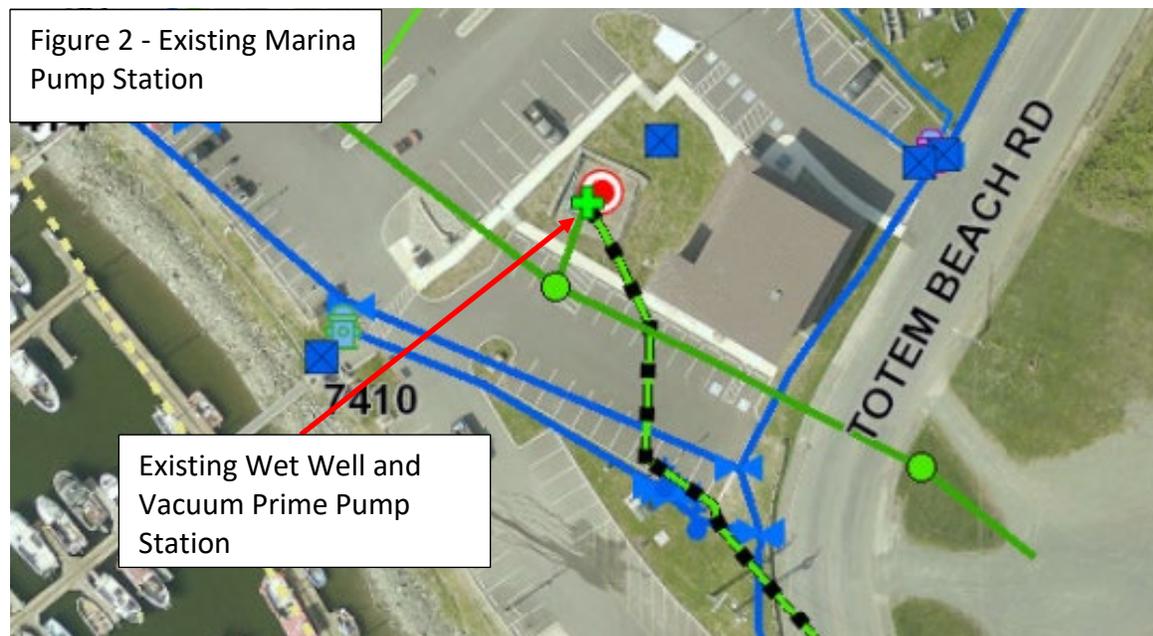


Problem Statement –

The existing Marina Pump Station uses a vacuum prime wastewater pumping station technology. However, the pumps fail periodically due to ragging and grease deposits resulting in system overflows and numerous maintenance callouts.

The Tulalip Tribes is also constructing new housing units within the Marina Pump Station service area and want to ensure that any improvement to the pump station is adequate to serve property development for the next 20 plus years of service.

Proposed Improvements – The TUA is requesting qualifications from a professional engineering firm for planning, design, and services during construction for the Marina Pump Station improvements. The TUA is requesting that the Offeror be able to evaluate the existing pump station, assess the characteristics and growth potential of the service area, and recommend pump station improvements that will serve the Tulalip Tribes for over 20 years. The TUA anticipates that the existing vacuum prime pump station (Figure 2) will be abandoned and replaced with a submersible pumping station. It is unknown if new submersible pumps should be installed into the existing wet well or constructed in a new wet well and pump station directly adjacent to the existing station.



If awarded the work, the Offeror shall provide engineering services to include design, the front-end and pre-construction deliverables, as well as services during the bidding, award, and construction phase. The Tulalip Tribes may include additional pre-design planning work to determine future wastewater flows that would be generated within the area served by the Marina Pump Station.

STATEMENTS OF QUALIFICATIONS

Statements of Qualifications (SOQs) will be evaluated based on the Offeror’s experience with projects of this type in similar environments and the quality and breadth of the proposed approach to complete the work. Interested firms should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the project. Examples of relevant work are encouraged and should showcase the quality, breadth, and approach used in prior projects.

SOQs, prepared according to the following detailed instructions, must be received electronically via email to Mike Leslie, Tulalip Utilities Program Administrator, Tulalip Tribes, at mikeleslie@tulaliptribes-nsn.gov no later than **2:00 p.m. Pacific Standard Time, August 31, 2023**. No hardcopy SOQs will be accepted. Faxed submittals will not be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. It is the responsibility of the Offeror to ensure that electronic submissions are received by the established deadline. For questions about the electronic submittal process or this proposal contact Mike Leslie.

Mike Leslie
Tulalip Utilities Program Administrator
mikeleslie@tulaliptribes-nsn.gov

360-529-7497

Offerors are responsible for verifying receipt of any documents.

The Tribes assumes no obligations of any kind for expenses incurred by any offeror to this solicitation.

SOQ FORMAT

Offerors are asked to express their interest in this project by submitting an SOQ which demonstrates their ability and capacity to provide the services described.

- 1. Format** – Each SOQ will be limited to no more than 8 pages excluding the cover letter. A printed side constitutes one page. Printed means any printing of any kind except for the phrase “this page intentionally left blank.” Pages must be on 8.5-inch x 11-inch paper. Margins will be at least 1-inch top, bottom, left and right. Body type shall be 11-point font.
- 2. Cover Letter** – A cover letter, which does not count as part of the page limit, should establish the firm’s interest in this project and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the firm. Cover letter should include address of Offeror as well as contact information for the main point of contact.

SOQ CONTENT

Proposed Understanding and Approach to Meeting Project Objectives

- Describe how your firm will meet project objectives. Include a discussion of your approach, using elements listed in the “Scope of Services” as guidance.

Identify objectives/tasks that, in your opinion, are key to the success of the project; this may include items not already identified in this Statements of Qualifications. References for protocols and methods are encouraged. Include a proposed work schedule including the timing of various key tasks.

Qualifications

- Provide a description of your firm’s experiences in performing similar designs, addressing the elements listed under “Scope of Services” below.

- Identify and describe the relevant experience and qualifications of the pertinent individuals who would serve as key team members for this project.
- Identify other staff members and/or subcontractors that will contribute to the project and their relevant experience.

Quality Control

- Describe the standards and methods used by the firm to ensure useful quality designs of this nature to the client.

References

- Provide descriptions and references for five comparable projects that your firm has previously performed. Include contact name, address, email, and telephone number for each.

SELECTION PROCESS

An evaluation panel designated by the Tribes will review all SOQs.

The evaluation panel may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Presentations, if needed, will be arranged in mid-September 2023. Based on the SOQs and/or interviews/presentations, the selection panel will choose the Offeror, which, in its opinion, best meets the requirements set forth in this SOQ. The Offeror chosen will be requested to generate a contract proposal including:

- Contractual terms required by the Tribes.
- A detailed description of the proposed tasks based on the scope of services.
- An estimated cost schedule of line items consisting of tasks and deliverables (costs may be a mix of lump sum, unit cost, or hourly). The cost schedule shall be conservative and list the estimated maximum number of units or hours required to complete the work. These line item quantities and costs shall not be exceeded without a written change order signed by the Tribes.

The Tribes reserves the right to negotiate or refuse any proposed contract and to seek proposals from others if a contract proposal the Tribes concurs with cannot be reached.

INTENDED SELECTION SCHEDULE

SOQs due	August 31, 2023
Interviews (if needed)	Mid-September 2023
Negotiations with Finalist	Late September 2023
Final Review of Contract	October 2023
Finalize Contract	October 2023

BACKGROUND INFORMATION

The Tulalip Tribes wastewater conveyance and treatment system serves properties in and around Tulalip Bay including tribal owned property both trust and fee, and non-tribal fee properties. The TUA also provides secondary treatment prior to discharge into marine waters in Possession Sound. Protection of Tulalip Bay and Possession Sound is of the utmost importance to the Tulalip Tribes. Ensuring that the wastewater conveyance system can support continued growth and is highly reliable is the primary goal of this project.

The goals and objectives for the design and construction of the Marina Pump Station improvements include:

- Reliably serve tribal and non-tribal properties within Tulalip Bay as an essential public facility.
- Minimize the number of maintenance call-out required of the TUA operations staff.
- Eliminate overflow of wastewater into Tulalip Bay and Possession Sound from plugging of the pumping station.
- System sizing to serve over 20 year of future growth for the properties that are or will be served by the Marina Pump Station.
- The Marina Pump Station improvements will be capable of remote monitoring and control.

SCOPE OF SERVICES

The Offeror's scope of services is as follows:

Provide civil engineering drawings, technical specifications, technical and contractual support during subsequent construction of the proposed facilities, including bid documents, review of submittals, and change orders, for the *Tulalip Marina Pump Station Improvements*.

All Project plans, design, and necessary appurtenances should, at a minimum, adhere to Standard Specifications for Road, Bridge, and Municipal Construction, as published by the Washington State Department of Transportation/American Public Works Association (WSDOT/APWA), latest edition, the Washington State Department of Health (WADOH), and the Washington State Department of Ecology (WADOE) Criteria for Sewerage Works Design.

The Offeror is expected to provide the following listed deliverables, in addition to general engineering support services during the bidding and construction process, such as responses to Requests for Information (RFIs), submittal review, and pre-bid/pre-construction conference attendance, as may be necessary. Site surveying, environmental/archaeological surveying and reporting, soil borings and geotechnical engineering may be required only if the Tribes elect to construct a new station and subsurface excavation is required.

Deliverables

Task	Due Within
1. Preliminary Planning Technical Memo and Opinion of Probable Cost	6-8 weeks after the Notice to Proceed (NTP) effective date
2. Archaeological Survey and Report (if needed for subsurface excavation)	8 weeks after the NTP effective date
3. Geotechnical Report and Topographic Survey (if needed for subsurface excavation)	8-9 weeks after the NTP effective date
4. 30% Drawing and Technical Specification Package*	10 weeks after the NTP Owner/Government review period of 1 week after receipt
5. 90% Drawing and Technical Specification Package*	12 weeks after the NTP Owner/Government review period of 1 week after receipt
6. Engineer's Opinion of Probable Cost	12 weeks after the NTP
7. Construction documents*	14 weeks after the NTP effective date
8. Pre-Bid Conference and Notice of Award	To be determined (TBD)
9. Pre-Construction Conference	TBD
10. Office Engineering and RFI Responses	TBD
11. Submittal Review and Consultation	TBD
12. Site Observations	TBD
13. Final Inspection and Project Closeout	TBD
14. Record Drawings	4 weeks after the Contractor provides redlines

Task 1 – Preliminary Planning Technical Memorandum

Consult with the Tulalip Tribes and TUA to determine what options are available to improve the Marina Pump Station including rebuilding the existing station including temporary bypass pumping or construction of a new station adjacent to the existing station. The Technical Memorandum should be brief and describe the basis for sizing the station, evaluate reconstruction versus new construction, provide cost opinions for each option, and provide recommendations for design of the station.

Deliverable: A brief Technical Memorandum that would describe the basis of design for the pump station improvements.

Task 2 – Archaeological Survey and Report (if needed for subsurface excavation)

Consult with the Tulalip Tribal Cultural Resource Officer in order to complete an environmental review to satisfy the requirements of the Tulalip Tribes as it relates to the proposed work and potential impacts on items of historical significance.

Deliverable: An archaeological assessment analysis that encompasses the following (including but not limited to): archaeological survey report and construction restriction and monitoring requirements.

Task 3 – Geotechnical Report and Topographic Survey (if needed for subsurface excavation)

Provide a geotechnical report describing the soil profile at the pump station site. The report shall provide recommendations for dewatering, backfilling and compaction for the proposed pump station improvement work.

Provide topographical survey of the pump station site and surrounding area. Survey shall include line work clearly showing legal boundaries for the pump station easement, property topography, existing below and above ground utilities, soil boring locations with summary results (if needed), and other pertinent data necessary for the production of an engineering plan set to be included in the contract bid package. Make data available electronically for export into computer-aided (CAD) design software program, AutoCAD Civil 3D, as a .dwg file type.

Deliverable: Geotechnical Report, and topographic map of pump station site with plan and profile views. Electronic CAD files of survey data.

Task 4 – 30% Drawing and Technical Specification Package

Provide professional engineering services to provide 30% pump station improvement design including site civil, mechanical, electrical, P&ID's, and instrumentation drawings of the pump

station improvements. Provide detailed drawings for key elements of the design and an outline of the construction specifications.

Deliverable: 30% mechanical and site civil drawings for the proposed pump station improvements for review. The Offeror shall also provide the preliminary P&ID's for the pump station controls and mechanical improvements and key detailed drawings. Plans will be sealed by not signed.

Task 5 – 90% Drawing and Technical Specification Package

Provide professional engineering services to provide 90% site civil, mechanical, electrical, P&ID's, and instrumentation drawings of the pump station improvements. Provide detailed drawings of each element of the design and detailed construction specifications of specialized materials or design elements.

Deliverables: 90% plan and profile drawings, and specifications for the proposed pump station improvements. Plans will be sealed but not signed.

Task 6 – Engineer's Opinion of Probable Cost

The Engineer of Record shall provide an opinion of probable construction cost for the Owner to budget the Project based upon the 90% set of drawings and technical specifications.

Deliverables: Engineer's Opinion of Probable Construction Cost.

Task 7 – Construction Documents

Provide professional engineering services to supply final sealed construction drawings and specifications for the wastewater pump station improvements used for advertising the work for bid.

Deliverable: Sealed Plan Set.

Bidding and Construction Support

Once the project is solicited for construction, the Offeror shall provide support in the form of submittal review, responses to RFIs, review of submittals, attendance to pre-bid and preconstruction conferences, site inspections, and final inspection walkthrough and project closeout.

Task 8 – Pre-Bid Conference and Notice of Award

The Engineer of Record shall attend a pre-bid conference after the construction project is solicited and before bids are awarded to a construction contractor and provide answers to contractor queries, as necessary. The Engineer of Record shall evaluate the bids received to

verify if they are responsive and responsible and meet the contract requirements. The Engineer of Record shall provide a recommendation of award to the Tulalip Tribes

Deliverables: Pre-bid conference meeting minutes. Addendum or amendments to contract package, if needed. Certified bid tabulation, recommendation for award, and draft notice of award.

Task 9 – Pre-Construction Conference

Attend a pre-construction conference and site walkthrough. Provide answers to contractor queries as necessary. Develop the pre-construction conference agenda, take meeting minutes, and develop list of early deliverables due upon execution of the Construction Contract.

Deliverable: Pre-construction agenda, meeting minutes, list of contract deliverables.

Task 10 – Office Engineering and RFI Responses

Provide office engineering and administrative support during construction including evaluation of pay applications submitted by the Contractor, review of prevailing wages, request to sublet work, and review and response to request for information (RFI)'s.

Deliverable: Respond to all RFIs from the prime construction contractor during the construction contract period, preparation of monthly pay applications, and prepare tracking log for contractor submittals.

Task 11 – Submittal Review and Consultation

Review construction submittals from the construction contractor and determine their compliance with the plans, specifications, and contract terms. Provide consultation to the project manager regarding the submittal requirements, as necessary.

Deliverable: Written responses to all contractor submittals.

Task 12 – Site Observations

The Engineer of Record shall attend periodic site observations to ensure adherence to the design specifications at key milestone completions.

Deliverables: Site visit reports.

Task 13 – Final Inspection and Project Closeout

The Engineer of Record shall attend the final walkthrough with the Contractor, Owner, Funding Agency, and Project Manager. Generate a punch list of items requiring completion as necessary. The Engineer of Record will prepare the Notice of Substantial Completion and the Notice of Physical Completion, and provide project closeout of construction files.

Deliverable: Final inspection report, Notice of Substantial and Final Completion.

Post-Construction Deliverables

Task 14 – Record Drawings

Provide a set of sealed record drawings denoting the locations, size, and materials of installed facilities after construction is completed by third-party construction contractor hired by the Tribes.

Deliverable: Record Drawings.

Task 15 – Pump Station Programming

Provide PLC and HMI programming for the Pump Station operations to include remote monitoring and control features. Remote and local pump station control will be accomplished through a SCADA system unique to the pump station or a separate module added to the WWTP's SCADA system.

Deliverable: Programming of the Pump Station PLC and HMI, and one copy of the final programming in electronic format on CD.