

**CITY OF STEVENSON**  
**STEVENSON UTILITY CONFLICT CANOPY PRESERVATION PLAN**  
**REQUEST FOR QUALIFICATIONS, ENGINEERING SERVICES**

**SUBMITTAL DATE: Sep 26**

The City of Stevenson (City) solicits interest from consulting firms with expertise in Electrical and Civil Engineering (Consultant). Firms will be considered for the Stevenson Utility Conflict Canopy Preservation Plan.

The contract will use the City's standard form "Professional Services Contract" with modifications determined necessary to accomplish the project and fulfill requirements of the City's funding partner for this project. City requires the Consultant to commence work immediately upon contract issuance and diligently pursue project completion within by June 30, 2025. The City reserves the option to extend the contract for additional time and money if necessary.

City reserves the right to amend terms of this Request for Qualifications (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms have spent on their responses.

**Project Description**

The work to be performed by Consultant consists of preparing a planning document for the undergrounding of aerial utility lines in conflict with the urban tree canopy. The plan should:

- Define the Conflict
- Quantify the Risk of Unmitigated Conflict
- Document and Quantify Past Conflict Mitigation Costs
- Quantify Conflict Elimination Costs
- Plan to Eliminate the Conflict

This project is funded by the Washington Department of Natural Resources. No federal funds are involved.

Minority-and women-owned firms are encouraged to submit statements of qualifications (SOQs).

Any questions regarding this project should be directed to Ben Shumaker in writing at [planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us). Answers will be posted to the City website (<https://www.ci.stevenson.wa.us/rfps>). See schedule below. It is the responsibility of firms to access and review all questions and answers prior to submitting their SOQs, if they so desire.

**Submittal**

SOQs must be limited to 10 total pages and include the following information:

- Firm name, contact information, the proposed project manager, and the qualifications of all firm employees proposed to work on the project,
- Each subconsultant firm name, contact information, and the qualifications of all firm employees proposed to work on the project. Non-engineering subconsultants must provide estimated staff-hours and classifications for all firm employees proposed to work on the project,
- Description of consultant's ability to accommodate the project timeline
- Description of the consultant understanding of the project, including local systems and needs,
- Name and contact information for at least 3 past clients capable of verifying the firm's qualifications.

Please submit a PDF copy of your SOQs to:

Tiffany Andersen, Planning and Public Works Assistant  
[planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us)  
City of Stevenson  
7121 E Loop Road; PO Box 371; Stevenson, WA 98648

SOQs are subject to the schedule below. SOQs will not be accepted after the posted time and date.

### **Evaluation Process**

SOQs will be evaluated by a local review team and ranked based on the criteria below. The evaluation may include interviews of the top ranked firms as determined by the review team. Interviews may be conducted in-person or remotely (telephone or video conference).

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|---|-----------|
| 1) Qualifications/Experience/In-house Expertise of Firm and Key Personnel | 20 points |
| 2) Knowledge of Project, Local Systems and Needs                          | 50 points |
| 3) Ability to Complete Project within Performance Period                  | 20 points |
| 4) Past Performance/References  | 10 points |

After the evaluation is complete, City will negotiate with the responsible firm which the local review team determines is most advantageous for the project.

### **Procurement Schedule**

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|--|---|
| ▪ RFQ advertised   | Sep 11 (City and OMWBE websites, Skamania County Pioneer) |
| ▪ Opportunity to ask questions closed                      | Sep 19 5:00pm   |
| ▪ Answers provided via City website                        | Sep 20 2:00pm   |
| ▪ SOQs due   | Sep 26 4:00pm   |
| ▪ Written SOQ Evaluation completed and short list notified | Oct 2   |
| ▪ Interviews window  | Oct 2 to Oct 4  |
| ▪ Responsible firm selected for negotiation                | Oct 5, 2024   |

### **Americans with Disabilities Act (ADA) Information**

The City of Stevenson in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Ben Shumaker at [ben@ci.stevenson.wa.us](mailto:ben@ci.stevenson.wa.us) or by calling collect 509-427-5970.

### **Title VI Statement**

The City of Stevenson, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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