

CITY OF WALLA WALLA REQUEST FOR PROPOSALS

(Title of project)

The City of Walla Walla is seeking proposals, by _____, 200 from Qualified Engineering Consultants to perform engineering work _____ Describe the Project _____.

Describe some background for the project.

Why is the project needed, etc.

The City need the services of a Professional _____ To perform the following tasks _____.

SCOPE OF WORK

The Consultant shall:

- 1) Visit the site and attend a pre proposal meeting to discuss the City's needs.
- 2) Review the City's records.
- 3) Review any available drawings.
- 4) Review the states procedures for conducting the load ratings.
- 5) Prepare a report of the findings.
- 6) Attend at least two meetings with city staff or special interest groups.

The City Shall:

- 1) Provide all information on the known condition of bridges throughout the City.
- 2) Find and provide any existing drawings of bridges.
- 3) Provide maps.

- 4) Review and comment on the test results and final report.

QUALIFICATIONS:

Required qualifications for firms submitting proposals:

- 1) Have responsible person with Washington State Engineer's License assigned to the project.
- 2) Experience with similar projects in Washington Cities.
- 3) Qualified staff to perform the tests and the calculations.

PROPOSAL SUBMITTAL:

- A) The following information is to be submitted as part of the proposal. The proposal is to be not more than 15 single-sided pages in length including single page resumes of persons to be assigned to the project. Three copies of the proposal are to be provided. Other material may be attached as deemed appropriate. The proposal is to be organized into the following categories:

- 1) Approach to the Project: Describe your approach to this project and any special ideas, techniques or suggestions that you think might make the project proceed smoothly.
- 2) Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature.
- 3) Qualifications: Describe your staff's unique qualifications and training for this type of work.
- 4) Work Hours and Schedule: Describe what you think will be the work hours necessary to complete this project and the schedule for when the work will be done.

A copy of a proposed contract may be attached. You should provide evidence of Professional Liability Insurance.

- B) Deadline for submission of proposals:

- 1) Interested firms should submit proposals by 5:00 P.M.

Date 200 to:

City Engineer's Office
City of Walla Walla
55 Moore Street
Walla Walla, WA 99362
Attention: Name of Project Manager

2) Proposals should be marked:

"...Name of Project...."

SELECTION OF CONSULTANT:

Proposals will be evaluated by a committee made up of City employees. They will be evaluated on the basis of experience, qualifications, your approach to the project and any innovative ideas you have for making the project go quickly and smoothly.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The consultant determined best qualified to perform this project will be recommended for contract award to the City Council.