

# REQUEST FOR QUALIFICATIONS

CITY OF DES MOINES, WASHINGTON

CITY OF DES MOINES MARINA

## ENTRANCE CHANNEL MAINTENANCE DREDGING PROJECT

The City of Des Moines requests Statements of Qualifications for consulting services to provide design and engineering services, obtain authorization to use a Department of Natural Resources Open-Water Disposal Site, prepare construction documents, cost estimates and complete bid documents, and obtain necessary project permits for the Des Moines Marina Entrance Channel Maintenance Dredging Project. The City of Des Moines Marina is located at 22307 Dock Ave. South, Des Moines, WA 98198.

### Scope-of Work

The selected consultant(s) will provide the following scope-of-work.

- Using the original plans, a new hydrographic survey and hydrographic surveys from previous maintenance dredging projects in 1983, 1994 and 2008, determine the amount and location of the sediments that need to be dredged to return the entrance channel to its original extents.
- Obtain a Site Use Authorization from the State of Washington Department of Natural Resources, (DNR), for disposal of dredged material at an open-water disposal site in the Puget Sound. The evaluation process for a Site Use Authorization is set out in the Puget Sound Dredged Material Management Program that is administered by the Dredged Material Management Office at the Department of the Army Corps of Engineers, Seattle District, 4735 East Marginal Way South, Seattle WA 98134. (COE).
- Develop a process and a timeline to obtain all the necessary permits for the project. Typical dredging projects require the following permits:
  - U.S. Army Corps of Engineers Permit
  - Washington Department of Ecology Water Quality Certification
  - Washington Department of Fish & Wildlife Hydraulic Project Approval
  - Shoreline Substantial Development Permit or Exemption Letter
- Prepare a set of plans, construction documents, cost estimates and a complete package of bid documents for the project.
- Attend all meetings with the U.S. Army COE, Washington Department of Natural Resources and all other permitting or regulatory agencies that are necessary to obtain a DNR Site Use Authorization and the required permits for the project.
- Provide support during the bidding process by responding to Requests for Information and issuing the necessary addendums.
- Analyze the bids received and prepare a recommendation for the City.
- Provide support for the City's project management team during the dredging episode by reviewing and approving requests for payment from the contractor, analyzing pre and post dredging surveys to ensure the project is completed as designed, and other tasks that may be required.
- Prepare the final as-built plans for the project.

## Selection Criteria

A selection committee will use, but will not be limited to, the following criteria for selecting a consultant.

- Consultant's specialized experience and technical competence in performing the type of work requested in the general scope of work. The proposal document should list work experience specific to the consultant's staff members who would work for the City under this contract. (40 points)
- Experience and ability to work with the U.S. Army COE, the Washington Department of Natural Resources and the other permitting and regulatory agencies necessary for the successful completion of this project. (20 points)
- Demonstrated ability to be responsive, meet schedules and manage budgets. (40 points)

Total maximum points: 100

All submittals will be scored and ranked. Oral interviews may be conducted if deemed necessary by the City.

Firms desiring consideration should submit three copies of the following information: (1) Letter of interest acknowledging the requirements of the work; (2) Resumes of those specific staff who will manage and produce the required work; (3) A list of recent representative dredging projects; (4) A project understanding describing the firms approach to the work; (5) A proposed work schedule from beginning to completion, and three (3) references with current phone number, e-mail address and contact person.

Submittals shall be limited to 12 single-sided pages, not including cover letter. Submittals must be delivered by **3:00 PM** on Tuesday, January 29, 2019. Deliver submittals to Scott Wilkins, City of Des Moines Marina, 22307 Dock Avenue South, Des Moines, WA 98198. Questions regarding this Request for Qualifications should be directed via e-mail only to Scott Wilkins at [swilkins@desmoineswa.gov](mailto:swilkins@desmoineswa.gov). City written responses will be available to interested parties on or before COB on January 25, 2019.

The City shall not be responsible for any costs incurred by the Consultant in preparing, submitting, or presenting its response to this RFQ.

Following review of submittals and discussions with one or more firms, the City intends to select the firm deemed most highly qualified to provide the services required for the proposed project.

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The Daily Journal of Commerce, January 4, 2019