

# **Request for Proposals (RFP): Engineering, Design & Project Management Services**

This “Request for Proposals” (RFP) is an official notification for the need of Professional Engineering, Design & Project Management Services to design and construct a professional business building to house startup businesses within the City of Goldendale’s Industrial Park. A submittal of a proposal does not guarantee that the firm will be contracted to perform any services but only serves notice to the City of Goldendale that the firm desires to be considered.

**Issued Date:** January 9, 2023

**Response Date/Time:** January 31, 2023 @ 3:00PM

**Response Location:**

City of Goldendale, Attn. City Administrator, Patrick Munyan  
1103 S. Columbus Ave.  
Goldendale, WA. 98620

## **I. Introduction**

The City of Goldendale is seeking a consultant to perform engineering design and construction administration services to construct a professional business building to house startup businesses. The project is located in the City of Goldendale’s Industrial Park. This work is necessary as a result of the City of Goldendale receiving Small Business Innovation grant to construct an incubator business facility. All elements of the project must be completed by May 31, 2023, no exceptions. The project requires the consultant to perform and manage all aspects of design and construction management of the proposed business facilities project. Prospective proposers must not be listed on any list suspending or barring them from an award of this contract.

The selected firm must provide a full range of engineering design and design related activities including, but not limited to the following:

- Surveying & Mapping
- Project Management
- Stage Development of Design for all Elements of the Project as Applicable
- Landscape
- General Project Permitting
- Environmental Permitting
- Utility Coordination
- Hazardous/Contaminated Materials Identification, Remediation Plans & Specifications
- Coordination with Federal, State and Local agencies, as necessary
- Development of Final Plans, Specifications, Cost Estimates and Related Contract Documents

All project components must be designed in accordance with International Building Code and all other applicable Federal, State and Local construction standards. All projects shall comply with the 1990 Americans with Disabilities Act (ADA). Pavement design shall be in accordance with the 1993 AASHTO Guide for Design of Pavement Structures.

## II. General Submission Instructions and Requirements

### A. Inquires:

Any questions concerning the Scope of Services of this project or requests for additional information, or any other questions should be directed in writing to Patrick Munyan, City Administrator/Public Works Director, by e-mail at: [pmunyan@ci.goldendale.wa.us](mailto:pmunyan@ci.goldendale.wa.us) . Inquiries must be made by 4:00PM on January 23, 2023. Please note that it is the City of Goldendale's policy to respond only to technical questions. Under no circumstances will the City of Goldendale provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents.

### B. Proposal Requirements:

City of Goldendale, acting through a Selection Committee consisting of representatives from the City Administration will select a qualified Professional Engineering Design firm or team based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area and technical approach. Qualifying firms or teams must demonstrate experience with building designing in similar locations. Prospective firms or teams are asked to submit responses in two parts: Letter of Interest and Technical Response.

The Letter of Interest must specify the following:

- Name and address of the Firm/Team.
- General information on the firm or team and any proposed sub-consultants
- Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
- Name, title and telephone number of individual contact regarding questions and clarifications.
- A statement that the Firm or team's offer will remain in effect for ninety (90) days after acceptance of the Consultant's proposal.

The Technical Response must contain a description of the consultant's proposed approach with specific reference to:

- **Firm/Team Qualifications and Capabilities:** Describe the qualifications and capabilities of the Firm or Team as they relate to building Design, Landscape, Placemaking, Project Management/Coordination, Public Outreach, Permitting, etc. Firms or Teams should describe how their approach will consider other related planning programs that will maximize the impact of the proposed development.
- **Technical Approach:** Describe the Technical Approach that will be used to meet the tight schedule to complete all elements of the project, any recommendations to improve the schedule and any thoughts your firm may have on efficient delivery of the project should also be included. Please provide a description of any special services required, if needed.
- **Past Project Experience:** Include descriptions of comparable projects and provide summaries and reports of related and relevant work completed in Washington or Oregon State. Summarize the scope of work to be performed, why the unique approach to this project was successful and provide client contact information. Please include a description of why/how Goldendale's project will be similar and different regarding potential challenges.

- **Key Staff Assigned to the Project:** Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and federal requirements to perform work.

- **References:** Provide three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.

Responses to this RFP will be evaluated based on the consultant's responses to all relevant criteria stated in this RFP. Proposals will be evaluated and scored utilizing the above information for each of the required sections. City of Goldendale has the right to reject and/or honor any and all proposals.

### **C. Selection Process:**

Consultants or consortia of consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work contemplated by the Engineering Design project. All RFPs received by the City of Goldendale will be reviewed and evaluated by a Selection Committee (the "Committee") comprised of representatives from the City Administration. A recommendation of the preferred consultant will be made by the Committee and the City of Goldendale will be authorized to communicate to the selected consultant and begin negotiations.

The firm awarded the contract as a result of this RFP, must meet all municipal, state, federal and Equal Employment Opportunity practices. This will include compliance with E.O. 11246 "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".

In consideration of project timelines, the selected consultant will be required to prepare project documents in a timely manner and submit daily reports indicating work completed to date and any problems that have or could have impacted the project schedule. To that end, the Consultant will be expected to assign sufficient administrative, planning, design and support staff to complete the Scope of Work within the established and agreed to schedule. All elements of the project must be completed by May 31, 2023.

**D. Signature Requirements:** Proposals must be signed by a representative of the firm or team having legal authority to contract on behalf of the firm or team. Proposals will be treated as bona fide offers and must remain open for a period of ninety (90) days from the closing date for submissions.

**F. Submission of Proposals:** The City of Goldendale will accept completed proposals by mail or in person, until 3:00PM January 31, 2023. Proposals submitted via e-mail or facsimile will not be accepted. All submissions should be clearly marked "Engineering Design Services – Small Business Incubator Business Facility. Respondents must submit four (4) original signed copies of their proposal to: City of Goldendale, Attn. Patrick Munyan 1103 S Columbus Ave., Goldendale, WA. 98620.