

Town of Friday Harbor

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

REQUEST FOR QUALIFICATIONS ARCHITECTURAL, ENGINEERING, ARCHITECTURAL LANDSCAPING AND CONSULTING SERVICES

I. PURPOSE OF REQUEST

The Town of Friday Harbor ("Town") is soliciting annual statements of qualifications and performance data (RFQ) from architects, engineers, architectural landscaping and consulting/professional firms in connection with performing professional services for the Town pursuant to Chapter 39.80 RCW.

II. TIME SCHEDULE

The Town will follow the following timetable:

Issue RFQ	January & July each year
Deadline for Submittal of Responses to RFQ	Open

III. INSTRUCTIONS TO PROPOSERS

A. All responses shall be sent to:

C. King Fitch, Town Administrator
Town of Friday Harbor
PO Box 219
55 Second Street
Friday Harbor, WA 98250
(360) 378 - 2810

B. Please place one (1) copy of your RFQ in an envelope and clearly label in the lower left corner "Statement of Qualifications for A & E and Professional Services."

C. Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the Town is desirable whenever practicable.

D. An authorized representative of the firm must complete and sign the attached application (Attachment A) and return it with your statement of qualifications.

E. Any questions concerning the Town's specifications or RFQ process shall be directed to the Town Administrator at (360) 378 - 2810.

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F. The firm must include evidence that he or she maintains the following minimum insurance:

1. Workers' compensation and employer's liability in amounts required by law;
2. Commercial general liability with limits of liability not less than \$1,000,000;
3. Automobile liability insurance with limits of liability not less than \$1,000,000; and
4. Professional liability with limits of liability not less than \$1,000,000.

IV. SELECTION CRITERIA

In the event your firm is selected to commence negotiations with the Town regarding any contract, your RFQ and/or proposals will be evaluated on the following criteria:

- Location of firm in relation to agency location;
- Familiarity with project;
- Similar projects in portfolio;
- References;
- Past performance for agency;
- Experience, ability and reputation;
- Ability to meet deadlines for contract performance;
- Availability to immediately work on project;
- Desire to retain the existing company for follow-on work; and
- Key personnel.

V. TERMS AND CONDITIONS

A. The Town reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.

B. The Town reserves the right to request clarification of information submitted, and to request additional information from any contractor.

C. The Town shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

D. The Town encourages minority and women-owned firms to submit qualifications consistent with the Town's policy to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

E. The Town reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the selection of the consultant.

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VI. SCOPE OF SERVICES

Please refer to Attachment B.

VII. COMPENSATION

A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the Town will negotiate a price which it determines is fair and reasonable. If the Town is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the Town may select another firm.

B. Payment by the Town for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the Town and approved by the appropriate Town representative(s), which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall at a minimum be made on a monthly basis, thirty (30) days after receipt of such billing statement.

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Attachment A

ARCHITECTURAL, ENGINEERING, ARCHITECTURAL LANDSCAPING AND CONSULTING SERVICES APPLICATION

Thank you for the interest expressed by your firm to be included on the Town of Friday Harbor list for Architectural, Engineering and Architectural Landscaping and Consulting Services. **Return to the Town of Friday Harbor, Town Administrator, 60 Second Street, PO Box 219, Friday Harbor, WA 98250.** Incomplete applications will not be processed. The Town of Friday Harbor is an equal opportunity employer. Town of Friday Harbor projects require that prevailing wages to be paid.

APPLICANT INFORMATION		
Company Name:	Owner's Full Name:	
Authorized Agent(s):	Title(s):	
Mailing Address:		
Physical Address:		
Phone No.:	Fax No.:	Email Address:
Type of Ownership: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other	Length of time in business:	
Federal Tax ID No.:	Washington State Tax ID No.:	Friday Harbor Business Lic. No.:
(General) License No.:	Minority or Women Owned Business: <input type="checkbox"/> MBE <input type="checkbox"/> WBE	Other Certifications:
INSURANCE INFORMATION		
Insurance Carrier:	Contact Person:	
Address:	Phone No.:	
Policy No.:	Policy Expiration Date:	Error/Omission Insurance Amount:
REFERENCES		
<i>Please provide the names and addresses of at least two (2) clients for whom you have performed contract work during the past year. Municipal references are preferred.</i>		
Client:	Contact Person:	
Mailing Address:	Phone No.:	
Client:	Contact Person:	
Mailing Address:	Phone No.:	

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Attachment B

ARCHITECTURAL, ENGINEERING, ARCHITECTURAL LANDSCAPING AND CONSULTING SERVICES APPLICATION

STATEMENT OF QUALIFICATIONS

Refer to Section 3C of the Request for Qualifications packet. To determine qualification of firms offering to provide services to the Town, please attach your statement of qualifications in addition to completion of this form. Municipal references are preferred. Information provided will be kept in confidence unless a matter of public record. Firms on the Architectural, Engineering and Architectural Landscaping and Consulting Services List shall attach proof of ability to provide the following to the Application: 1.) List of references of similar projects performed by firm in the past two (2) years or longer; 2.) Proof of appropriate licenses and certifications, including but not limited to Town business licenses, minority or women owned business certificates, Washington State license, etc.; 3.) Statement that firm has no previous record of default in the performance of, or failed to complete, a written public contract, or has not been convicted of a crime arising from a previous public contract; 4.) Insurance, naming the Town as an additional insured, prior to performance of any contract; and 5.) A Performance Bond, if required, prior to performance of any contract.

SCOPE OF WORK

The firms who respond to the RFQ shall be placed on the Town's Architect, Engineer & Consulting List. The Town may select firms from this list and from firms responding to published requirements, if any, and enter into negotiations for contract covering all areas of architect and engineering services including the following: (Check all that apply.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Fire Plan Review | <input type="checkbox"/> Project Management & Services |
| <input type="checkbox"/> Building Inspection Support/Expertise | <input type="checkbox"/> Geotechnical Engineering | <input type="checkbox"/> Real Estate Appraisal & Negotiating |
| <input type="checkbox"/> Civil Engineering/Streets & Storm Drainage | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> SEPA / EIS Analysis |
| <input type="checkbox"/> Comprehensive Planning | <input type="checkbox"/> Historic Resource Analysis & Preservation | <input type="checkbox"/> Solid Waste & Recycling Services |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Hydro-geologist | <input type="checkbox"/> Structural Engineering |
| <input type="checkbox"/> Consulting/Professional Services | <input type="checkbox"/> Landscape Architecture & Park Design | <input type="checkbox"/> Surveying, Mapping & Photogrammetry |
| <input type="checkbox"/> Drafting Services | <input type="checkbox"/> Materials Testing | <input type="checkbox"/> Traffic & Transportation Engineering |
| <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> Mechanical Engineering | <input type="checkbox"/> Traffic Signal Analysis & Design |
| <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Natural Systems Studies & Analysis | <input type="checkbox"/> Urban Design and Planning |
| <input type="checkbox"/> Environmental Site Assessment (ESA's) | <input type="checkbox"/> Pavement Analysis | <input type="checkbox"/> Wetland Analysis |

Other (Specify):

Project size for which to be considered:

- Any amount \$0 - \$7,500 \$7,500 - \$15,000 \$15,000 - \$30,000 \$30,000+

STATEMENT OF CERTIFICATION

By my signature below, duly serving as authorized agent for the firm first indicated herein, do hereby certify that the information contained in this application is true and accurate to the best of my knowledge and that there has been no willful intent to misrepresent any fact or circumstance regarding the status of said firm or its ability to perform the work indicated herein or contracts which may result by submittal of this application.

Name and Title of Preparer (Print):

Signature: