The City of Shelton, Washington is accepting “Requests for Quotations” (RFQ) from qualified material testing firms to provide the City with Capital Water Projects Materials Testing Services.

Section I - Background:

In order to provide timely and efficient design and construction of City of Shelton projects, it is necessary for the city staff to be periodically augmented. At the present, the City needs specialized expertise in material and construction testing, as described below in Section II, Scope of Work, on a unit price basis, as needed. No minimum compensation is guaranteed.

Section II - Scope of Work:

Consultant shall provide testing services to the City for the Capital Water Projects, as required to meet regulatory and contract compliance needs. The construction of these projects is scheduled to begin on or about March 2015 through December 2017. Consultant shall be available to collect samples or perform testing with as little as 12 hours notice. The City will provide a 2 (two) hour minimum call out for all inspection services.

The Capital Water Projects include the following:

Upper Mountain View Pressure Zone – Phase 1A and Phase 1B:

Phase 1A project includes:

1. 1,860 LF of 16-inch diameter PVC and DI transmission main
2. 400,000-gallon multi-column elevated welded steel storage reservoir w/ associated instrumentation and controls
3. The project may include a second 400,000-gallon multi-column elevated welded steel storage reservoir w/ associated instrumentation and controls under an additive bid schedule.

Phase 1B project includes:

1. 3,270 LF of 12-inch diameter PVC transmission main
2. Replacement of submersible 1,000 gpm well pump for City Well No. 3
3. Installation of pressure reducing valve and flow meter stations

Angleside Booster Pump Station:

The Angleside project will consist of site preparation and installation of a booster pump station at the existing Angleside Reservoir and all other associated work as described in the contract documents or required within the related permits to do said work.
The general testing services required by City may include, but are not limited to:
  • Field Density testing
  • HMA compaction
  • HMA compliance testing
  • Concrete compliance testing
  • Concrete strength testing
  • Acceptance Sampling
  • And the related Lab analysis as necessary

Section III - Required Insurance:

1. Worker’s Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than $1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf’s Land Act.

2. Commercial General Liability with limits not less than $1,000,000 per Occurrence and $2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.

3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than $1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.

4. Umbrella/Excess Liability insurance coverage of not less than $1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.

5. Professional Liability insurance with limits of not less than $1,000,000 per claim and $1,000,000 aggregate, subject to a maximum deductible $10,000 per claim. The City of Shelton has the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton prior to cancellation.

In addition, the City, its officers, employees, and volunteers shall be named as “Additional Insureds” by all contractors and subcontractors and a “Waiver of Subrogation” shall be included in favor of the City.

The insurance shall be placed with insurers with a Best’s rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.
Section IV - Format and Content:

In submitting a quotation, each vendor acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in this Request for Quotation or in subsequent negotiations creates any vested rights in any person or firm.

Quotations, which do not address the items listed in this section, will be considered incomplete and will be deemed non-responsive by the City.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the “Principal-in Charge” and the key technical personnel to be assigned to this project. Discuss the experience of these persons and relate that experience to this project. Include what portion of this contract would be assigned to each person.

2. A description of the tests, including unit prices that your firm can provide. Discuss your resources and ability to meet the time constraints of the proposed work.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm’s ability to complete this project on time and within budget.

D. Confirmation of Business Organization

On the last page of the SOQ, the proposer shall complete Form A and identify the business organization under which it currently operates (Form A is provided herein). Partnerships and joint ventures will list each member’s name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the quotation.

Section V - Evaluation Criteria and Selection Process:

Quotation cannot exceed four pages maximum.

The basis of award will be to the respondent receiving the most points based on the following criteria:

1) Qualifications of the consultant and firm. (MAXIMUM 2 POINTS AVAILABLE)

2) Past experience of the firm; and, capability of performing required sampling/testing and meeting required timelines. (MAXIMUM 3 POINTS AVAILABLE)

3) Demonstrated understanding of the project and all major issues. (MAXIMUM 4 POINTS AVAILABLE)
4) References. (MAXIMUM 1 POINT AVAILABLE)

The City of Shelton hereby notifies that it will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

The City of Shelton is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City’s policy on non-discrimination.

Section VI – Submittal

Three (3) copies (not exceeding four pages each) of the Request for Quotation are due to the City of Shelton, Washington, Department of Public Works Office prior to 3:00 p.m. on Thursday, February 19, 2015. Submittals may be hand-delivered, mailed, or delivered by courier. Facsimile and Emailed submissions WILL NOT be accepted, will be deemed NON-RESPONSIVE, and WILL NOT be considered for this contracting opportunity.

Submittal Address: City of Shelton
525 West Cota Street
Attention: Public Works Department

All submittals should be clearly marked on the outside of the envelope: “Capital Water Projects Materials Testing Services.” It is highly preferred that quotations are submitted on 100% post-consumer content recycled paper. All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider submittals that do not address the items listed in this section as non-responsive.

Inquiries regarding the Request for Quotation will only be accepted in written form, and should be directed to the City address or by email to PublicWorks@ci.shelton.wa.us.

Before receiving an award, the successful proposer will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses and Certificates of Insurance.

A committee of individuals to be selected by the City of Shelton, Public Works Department, will perform evaluation of the submittals. These will be scored and ranked based on the selection committee’s evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions. The City reserves the right to reject all proposals received.
### Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- [ ] a corporation incorporated under the laws of the State of Washington
- [ ] an individual doing business as _________________________________
- [ ] a partnership (identify all partners on a separate page, attached)
- [ ] a joint venture (identify all joint ventures on a separate page, attached)
- [ ] other (please specify)__________________________

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