



**CITY OF LA CENTER
214 EAST 4TH STREET
LA CENTER, WA 98629
Ph: 360.263.2782 | Fax: 360.263.5700**

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

The City of La Center, Washington is requesting proposals to provide Engineering support and Consultant Services to assist the City Community Development Department with various duties as needed. The Engineer or Engineering Firm must be licensed and practicing as a Professional Engineer in the State of Washington. The City anticipates contracting with the individual for firm whom in the City's opinion is best qualified to perform a variety of specialized functions.

Typical Engineering Support/Consulting Services may include but not limited to:

- Review of subdivision improvement plans of proposed developments for engineering design and city standards.
- Review of sewer system plans; including force mains and pump station design.
- Review and assistance with proposed storm drain improvements.
- Prepare feasibility studies for future projects based on City standards and City Facility Plans.
- Review of Engineering project plans and bid packages prepared by the City for quality control.
- Assist City for construction inspection of subdivision improvements and public improvements.
- Survey services.
- Traffic and transportation design

Proposals should include a "Statement of Qualifications" outlining personnel qualifications and experience in developing Capital Facility Plans along with references. **Proposals should be limited to five pages front and back totaling 10 content pages.** Selection of an Engineering firm will be based upon their competency, qualifications and experience. Work is to begin immediately upon successful negotiations will extend until December 31st, 2019.

Proposals shall contain:

- A general statement of the project understanding along with:
 - Project team including proposed sub-consultants
 - The experience of the proposed project manager and individuals who will be working on the project.

The City of La Center is an Equal Opportunity Employer. Please direct inquiries, Monday – Friday, 8:00 a.m. to 4:30 p.m. to, Dustin Bailey, Finance Manager. The City of La Center reserves its rights under applicable law to reject any or all proposals and to waive procedural irregularities upon determining in the City's sole opinion it is in the public's best interest to do so. Proposals will be accepted until **One (1) p.m., Pacific Daylight Savings Time, on March 15, 2019.** Please submit **three copies of the proposal.** Any proposal received after this date and time will not be reviewed. Proposals will not be accepted via facsimile or electronic mail.

Submit Proposals Clearly Labeled "Engineering Services:"

City of La Center
214 East 4th Street
La Center, Washington 98629

ADDITIONAL REQUIREMENTS

City Business License

All contractors doing business within the City of La Center are required to have (or obtain) a City of La Center business license. For information, call (360) 263-2782.

Insurance

(1) General Requirements

- A. The Contractor shall obtain the insurance described in this section from insurers approved by the State Insurance Commissioner pursuant to RCW Title 48. The insurance must be provided by an insurer with a rating of A-: VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the state of Washington (or issued as a surplus line by a Washington Surplus lines broker). The Contracting Agency reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
- B. The Contractor shall keep this insurance in force during the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated (see C. below).
- C. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Final Completion or earlier termination of this contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.
- D. The insurance policies shall contain a "cross liability" provision.
- E. The Contractor's and all subcontractors' insurance coverage shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or insurance pool coverage.
- F. All insurance policies and Certificates of Insurance shall include a requirement providing for a minimum of 30 days prior written notice to the Contracting Agency of any cancellation in any insurance policy.
- G. Upon request, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s).
- H. The Contractor shall not begin work under the contract until the required insurance has been obtained and approved by the Contracting Agency.
- I. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.

- J. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the contract and no additional payment will be made.

(2) Additional Insured

All insurance policies, with the exception of Professional Liability and Workers Compensation, shall name the following listed entities as additional insured(s):

- The City of La Center and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, whether primary, excess, contingent or otherwise, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(3) describes limits lower than those maintained by the Contractor.

(3) Subcontractors

Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverage's listed in (5)A and (5)B. Upon request of the Contracting Agency, the Contractor shall provide evidence of such insurance.

(4) Evidence of Insurance

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements must conform to the following requirements:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in (2) as Additional Insured(s), showing the policy number. The Contractor may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement. A statement of additional insured status on an ACORD Certificate of Insurance shall not satisfy this requirement.
3. Any other amendatory endorsements to show the coverage required herein.

(5) Coverage's and Limits

The insurance shall provide the minimum coverage's and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

(5)A Commercial General Liability

A policy of Commercial General Liability Insurance, including:

- Per project aggregate
- Premises/Operations Liability
- Products/Completed Operations – for a period of one year following final acceptance of the work.
- Personal/Advertising Injury
- Contractual Liability
- Independent Contractors Liability
- Stop Gap / Employers' Liability

Explosion, Collapse, or Underground Property Damage (XCU)

Blasting (only required when the Contractor's work under this Contract includes exposures to which this specified coverage responds)

Such policy must provide the following minimum limits:

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$1,000,000	Products & Completed Operations Aggregate
\$1,000,000	Personal & Advertising Injury, each offence

Stop Gap / Employers' Liability

\$1,000,000	Each Accident
\$1,000,000	Disease - Policy Limit
\$1,000,000	Disease - Each Employee

(5)B Automobile Liability

Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) must provide the following minimum limit:

\$1,000,000	combined single limit
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(5)C Workers' Compensation

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.