



City of Seattle

Seattle City Light

REQUEST FOR QUALIFICATIONS (RFQ)

For Design-Build (DB) Services

Cedar Falls 115-26 kV Substation

Design-Build Project

PW# 2018-079A

Statement of Qualifications (SOQ) Deadline: November 9, 2018 at 2:00 PM

CITY OF SEATTLE
REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN-BUILD SERVICES

**Cedar Falls 115-26kV Substation
Design-Build Project
PW# 2018-079A**

Statement of Qualifications (SOQ) Due:
November 9, 2018

PROJECT LOCATION: Cedar Falls Hydroelectric Project, North Bend, King County, Washington

PROJECT DESCRIPTION: The City of Seattle seeks Statements of Qualifications (SOQs) from qualified firms to provide Design-Build (DB) Services for the Cedar Falls 115-26kV Substation Design-Build Project (Project). The Project will consist of design, demolition, construction and commissioning services.

DESIGN BUILD CONTRACT ESTIMATE: \$10,437,200

PRE-STATEMENT OF QUALIFICATION MEETING: **[October 25, 2018, 2:00 PM]**
Cedar River Watershed Education Center
17905 Cedar Falls Road S.E.
North Bend, WA 98045

OBTAINING RFQ: Documents are available ONLINE at <https://www.ebidexchange.com/seattle>

Explicit SOQ submittal instructions can be found in the Section Statement of Qualifications of the RFQ.

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Attachment 4: Summary of RFP Scoring

Attachment 5: Draft Request for Proposals (RFP)

5-A: Volume 1 -Draft Instructions to Proposers

5-B: Volume 2 - Draft Technical Requirements (TR)

5-C: Volume 3 - Draft General Terms and Conditions of Design-Build Contract

RFQ Contact Information, Submittal Instructions, and Design-Builder Selection Schedule

This procurement is managed for The City of Seattle (City) by its City Purchasing and Contracting Services (CPCS) of the Finance and Administrative Services (FAS) Department. The contact for this procurement is the CPCS Program Administrator:

Mark Nakagawara, Mark.Nakagawara@seattle.gov, 206-684-4542
Back-up Contact: Liz Alzeer, Liz.Alzeer@seattle.gov, 206-684-4535

Seattle City Light (SCL) is the Administering Department that will manage the Project. The SCL Project Manager is Eddie Plana, Eddie.Plana@seattle.gov, 206-684-3520.

Questions about this procurement must be submitted to the CPCS Program Administrator named above. Applicants shall not rely on information derived from other sources including other City employees.

Statements of Qualifications must be submitted to the address below; see Section 4.0 of this RFQ for additional details on submittal requirements.

Table 1: Address & Location

Fed Ex & Hand Delivery - Physical Address	US Post Office - Mailing Address
City Purchasing & Contracting Services Seattle Municipal Tower 41st Floor, Suite 4112, 700 Fifth Avenue Seattle, Washington, 98104	City Purchasing & Contracting Services Seattle Municipal Tower P.O. Box 94687 Seattle, Washington, 98124-4687

The procurement schedule for selection of a Design-Builder is shown in Table 2 below. This schedule is subject to revision by the RFP and addenda to this RFQ.

Table 2: Design-Builder Selection Schedule

Key Milestones	Target Date(s)
Step 1 – RFQ Phase	
RFQ Released for Advertisement	October 12, 2018
Pre-Statement of Qualifications Meeting	October 25, 2018
Deadline for Submitting Questions	October 31, 2018
Last Day for City response to questions and to Issue Addenda	November 2, 2018
Statement of Qualifications Deadline	November 9, 2018 at 2:00 PM
SOQ Evaluation Complete	November 16, 2018
Notification of Short List	November 19, 2018
Step 2 – RFP Phase	
Request for Proposals Issued	December 3, 2018
Mandatory Site Visit	December 12, 2018
One-on-One Meetings	January 9-10 and 24-25, 2019
Deadline for Submitting Questions	January 22, 2018
Last Day for City response to questions and to Issue Addenda	February 4, 2019
Proposal Deadline	February 11, 2019 at 2:00 PM
Interviews (optional)	March, 2019
Announcement of Highest-Scored Proposer	March 15, 2019
Design-Build Contract Negotiations	March -April 2019
Notice of Intent to Award	March 2019
Design-Build Contract Execution	April 11, 2019

Definitions

For the purposes of clarity throughout the RFQ, the following terms and definitions apply.

Applicant(s) – The team(s) responding to the RFQ.

Proposer(s) – The team(s) short-listed after SOQ evaluation.

Design-Builder – The firm or joint venture awarded the Design-Build Contract.

Design-Build Team – The named individuals and entities who will perform the Project for the Design-Builder. The terms **City, City of Seattle, Owner, and Seattle City Light (SCL)** are synonymous and interchangeable in respect to this RFQ.

Other terms and definitions can be found in Attachment 5-C of this RFQ: Volume 3 Article 1 of the draft RFP.

Statement of Qualifications Submittal Checklist

The Statement of Qualifications should be packaged into the following sections:

1. Letter of Interest
2. Response to Minimum Qualifications
3. Statement of Qualifications Elements
4. Company Questionnaire
5. Proof of Legal Name
6. Proof of Insurance and Bonding Capacity
7. Appendix A – Project Experience Forms
8. Appendix B – Key Personnel Forms
9. Appendix C – Letter of Intent to Joint Venture (if applicable)

This list is for Applicant's convenience, to assist with quality control before submitting a Statement of Qualifications. Addenda may change this list; be sure to check any final instructions. See Section 4.0 Statement of Qualifications for detailed requirements.

1.0 Project Description

1.1 Services Being Procured

The City is using a two-phase process to select a Design-Builder for the design and construction of Seattle City Light's new Cedar Falls 115-26kV Substation (the Project). The City was granted approval from the State of Washington Project Review Committee to use the design-build (DB) project delivery method as provided under RCW Chapter 39.10.

This RFQ initiates the first phase of the procurement process. Statements of Qualifications (SOQ's) submitted in response to it will be evaluated by the City using the process described herein. The City will select up to four of the highest scored SOQ's as finalists to receive a Request for Proposals (RFP), which initiates the second phase of the process. The City intends to award the Design-Build Contract for the Project to the responsive and responsible finalist offering the proposal that is scored highest.

The RFP will consist of the documents listed below. Draft versions of Volumes 1, 2 and 3 are attached to this RFQ (Attachment 5) to provide a more detailed description of the scope of work and to provide a more complete context within which applicants can appreciate the nature of the work and the relevant experience and expertise being sought from qualified teams.

- Volume 1 - Instructions to Proposers (ITP);
- Volume 2 - Technical Requirements (TR), and;
- Volume 3 - General Terms and Conditions.

The City will conduct confidential One-on-One Meetings during proposal preparation to provide opportunity for Proposers to solicit feedback for development of their approach to clarify aspects of the RFP.

The City will pay an honorarium of \$80,000 to all non-successful Proposers who submit a responsive Proposal.

1.2 Project Background, Project Description, Project Schedule, and Existing Conditions

1.2.1 Project Background

The Cedar River Municipal Watershed provides 70% of the drinking water for 1.4 million Seattle Public Utility (SPU) customers in the greater Seattle area, as well as downstream water flows for salmon, lakes, and locks. The water is stored in Masonry Pool and Morse Lake and is released by SCL through the Cedar Falls Hydroelectric Project. The Cedar Falls Powerhouse is located approximately 38 miles east of Seattle on the Cedar River, 8 miles south of North Bend, Washington, in King County. SPU is expanding its facilities at Cedar Falls with a new administration building to be completed in the latter part of 2018 and a new operations building in 2020. SPU needs power service for these new facilities, however, the new load exceeds current system capacity.

SCL has determined that the best way to reliably serve this new load while still serving existing loads is to construct a new substation in a nearby location. This provides an opportunity to bring the station up to current electrical safety requirements, reduce the risk of oil spills to the river as well as replace equipment that is at the end of its useful life. Once the new substation is in service, the existing substation will be deconstructed, and the area restored.

All activities within the Cedar Falls Historic District shall be conducted in compliance with SCL's Cedar Falls Historic Resources Management Plan and with SPU's Cultural Resources Management Plan. Cedar River Municipal Watershed, King County, Washington.

The new power supply to the SPU facilities needs to be provided no later than August 2020. The anticipated completion of the project and connection to the existing Cedar Falls generation facility is August 2021.

1.2.2 Project Description

The Project will consist of design and construction of a new substation and deconstruction and restoration of the existing substation with the following elements:

- Site development, including earthwork, restoration, and fencing;
- A 115-kV, four circuit breaker ring bus
- A 12/16/20 MVA, 115/26-kV transformer
- 26-kV switchgear, and corresponding new 26-kV feeder
- A new 30-MVA Generator Step-Up transformer
- A new 8-kV switchgear

- Demolition of existing substation facilities
- Associated control and protection as specified in the technical documents.

1.2.3 Estimated Project Schedule

The Project’s schedule includes the following Milestones:

Stage 1 Milestone is achieved when the new substation power is energized to SPU Facility. This will involve tapping the existing 115-kV transmission line to Rattlesnake Lake Substation, installing a 115-kV, four circuit breaker ring bus, a 115/26-kV transformer, 26-kV switchgear, and corresponding new 26-kV feeder to the SPU facility as well as a control and protection enclosure.

Stage 2 Milestone is achieved when the completed new substation begins commercial operation. This will include installation of a new 30-MVA transformer, a new 8-kV switchgear, and completion of the substation to enable connection of the Cedar Falls generation.

Stage 3 Milestone is achieved when the demolition and removal of the existing substation is complete, the site is restored, and the project has achieved substantial completion.

Table 3: Estimated Project Schedule

Key Milestones	Target Date
Design-Build Contract Execution	April 2019
Project Validation Period (see Volume 3)	May-June 2019
Construction Start	July 2019
Milestone Stage 1	July 2020
Milestone Stage 2	August 2021
Substantial Completion (Milestone Stage 3)	November 2021
Physical Completion	December 2021

1.2.3 Existing Conditions

See the following Figure 1 for site layout considerations and existing structures.

RFQ Figure 1

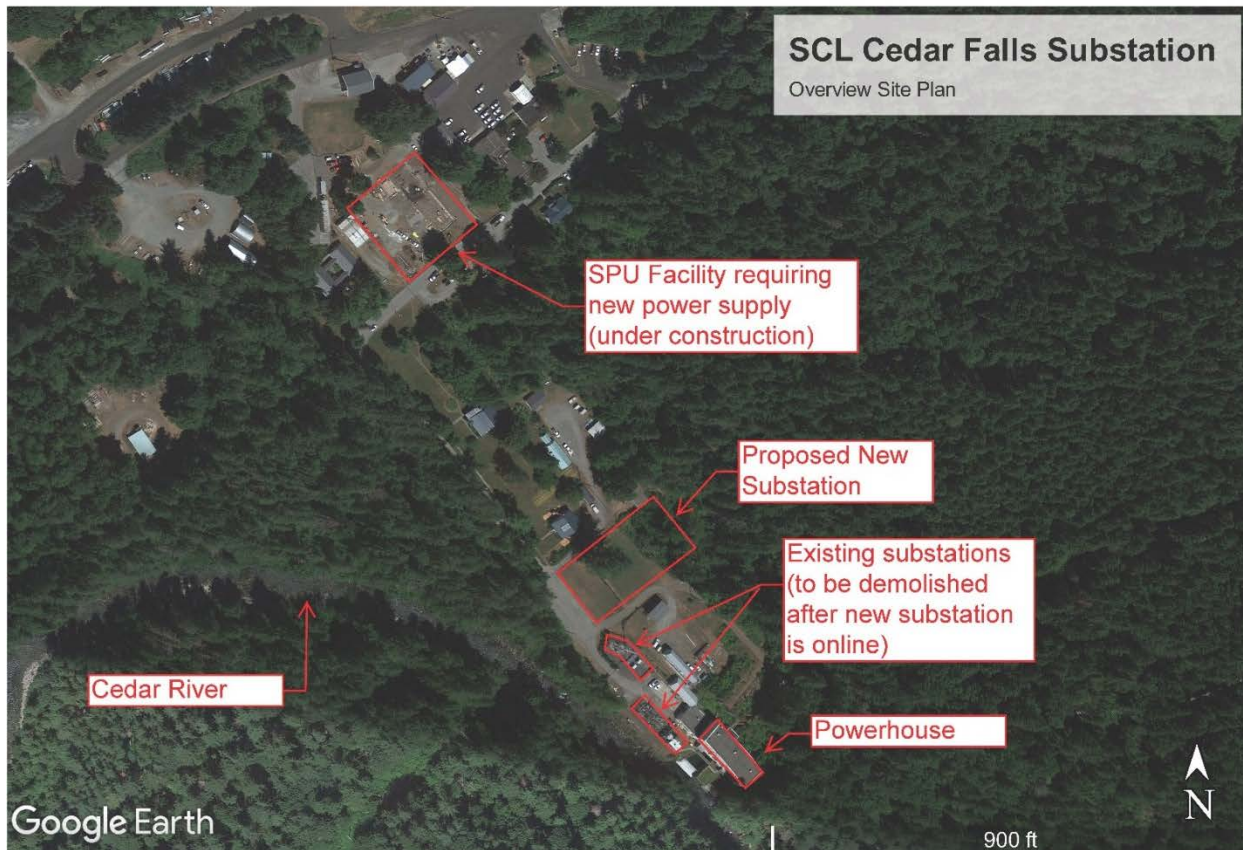


Figure 1: Overview Site Plan

1.3 Community Workforce Agreement

This project is a Covered Project under the City’s Community Workforce Agreement and Priority Hire Ordinance (SMC 20.37). The City promotes access to construction careers for women, people of color and others with social and economic disadvantages, particularly those living in Seattle. Project specific requirements will be covered in the Terms and Conditions, Volume III.

1.4 Project Challenges and Rationale for Using DB Approach

The project presents a number of challenges – many derive from City Light’s customer demands for a new power supply by July 2020. These challenges include:

- The existing substation must remain operational during construction except for brief outages for “cut-overs” from the existing circuits to the new circuits.
- Equipment “cut-over” will be phased and happening at different times throughout construction. Project design, construction scheduling and stakeholder needs will determine the timing of outages.
- The project site is constrained by a river, a historical residence, the historical powerhouse and structures, and the vegetated hillside. The substation’s footprint, and hence the extent and complexity of the site work will vary depending on the substation equipment configuration and type of equipment selected.

In utilizing a DB approach for this Project, SCL expects to secure substantial benefits for the public. These benefits include:

- A single contract with a Design-Builder will result in better integration and efficiency for outages, construction sequencing and equipment selection.
- The DB procurement method allows for the quickest delivery of the project and therefore will enhance design and construction schedule certainty related to delivery of the new 26kV power supply to SPU facilities.
- The DB approach allows for innovation to enhance efficiency and optimize equipment selection site layout and cost.
- Project risk allocation to the party best able to manage those risks.

1.5 Project Goals

The City has established the following Project Goals:

1. Optimize scheduling and sequencing of design and construction. This goal will be achieved by meeting or exceeding the in-service milestones specified, having critical components on-site well ahead of time, and performing an efficient “cut-over” to the new equipment.
2. Project Collaboration. The City recognizes that to effectively and efficiently resolve the unique challenges in this Project, the Design-Builder must manage risk and partner with the City to identify and resolve issues early. The City seeks a Design-Builder who recognizes the benefits of focusing on the Project Goals during all phases of the Project and who facilitates collaboration during the entire design-build process.

3. Quality. The City seeks a Design-Builder who will meet or exceed technical quality requirements for design and construction through implementation of a clear and thorough Quality Management Plan that actively and transparently discovers and tracks quality issues before they impact schedule and cost.
4. Minimize Outages. The successful Design Builder will efficiently plan ahead, coordinate with affected stakeholders and sequence work to minimize the overall duration of outages.
5. Safety. The successful Design-Builder will design for safety and optimize equipment layout to efficiently use available space while still providing safe and convenient access for maintenance.
6. Cultural and Environmental Resources and its impacts. The successful Design-Builder will optimize site layout and configuration of equipment to minimize impact to surrounding environment and existing cultural resources.

1.6 Design Excellence

“Design Excellence” is achieved with design and implementation that meets the Project Schedule and Budget, exceeds the City’s Project Goals and the defined functional requirements, and includes innovative solutions to the Project’s more difficult challenges. The City’s evaluation of Design Excellence will include, but not be limited to, the Applicant’s experience on other projects as well as the proposed approach for this Project. See Section 5 for more information regarding the evaluation.

1.7 Projects of Similar Scope and Complexity

The term “Projects of Similar Scope and Complexity” refer to previously completed projects that have completion dates within the last ten (10) years and have many, or all, of the following characteristics:

1. Design Build Projects that required pro-active coordination and integration of the design and construction professionals as well as collaboration with the owner.
2. Work in and around existing and energized facilities.
3. Projects that involved the construction of new substations and transmission line re-builds of a minimum of 115kV.
4. Projects that required phased in-service dates for components, and outage coordination with external stakeholders.
5. Projects for public sector owners in the United States.
6. Projects in environmentally, historic, and culturally sensitive areas.

7. Projects that require coordination with work performed by others.
8. Projects that involved deconstruction of existing switchyard, which involved hazardous materials, including PCBs, asbestos, lead-based paint, SF6, and contaminated soil.
9. Projects of an executed dollar value of \$9M.

The City reserves the right to determine in its sole discretion which projects submitted by the Applicant meet the definition of Projects of Similar Scope and Complexity, and to award more points to Applicants who have performed work on projects that incorporate more of the characteristics set forth in this definition and that are more recent. The City also reserves the right to award more points to projects in which the Applicant, its team members and individual Key Personnel had substantial responsibility for their respective scopes of work.

2.0 Minimum Qualifications

Statements of Qualifications that do not meet these minimum qualifications at time of the SOQ deadline will be rejected by the City without further consideration. If the Applicant is a Joint Venture, unless otherwise noted below, each venture partner must demonstrate these requirements at the time the SOQ is submitted, they may meet the qualifications as a team. (NOTE: If the Highest-Scored Proposer is a Joint Venture, the Proposer must become compliant as a Joint Venture partnership by the time of Award).

Applicants must:

1. Be registered as a Licensed Contractor with Washington State in accordance with RCW 18.27.020 (Joint Venture may meet this requirement as a team);
2. Not be disqualified from bidding on any public works contracts under RCW 39.06.010 or 39.12.065 or have active exclusions on the federal System of Awards Management (sam.gov);
3. Have delivered at least three (3) Projects of Similar Scope and Complexity in the last ten (10) years and
4. Have a bonding capacity at least equal to the project estimate (evidenced by submitting surety letter)
5. Must be able to provide the required insurance coverage (evidenced by submitting letter from broker)

3.0 Applicant Instructions, Requirements & Procedures

3.1 Obtaining RFQ

All RFQ documents are posted on <http://www.ebidexchange.com/seattle>. Interested Applicants must complete a free registration prior to viewing, downloading, printing, or ordering full or partial document sets and/or CDs through the website. It is the Applicant's responsibility to ensure it has received a complete set of documents from the download or delivery service.

3.2 Registration to do Business with the City

Applicants are required to make a one-time registration into the City Online Business Directory at: <http://www2.seattle.gov/ProposerRegistration/>. For assistance, call 206-684-0444.

3.3 Pre-Statement of Qualifications Conference

The City will conduct an optional pre-SOQ conference on the time and date provided in the Design-Builder Selection Schedule in Table 2 of this RFQ. Refer to Advertisement page for additional detail. Applicants are highly encouraged to attend, but not required to attend to be eligible to submit an SOQ. This meeting is to provide Applicants with the opportunity to obtain answers to questions about the procurement. All questions and answers will be documented and published on <http://www.ebidexchange.com/seattle>.

3.4 RFQ Questions

Applicants may also submit written questions to the CPCS Program Administrator (see page 1 of this RFQ) at any time until the deadline for the applicable phase of the procurement stated in the Design-Builder Selection Schedule in Table 2 of this RFQ, as may be amended. CPCS will publish the questions and any answers on <http://www.ebidexchange.com/seattle>.

3.5 Changes/Addenda to the RFQ

The City reserves the right to amend this RFQ at any time before the SOQ Deadline. Any amendments will be announced by addenda to this RFQ.

The City will issue addenda for any changes to the RFQ, which will become part of this RFQ. If an addendum is issued, all other provisions in the RFQ that are not modified remain unchanged. Addenda will be issued on <http://www.ebidexchange.com/seattle>.

3.6 Receiving and Acknowledging Addenda and/or Question and Answers

It is the obligation and responsibility of the Applicant to learn of any addenda, responses to questions, or notices issued by the City. Note that some third-party services may independently post City of Seattle RFQs or other procurement documents on their websites. Applicants relying on such services do so at their own risk.

SOQ submittals sent to the City will be considered acknowledgement of all Addenda issued prior to the SOQ deadline.

3.7 Validity of SOQs and Proposals after Execution

Applicants agree that the information included in the SOQs, including Key Personnel, will remain valid and accurate for a minimum of ninety (90) days. Short-listed firms/teams (Proposers) will be required to extend their validation through final selection and the successful Proposer will be required to extend through contract execution.

Should the original Design-Build Contract executed under the RFP subsequent to this RFQ be terminated for any reason within ninety (90) days of Execution, the City reserves the option to return to the procurement process to pursue Award to the next highest scored Proposer upon agreement with such Proposer to do so. Any new Award will have this same option.

3.8 Cost of Preparing Statement of Qualifications

The Applicant is solely responsible for all costs incurred in the preparation and presentation of a Statement of Qualifications in response to this RFQ.

3.9 No Objections

If the Applicant does not object to any of the provisions of this RFQ prior to the SOQ deadline, the Applicant waives all rights to protest the provisions of this RFQ. By submitting an SOQ in response to this RFQ, Applicant agrees that the process, criteria, and requirements described in this RFQ are fair and proper, and that the Applicant has no objection to any provisions of the RFQ.

3.10 Applicant Responsibility in Responding

It is the Applicant's responsibility to provide a full and complete written response, which does not require interpretation or clarification by the City. The Applicant is to provide all requested materials, forms, and information. During evaluation and scoring (prior to interviews, if any), the City will rely upon the submitted materials and will not accept materials from the Applicant after the SOQ deadline; however, this does not limit the right of the City to consider additional

information (such as references that are not provided by the Applicant but are known to the City, or past experience by the City in assessing the Applicant), or to seek clarifications from the Applicant as needed by the City.

For an Applicant proposing as a Joint Venture, each member of the Joint Venture shall separately provide their own individual information where this RFQ requests specific evidence of an Applicant's qualifications.

Applicants are advised that the City's ability to evaluate SOQs is dependent in part on the Applicant's submitting SOQs that are well-ordered, detailed, comprehensive, and readable. Applicants are responsible for errors and omissions in their SOQs. No such error or omission shall diminish the Applicant's obligations to the City.

Prior to the SOQ deadline, an Applicant may make changes to its SOQ. No change shall be allowed after the deadline.

3.11 Withdrawal

At any time, by written request, an Applicant may withdraw their SOQ.

3.12 Cancellation and Rejection of Statement of Qualifications

The City reserves the right to reject non-responsive SOQs and may reject all SOQs for any reason at its sole discretion. The City may choose not to award and/or execute a Design-Build Contract even after declaration of the Highest Scored Proposer. Applicants/Proposers acknowledge that a notice of Intent to Award confers no right of contract. A decision by the City to cancel the RFQ, RFP, and/or not enter into a contract will not be the basis of any claims or causes of action for costs or damages by any Applicants/Proposers.

3.13 Ex Parte Communications

Applicants are advised to refrain from initiating and/or engaging in communications specific to this procurement with third party agencies and other non-designated employees of the City of Seattle and its departments who may or may not have knowledge of the Project. These agencies and/or employees are not authorized to represent the interests of the City in this procurement. Applicants are advised not to rely on any information obtained other than what is provided by the designated CPCS Program Administrator(s) designated on Page 1. The City reserves the right to take actions deemed appropriate to the City, up to and including the disqualification of the Applicant, for engaging in unauthorized communications deemed detrimental to this procurement.

3.14 Ethics

Familiarize yourself with the City Ethics code:

http://www.seattle.gov/ethics/etpub/et_home.htm. For an in-depth explanation of the City's Ethics Code for Contractors, Vendors, Customers and Clients, visit:

<http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

3.14.1 No Gifts and Gratuities

Proposers shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Proposer. An example is giving sporting event tickets to a City employee who is on the evaluation team of a proposal you plan to submit. The definition of what a "consideration" would be is very broad and could include not only awarding a contract but also the administration of the contract or the evaluation of contract performance. The rule works both ways, as it also prohibits City employees from soliciting items of value from Proposers.

3.14.2 Involvement of Current and Former City Employees

If an Applicant has any current or past (within the most recent 24 months) City employees, officials or volunteers that are working or assisting on this solicitation or on the contract to be executed based on this solicitation, you must promptly notify the CPCS Program Administrator. The Company Questionnaire within your SOQ documents prompts you to do so. The selected Design-Builders must continue to update that information to CPCS during the course of the contract. The Applicant is to be aware and familiar with the City's Ethics Code as it pertains for current and former City employees, and to educate and ensure compliance by the Proposer and identified individuals or firms accordingly.

3.14.3 Contract Workers with over 1,000 Hours.

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware and familiar with the Ethics Code accordingly.

3.14.4 No Conflict of Interest

The Proposer (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Proposer performance. The City shall make sole determination as to compliance.

3.15 Organizational Conflicts of Interests

“Organizational Conflict of Interest” means that because of other activities or relationships with other persons or entities, a person or entity:

1. Is unable or potentially unable to render impartial assistance or advice to the City; or
2. Is or might be otherwise impaired in its objectivity in performing the contract work; or
3. Has an unfair competitive advantage.

The integrated nature of the Design-Build project delivery method creates the potential for Organizational Conflicts of Interest. Disclosure, evaluation, neutralization, and management of these conflicts and of the appearance of conflicts, is in the interests of the public, the City, and the consulting and construction communities.

The City will take steps to ensure that individuals involved in the preparation of the procurement documents (e.g., RFQ, RFP), evaluation of SOQs and Proposals, and selection of Design-Builder are not influenced by Organizational Conflicts of Interest, and that no Applicant is given an unfair competitive advantage over another.

Applicants are required to disclose all relevant facts concerning any past, present, or currently planned interests, activities, or relationships which may present an Organizational Conflict of Interest. Applicants shall state how their interests, activities, or relationships, or those of the chief executives, directors, Key Personnel, or any proposed consultant, subconsultant at any tier, contractor, or subcontractor at any tier may result, or could be viewed as, an Organizational Conflict of Interest.

If an Organizational Conflict of Interest is determined to exist, the City may, at its sole discretion, offer the Applicant/Proposer the opportunity to avoid or neutralize the Organizational Conflict of Interest; disqualify the Applicant/Proposer from further participation in the procurement; cancel this procurement; or, if Award has already occurred, declare the Proposal non-responsive and Award the Design-Build Contract to the next Highest Scored Proposer, or cancel the Design-Build Contract. If the Applicant/Proposer was aware of an Organizational Conflict of Interest prior to Award of a Design-Build Contract and did not disclose the conflict to the City, the City may terminate the Design-Build Contract for default.

3.16 Licensing

The Highest Scored Proposer must meet all licensing requirements that apply to its type of business immediately after receiving Intent to Award (unless required earlier in the procurement process per this RFQ) or the City may find the Proposer not responsible. Companies must license, report, and pay revenue taxes for the Washington State Business License

(Unified Business Identifier Number (UBI#)) and Seattle Business License, if required by the laws of those jurisdictions.

3.16.1 Seattle Business Licensing

All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Applicant/Proposer and not charged separately to the City. Upon receipt of Intent to Award, the Highest Scored Proposer must immediately obtain a Seattle Business License (if not already obtained) and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so may result in rejection of the Proposal. **[NOTE TO APPLICANTS: Seattle Business License not required for this Project.]**

3.16.2 State Business Licensing & Associated Taxes

Before the Design-Build Contract is Executed, Proposer must have a State of Washington business license (a State “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted Proposer’s business from State licensing (for example, some foreign companies are exempt, and, in some cases, the State waives licensing because the company does not have a physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Proposer and not charged separately to the City. Instructions and applications are at: <http://bls.dor.wa.gov/file.aspx>, and the State of Washington Department of Revenue is available at 1-800-647-7706.

In addition, no later than the Execution of the Design-Build Contract, Proposer must have an Employment Security Department Account number for Unemployment Insurance and be current on payments; and a Labor & Industries Account for Industrial Insurance (Worker’s Compensation), and be current on amounts due or submit proof of being self-insured; and have a Department of Revenue tax account set up and be current on payments.

3.17 Team Continuity and Changes to Organizational Structure

Part of the evaluation of SOQs and Applicant teams will be based on the qualifications of the proposed Key Personnel listed in Section 4 of this RFQ. An Applicant/Proposer may not, without the written consent of the City, substitute, or change any of the Key Personnel for the duration of the selection process and for the duration of the Design-Build Contract. All proposed Key Personnel are to be committed throughout the selection process and be available for the interview. If an Applicant/Proposer substitutes any member of the Key Personnel prior to Award, the City reserves the right to revise its scoring of that team.

Requests for removal, replacements, and additions shall be submitted in writing. To qualify for approval, the written request shall document that the proposed removal, replacement, or

addition will be equal to or better qualified than the Key Personnel provided in the SOQ. The City will use the criteria specified in the RFQ to evaluate all requests.

3.18 Proprietary and Confidential Material

3.18.1 Background: State of Washington’s Public Records Act (Release/Disclosure of Public Records)

Unless otherwise exempt by other laws or regulations, under RCW Chapter 42.56 (the *Public Records Act*) all materials received or created by the City of Seattle are **public records**. As further provided under RCW 39.10.470, these records include but are not limited to bids, SOQs, Proposals, agreement documents, contracts, contract work product, or other procurement-related material.

The State of Washington’s Public Records Act requires public records to be promptly disclosed by the City upon request unless that RCW or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 39.10.470, RCW Chapter 42.56 and RCW Chapter 19.108).

Applicants/Proposers must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature’s website at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

If you have any questions about disclosure of the records you submit with your SOQ/Proposal, contact the CPCS Program Administrator named in this document.

3.18.2 Protecting Submitted Materials from Disclosure (Protected, Confidential, or Proprietary)

As provided under RCW 39.10.470, the City will not disclose a finalist’s Proposal in response to a public records request until after notification of the highest scoring finalist. Otherwise, the City must promptly make public records available upon request unless the record is exempt from disclosure.

As mentioned above, all City of Seattle offices (“the City”) are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your proposal or contract work products, are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form (“the

Form”) provided by the City (see the Company Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to CPCS for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a Proposal, the Proposer acknowledges this obligation; the proposer also acknowledges that the City will have no obligation or liability to the Proposer if the records

Visit <https://www.seattle.gov/public-records/public-records-request-center-to-find-out-how-to-request-public-records>.

3.19 Background Checks and Immigrant Status

Background checks will be required for workers that will be performing the work under this contract. The City has strict policies regarding the use of Background checks, criminal checks, immigrant status, and/or religious affiliation for contract workers. The policies are incorporated into the contract and available for viewing on-line at:

<http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background>

3.20 Non-Disclosure Agreement (NDA)

As required by the North American Electric Reliability Corporation (NERC) related to the protection of information, certain documents associated with this Project are classified as Confidential and shall only be released to the entities that have completed a Non-Disclosure Agreement (NDA) at the time of award. The NDA is available on www.ebidexchange.com/seattle. The successful Proposer shall complete the NDA as a requirement of the award and execution of the Contract.

3.21 The City's Rights

Throughout the procurement process, the City reserves the right, at its sole discretion, to:

- A. Appoint evaluation committees to review SOQs and Proposals;
- B. Investigate the qualifications of any Applicant or Proposer;
- C. Seek or obtain data from any source related to the SOQs or Proposals;
- D. Require confirmation of information furnished by an Applicant or Proposer;
- E. Hold meetings and conduct discussions and correspondence with the Applicants and Proposers as specified in this RFQ or the RFP to seek an improved understanding and evaluation of the SOQs or Proposals;
- F. Require additional information from an Applicant or Proposer concerning its SOQ or Proposal;
- G. Seek and receive clarifications to a SOQ or Proposal;
- H. Require additional evidence of qualifications to perform the work;
- I. Modify the procurement process and documents;
- J. Waive minor deficiencies and irregularities in a SOQ or Proposal;
- K. Cancel the procurement;
- L. Reject any or all SOQs or Proposals;
- M. Issue a new RFQ or RFP;
- N. Conduct negotiations with the Highest Scored Proposer prior to award of the Contract;
- O. Cancel a Contract signed by the selected Design-Builder but not yet executed by the City;
and
- P. Not issue a Notice to Proceed after execution of the Contract.

4.0 Statement of Qualifications

Submit a Statement of Qualifications meeting the following requirements:

4.1 General Format and Page Counts

Statement of Qualifications must address each topic below in a clear, comprehensive, and concise manner and in the format and order described below:

1. Number all pages sequentially. The content should follow closely what has been asked for in this RFQ, including the order of answers and the order of documents.
2. Use tabs to separate the required sections; tabs shall not contain any supplemental text, graphics, or information addressing and aspect of the RFQ.
3. The City has strict page limits for certain sections of the SOQ as shown on Table 4 below. Any pages that exceed the page limit will not be considered for purposes of evaluation. The City does not intend to reject SOQs for exceeding page limits, but instead, will not consider any information on pages that exceed the page limitation for an individual section.
4. Use 8 ½" by 11" format with the exceptions as follows:
 - A. 11" by 17" format can be used for plans, figures, drawings, schedules, exhibits, tables, or other illustrative and graphical information;
 - B. Fold 11" by 17" pages and bind in the SOQ;
 - C. 11x17" format pages will be counted as one page per one side of a printed page.
 - D. Do not use 11" by 17" format for narrative responses.

Applicants are encouraged to "double side" the hard copy of their responses; for the purposes of page limitations, one side of a printed page is considered one page.
5. All information shall be in English.
6. All narrative text shall be single-spaced in a regular style font at a minimum of 11 points. The type style and size of headings and figures are not prescribed.
7. No text, tables, figures, photos, or other substantive content shall be printed within 1.0 inch of any page edge.
8. Include only information required by this RFQ.

4.2 Submittal of Hard Copy SOQs

Applicants have full responsibility for ensuring that their SOQs arrive at the City by the SOQ deadline. A late SOQ may be rejected, unless the lateness is waived as immaterial by the CPCS Director, given specific fact-based circumstances. Late responses may be returned unopened to the submitting Applicant; or CPCS may accept the package and decide as to lateness.

Submit one hard-copy original (1) unbound, eight (8) bound hard copies, and one (1) electronic PDF copy. Fax, e-mail and electronic copies will not be an alternative to the hard copy. Delivery is to the location specified on Table 1 – Address & Location. In the event of conflict between the hard copy and electronic copy of the SOQ, the original hard copy will prevail.

1. Packages should be in a sealed box or envelope clearly marked with the name and address of the CPCS Program Administrator and should be also be marked with the following:

**Cedar Falls 115-26kV Substation
Design-Build Project
PW# 2018-079A
Statement of Qualifications
November 9, 2018.**

2. Hard-copy SOQs should be clearly marked on the front cover with the name and address of the Applicant and should also be marked with the following:

**Cedar Falls 115-26kV Substation
Design-Build Project
PW#2018-079A
Statement of Qualifications
November 9, 2018.**

3. Please do not use any plastic or vinyl binders and tabs. The City encourages use of fully recycled stock/products.

4.3 Statement of Qualifications Submittal Contents

A Statement of Qualifications must contain the following information, organized into the following sections:

1. Letter of Interest: At a minimum include the name of the entity submitting as the Applicant and the primary point of contact with address, email, telephone number, and the signature of an authorized representative. The Letter of Interest should present and supplement the contents of the Applicant's submittal.
2. Response to Minimum Qualifications (see Section 2.0 of this RFQ).
3. Statement of Qualifications Elements (see Section 4.4 of this RFQ).
4. Company Questionnaire (Attachment 1). For a Joint Venture (JV), the Company Questionnaire should be filled out to provide the requested information about each member of the Joint Venture separately.
5. Proof of Legal Name: If Applicant intends a JV agreement, use the proposed name of the JV partnership and include the proof of legal name described in this section for each JV partner. For all other Applicants, submit a certificate, copy of web-page, or other documentation from the Secretary of State of the state in which Applicant firm is incorporated that shows legal company name. Many companies use a "Doing Business As" name or a nickname in their daily business. However, the City requires the legal company

name, as it is legally registered. When preparing all forms below, use the company legal name. Verify legal name through the State Corporation Commission in the state in which Applicant firm was established: <http://www.coordinatedlegal.com/SecretaryOfState.html>

6. Proof of Insurance and Bonding Capacity (signed letter from surety(ies) See Section 2.0.
7. Insurance Letter from your insurance broker or company describing the amounts and types of insurance your firm typically carries, and a commitment that it is likely that such insurance could be obtained for this Project.
8. Appendix A –
 - a. Projects Summary Experience Form (Attachment 2A), listing all projects referenced in SOQ.
 - b. Project Experience Forms (Attachment 2), for up to five (5) projects. For each project include:
 - i. Project name, a description of the project, name of owner, and location;
 - ii. Name, position, and contact information for the owner’s representative who is most familiar with firm’s work on the project;
 - iii. Contract duration from date of notice to proceed to the date of physical completion;
 - iv. Contract type (e.g., design-build, design-bid-build, general contractor / construction manager (GCCM), guaranteed maximum price (GMP), other);
 - v. Indicate if the project is submitted to meet the definition of “Similar Scope and Complexity” for purposes of demonstrating minimum qualifications;
 - vi. The identity and role played by the Applicant team members (firms) and each of the Key Personnel (see also Criterion 4 for the list of Key Personnel positions) or other Design-Build Team Members (individuals) on each project and if they stayed in the role for the duration of the project;
 - vii. Other key participants and their role (if not part of the proposed Applicant Team);
 - viii. Status of the project;
 - ix. Original Substantial Completion Date, Actual Substantial Completion Date and explanation for difference, if any;
 - x. Original Physical Completion Date (for each unit) shown on the schedule as of the date of notice to proceed with construction of the project, actual Physical Completion Date for the project and an explanation of any difference, if any

between the scheduled and actual Physical Completion Dates as of the date of notice to proceed, and;

- xi. Awarded contract price and final contract price including all change orders and explain the difference, if any, between the award contract price and final contract price.

9. Appendix B – Key Personnel Forms

Include the following information for each:

- a. Identify the Key Personnel Role;
- b. Name, current firm, current title and years employed by current firm;
- c. If less than five (5) at current firm, please list previous firm, previous title and years employed by previous firm;
- d. Total years of professional experience;
- e. Total years of professional experience in designated role for this project (must be no less than indicated in Table 5);
- f. Education, certifications, professional registration and licenses held;
- g. Description of the proposed project team member’s responsibilities on this project;
- h. Provide at least one (1) previous project (include project and owner name, description, current status, dates of involvement) that demonstrates experience that will assist in achieving or exceeding the Project Goals in the role on this Project;
- i. Indicate if previous projects are of Similar Scope and Complexity as defined in this RFQ;
- j. Provide three (3) professional references for each project team member, including name, title, phone number, and email address. References cannot be current SCL employees and may be checked only for the highest-scoring Applicant teams. Please ensure all reference information provided is current and correct. References may be contacted by the City and used as part of the evaluation process, including references not provided by the Applicant.

10. Appendix C – Letter of Intent to Joint Venture (JV) (if applicable): For those submitting as a JV, provide a signed understanding describing the JV including but not limited to identifying the JV partners, a description of their respective roles and responsibilities, intended participation percentages, the duration of the JV agreement, and other information necessary to demonstrate the makeup and operation of the JV. A fully executed JV agreement will be required to be provided by short-listed teams and submitted with their Proposal.

Table 4: SOQ Organization and Scoring

Section No.	Section Title and Required Information	Maximum Pages	Points Available
1	Letter of Interest	2	Pass/Fail
2	Minimum Qualifications	As required	Pass/Fail
3	SOQ Elements (Qualifications and Experience)	25	Criterion 1 – 50
			Criterion 2 – 50
			Criterion 3 – 50
			Criterion 4 – 50
4	Company Questionnaire	As required	Pass/Fail
5	Proof of Legal Name	As required	Pass/Fail
6	Proof of Insurance & Bonding Capacity	As required	Pass/Fail
Appendix A	Project Experience Forms	2 pg/project	Evaluated with #3
Appendix B	Key Personnel Forms	2 pg/ Key Person	Evaluated with #3
Appendix C	Letter of Intent to Joint Venture (if applicable)	As required	Pass/Fail
	TOTAL		200

4.4 Statement of Qualifications Elements

This section of the SOQ must include narratives that respond to the criteria below supplemented by Forms provided in the Attachments to the RFQ. Please address each criterion in the order provided.

Criterion 1: Past Performance	50 Points
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- A. Provide a narrative which summarizes information provided in Project Experience Forms (Attachment 2) for up to four (4) Projects of Similar Scope and Complexity (see Sections 1.6 and 4.3 of this RFQ) completed within the last 10 years with at least one project completed within the last 5 years. Also, complete Project Experience Summary Form (Attachment 2A) for every project noted in the Applicant’s SOQ.
- B. Include with Narrative:
 - 1. Applicability and relevance of this project to the Cedar Falls 115-26kV Substation, including a brief summary of the relevant work elements completed by Applicant Team Members (firms) and Key Personnel (individuals).
 - 2. How the Applicant’s and/or Design-Build Team Members’ experience on the project will assist the Applicant in exceeding the City’s Project Goals as listed in Section 1.4 of this RFQ and achieving Design Excellence as that term is defined in Section 1.5 of this RFQ.

3. Key challenges that had to be overcome in the listed project and how those challenges were addressed.
4. If outages were required, include actual outage durations and whether damages and / or incentives were assessed / earned.

Criterion 2: Technical Qualifications	50 Points
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- A. Provide a narrative of Applicant team’s technical capabilities in the areas listed below:
1. 115-kV substation design and construction
 2. 115-kV overhead and underground transmission design and construction
 3. Substation grounding design and measurement per IEEE Standard 80
 4. Distribution system design and construction
 5. Relay protection design, testing, and commissioning
 6. Communication and SCADA system design, installation, and commissioning
 7. Integration with Existing Facilities
 8. Coordination with multiple stakeholders
 9. Coordination of projects with multiple stages and commissioning’s
 10. Construction and permitting near environmentally and culturally sensitive areas
 11. Management and handling of hazardous materials/wastes.
 12. How the Applicant’s and/or Design-Build Team Members’ technical capabilities will assist the Applicant in exceeding the City’s Project Goals as listed in Section 1.4 of this RFQ and achieving Design Excellence as that term is defined in Section 1.5 of this RFQ.

Criterion 3: Capability to Perform	50 Points
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- A. Describe Applicant’s abilities in managing, performing, and completing design-build projects or construction projects of Similar Scope and Complexity. Demonstrate through past performance the Applicant’s ability to exceed the Project Goals and achieve Design Excellence. Any projects mentioned in this subsection of the SOQ must have a completed Project Experience Form in Appendix A of the SOQ.

Concisely discuss past successes in the following:

1. Facilitating cooperation with Owner teams and third-parties.

2. Past project where team members, reporting structures, and various disciplines worked well regarding unforeseen conditions and/or challenges. Describe how Applicant addressed the challenges and why it was successful.
3. Past projects that included multiple phases and temporary configurations for commissioning and what tools and processes were used to manage this effort.
4. How work is tracked during an outage to ensure that the overall schedule is maintained. Provide a copy of a detailed outage workplan or schedule.
5. Being responsive to Owner’s requests (scope and quality) and exceeding project goals.
6. How Applicant’s firm effectively manages project schedule and budget.
7. Describe your firm’s specific accident prevention approach and culture related to project health and safety for projects of Similar Scope and Complexity, and how you manage the safety of the subcontractors. Include narrative which addresses:
 - i. Any violations cited by the Washington State Department of Labor and Industries in the past 3 years, and what actions were taken to address them.
 - ii. Citations from Federal OSHA or any other state’s occupational safety and health agency for any “serious,” “willful,” or “repeat” violations of its regulations in the past (3) years, and what actions were taken to address them. A summary of your firm’s OSHA Experience Factor: for the current year, and two previous years.
 - iii. Any violations of federal, state, or local environmental laws and regulations within the last five (5) years, and what actions were taken to address these violations.
9. Discuss how Applicant’s corporate culture encourages occupational health and safety. Provide *summary outlines* of corporate accident prevention program and occupational health and safety program. Include any trainings and/or certifications required for your workers.
10. Discuss how the Applicant’s and/or Design-Build Team Members ‘capability to perform will assist the Applicant in exceeding the City’s Project Goals as listed in Section 1.4 of this RFQ and achieving Design Excellence as that term is defined in Section 1.5 of this RFQ.

Criterion 4: Qualifications of Key Personnel	50 Points
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- A. Organizational Chart and Key Personnel Availability: Provide a Cedar Falls project-specific organizational chart showing the overall organizational structure and hierarchy for Project Team Members including Key Personnel. Provide a narrative of the proposed project team,

including the firms and the individual team members (personnel), and how the organizational structure will result in an integrated and cohesive team for managing the project. Show where authority for decisions and purchases is placed and include authority dollar limits for Key Personnel. Indicate on the organizational chart the level of commitment of the Key Personnel throughout the entire Project during both the design and construction phases of the project expressed as a percentage (100% = full time). Identify and discuss the impacts of current assignments and other potential projects on the availability of the Key Personnel for this Project.

- B. Complete the Key Personnel Form (Attachment 3 to this RFQ) for the individuals who will serve in the Key Personnel positions identified in Table 5 that follows. Identified Key Personnel must have the minimum required years of experience shown on the table. Key personnel may perform multiple roles.

Provide a summary narrative which highlights where Key Personnel and/or team members have worked together on previous projects of Similar Scope and Complexity and how their performance will assist the Applicant in exceeding the City's Project Goals as listed in Section 1.4 of this RFQ and achieving Design Excellence as that term is defined in Section 1.5 of this RFQ. Applicants may reference project information provided in Appendix A.

Table 5: Key Personnel Experience Requirements

	Key Personnel Title	Desired Minimum Years of Experience
1	Executive Sponsor	10
2	Design Build Project Manager	10
3	Design Manager	10
4	Lead Substation Electrical Engineer	10
5	Lead Protection and Controls Engineer	10
6	QC/Commissioning Lead	10
7	Construction Manager	10
8	Site Superintendent	10
9	Social Equity Lead ¹	3
10	Environmental Lead ²	5
11	Health and Safety Lead ³	5

¹The Social Equity Lead must be a qualified professional with demonstrated experience in connecting Women and Minority Business Enterprises (WMBE) subcontractors/subconsultants to prime contractors/consultants, particularly for construction, architecture & engineering (A&E) and other fields. The Social Equity Lead must have experience and knowledge of the WMBE community, subcontractors/subconsultants, prime contractors/consultants, A&E firms, and construction suppliers. The Social Equity Lead must have specific expertise in Washington State Construction methods, categories of work, state and local programs and must have experience in this capacity working on traditional and alternative delivery public works projects. The Social Equity Lead shall be responsible for providing expertise in finding and including WMBE subs and suppliers for this project.

²The Contractor is responsible for complying with all applicable and relevant rules and regulations. Failure to do so may result in significant costs to the Contractor, including fines and/or costs associated with project delays. The Environmental Monitor oversees and monitors site activities to ensure protection of the environment from project activities and compliance with all relevant rules and regulations, including the Cedar Falls Watershed Water Quality and Protection Regulations, and approved Project work plans and submittals. The Environmental Monitor shall have demonstrated expertise with local, state and federal environmental rules and regulations. The monitor also ensures environmental submittals are technically accurate, complete and in compliance with the City of Seattle Standard Specifications and all relevant rules and regulations. The monitor shall have proficient knowledge of local, state and federal environmental rules and regulations and have demonstrated prior experience in preparation and/or technical review of the forms and plans required for Projects of Similar Scope and Complexity.

The Contractor shall have a Certified Erosion and Sediment Control Lead (CESCL). The CESCL shall have prepared a minimum of five (5) Storm Water Pollution Prevention Plans (SWPPP's) in the last five (5) years for projects with a Construction Stormwater General Permit. In addition, the CESCL shall have served as lead on at least five (5) projects of Similar Scope and Complexity with in the last five (5) years. The Environmental Lead shall work and coordinate the Contractor's CESCL to implement and monitor the SWPPP.

All waste generated or encountered during this Project shall be managed in accordance with the Project plans and submittals and all applicable local, State and federal regulations and laws. The Environmental Lead shall

oversee an environmental waste management lead. The environmental waste management lead shall have demonstrated knowledge and experience (minimum five [5] years) in the proper characterization, handling, management, segregation, storage, transport and disposal of all wastes that are not Dangerous Waste(s), including processing and maintaining required documentation. The Environmental Waste Management Lead shall have proficient knowledge of environmental rules and regulations in the State of Washington.

³ The Contractor appointed on-site Safety and Health Supervisor shall have experience in industrial hygiene, such as an Industrial Hygienist certified by the American Industrial Hygiene Association, who is qualified by experience and training in Hazardous Waste Operations in accordance with the applicable laws and regulations. The Safety and Health Supervisor shall be qualified and authorized to monitor, supervise and enforce compliance with the Hazardous Waste Operations Safety and Health Program.

5.0 Evaluation and Selection

The City will evaluate SOQ's using the process summarized herein, with a City Evaluation Committee (CEC). The CEC will be comprised of individuals familiar with the Project and knowledgeable in the scope of work, including representatives from Seattle City Light engineering and project management staff and SCL's technical consultants.

5.1 Initial Screening of SOQs

The CPCS Program Administrator will first review SOQs for initial decisions on SOQ responsiveness and on Applicant responsibility. Minimum Qualifications, signed documents, Company Questionnaire, and other initial elements of responsiveness and responsibility will be reviewed during initial screening. Those SOQs and Applicants found responsive and responsible will continue to be evaluated and scored.

5.2 Evaluation and Scoring of SOQs

The CEC will evaluate and score the SOQs to ensure selection of the most qualified teams. The CEC may request input from subject matter experts other than those on the CEC to ensure the evaluation is thorough and complete. SOQs will be scored in relation to all SOQs submitted. The City intends to select up to four (4) highest scored teams to form the short list to which the City intends to issue a Request for Proposals.

The CEC will use the system below to evaluate the SOQs and determine the number of points for each evaluation criterion based on the percentages assigned. The criteria and definitions used in scoring the SOQs will also be used in scoring the Proposals. Attachment 4 "Summary of RFP Scoring" provides additional information to the scoring of the Proposals.

5.2.1 Definition of “strength” and “weakness”:

The term “strength” is that part of the SOQ or Proposal that ultimately represents a benefit to the Project and is expected to increase the Applicant’s or Proposer’s ability to meet or exceed the Project Goals and/or meet the definition of Design Excellence. For evaluating strengths and weaknesses during SOQ evaluation, the CEC will also consider how closely the Applicant’s past projects meet the definition of Projects of Similar Scope and Complexity. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Applicant’s or Proposer’s ability to exceed the Project Goals and meet the definition of Design Excellence.

The term “weakness” is that part of the SOQ or Proposal that detracts from the Proposer’s ability to meet the Project Goals or the definition of Design Excellence and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Applicant or Proposer’s ability to exceed the Project Goals and meet the definition of Design Excellence.

Excellent (81-100 percent): The SOQ or Proposal demonstrates an approach that is considered to exceed the Project Goals and the RFQ or RFP requirements and provide a consistently outstanding level of quality. For the SOQ or Proposal to be considered *Excellent*, it must be determined to have significant strengths and/or a number of minor strengths and no appreciable weaknesses. The minimum allocation of points for *Excellent* is 81 percent of the maximum points available for a given evaluation criterion. The greater the significance of the strengths and/or the number of strengths will result in a higher percentage, up to a maximum of 100 percent. A SOQ or Proposal that is evaluated as Excellent is considered to present very low risk that the Applicant or Proposer would be unsuccessful in delivering the Project to the City's satisfaction and would most likely exceed all Project Goals and meet the definition of Design Excellence.

Good (61-80 percent): The SOQ or Proposal demonstrates an approach that is considered to meet the RFQ or RFP requirements in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. For the SOQ or Proposal to be considered *Good*, it must be determined to have strengths and no significant weaknesses. Minor weaknesses are offset by strengths. The minimum allocation of points for *Good* is 61 percent of the maximum points available for a given evaluation criterion. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor weakness will result in a higher percentage, up to a maximum of 80 percent. There is low risk that the Applicant or Proposer would be unsuccessful in delivering the Project to the City's satisfaction and would most likely meet all Project Goals and may meet the definition of Design Excellence.

Fair (41-60 percent): The SOQ or Proposal demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths. The minimum allocation of

points for *Fair* is 41 percent of the maximum points available for a given evaluation criterion. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor or significant weakness will result in a higher percentage, up to a maximum of 60 percent. There is risk that the Applicant or Proposer would be unsuccessful in delivering the Project to the City's satisfaction and meeting the Project Goals or the definition of Design Excellence.

Deficient (0-40 percent): The SOQ or Proposal demonstrates an approach that contains significant weaknesses and few or no appreciable strengths. The minimum allocation of points for *Deficient* is 0 percent. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor or significant weakness will result in a higher percentage, up to a maximum of 40 percent of the maximum points available for a given evaluation criterion. There is high risk that the Applicant or Proposer would not be able to deliver the Project to the City's satisfaction and meet the Project Goals or the definition of Design Excellence. The City, at its sole discretion, may reject any Proposal deemed *Deficient* in fulfilling the requirements of the RFQ or RFP requirements.

Non-Responsive: Does not meet the Minimum Qualifications (see Section 2.0 of this RFQ) required for evaluation. In addition, the City, at its sole discretion, may reject any SOQ or Proposal deemed non-responsive to any of the requirements of the RFQ or RFP.

5.3 References

The City may contact references furnished by Applicants at any stage in the selection process and may contact other sources that may not have been named by the Applicant but can assist the City in determining performance.

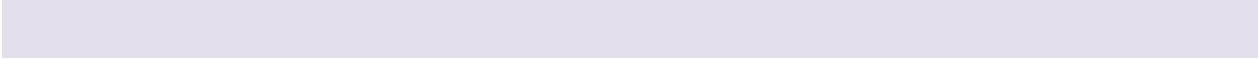
5.4 Short List Following SOQ Scoring

The CPCS Program Administrator will notify all Applicants submitting SOQs of the highest scored Applicants who will be invited to submit Proposals in response to the Final RFP issued by the City. Refer to the draft Volume 1 Instructions to Proposers (ITP) contained in Attachment 5A of this RFQ for more information related to this process.

5.5 Request for Proposals

After the short-listed Proposers are announced, the City will distribute a Final Request for Proposals (RFP) to them after they sign the NDA (see Section 3.21 of this RFQ). The RFP will contain a draft form of the General Terms and Conditions (Volume 3) and of the Technical Requirements (Volume 2). See Attachment 5 – Draft RFP.

The City reserves the right to modify any references to the RFP process or requirements as may have been contained in the RFQ and/or issue additional documents or requirements to those short-listed as deemed necessary in furtherance of this procurement process. Proposers should refer to the RFP and any addenda for final instructions prior to submitting Proposals.



6.0 Form of Design-Build Contract

The City will enter into a Design-Build Contract for design-build services for a lump sum amount in the form set forth in the draft RFP (General Terms and Conditions Volume 3), Attachment 5C, issued with this RFQ. The City reserves the right to modify the contract form in the Final RFP and further modify via addenda or through negotiations with the Highest Scored Proposer.

7.0 Debriefing and Protests

7.1 Debriefing

Unsuccessful Applicants and Proposers may ask the CPCS Program Administrator for a debriefing, once the protest deadline has concluded and the Design-Build Contract has been signed. Debriefings may include a review of the debriefed Proposer's points for each evaluation criteria, overall ranking, the strengths and weaknesses of its SOQ and Proposal, and presentation in the interview, and answers to questions regarding the selection process.

7.2 Protests

The City has rules to govern the rights and obligations of Proposers that desire to submit a protest to this process. Please see the City website at <http://www.seattle.gov/city-purchasing-and-contracting/solicitation-and-selection-protest-protocols> for these rules. Proposers have the obligation to be aware of and understand these rules, and to seek clarification as necessary from the City.

END OF RFQ

Attachment 1: Company Questionnaire

Attachment 2A: Summary Experience Form

Attachment 2A – SUMMARY OF DESIGN FIRM AND CONSTRUCTION FIRM EXPERIENCE

Design-Build Team:									
Design Firm	Construction Firm	Project Name/Description	Method DBB, DB, CMGC	Project Cost (\$-millions)	Completion Date	Duration (Months)	Owner/Client Name & Address	Owner Reference Contact	Comments
							Name:	Name:	
							Address:	Phone:	
								Email:	
							Name:	Name:	
							Address:	Phone:	
								Email:	
							Name:	Name:	
							Address:	Phone:	
								Email:	

NOTES: List projects that Engineer and Contractor worked together on first. Next list projects that Engineer and Contractor worked on with other clients.
List only projects that demonstrate relevance to this project.

Attachment 2: Project Experience Forms

PROJECT EXPERIENCE FORM

Complete this form for up to four (4) Projects of Similar Scope and Complexity (as defined in Section 1.6 of the RFQ) for the City to consider in evaluating the Applicant team’s ability to perform the anticipated Design-Build Services. Forms should also be completed for any additional projects that demonstrate your team’s relevant qualifications and experience as requested in Section 4.4 of the RFQ. Provide a thorough description to make it clear that your team has the City’s desired experience. Individual sections of the form may be resized to accommodate project information but completed form for each project shall not exceed two (2) pages.

PAST PROJECT EXPERIENCE DETAIL		
PROJECT NAME:		
PROJECT OWNER: (Organization, Contact Name, Title, and Contact Information of person most familiar with team’s work)		
PROJECT LOCATION:	DATES OF CONTRACT (NTP to Physical Completion): <i>(i.e., 6/2016-6/2018)</i>	CONTRACT TYPE: (DB, DBB, GCCM, GMP, other)
PROJECT DESCRIPTION:		
Is this a Project of Similar Scope and Complexity as defined in Section 1.6 the RFQ? YES / NO		
APPLICANT TEAM MEMBERS (FIRMS), THEIR ROLE (e.g., design firm, construction firm, management) AND DURATION OF PARTICIPATION ON THE PROJECT:		
OTHER KEY PARTICIPANTS (FIRMS NOT PART OF APPLICANT TEAM) AND THEIR ROLE (include subcontractors if they performed key roles/tasks):		
NAMED KEY PERSONNEL (OR OTHER DESIGN-BUILD TEAM MEMBER) WHO WILL ALSO BE INVOLVED IN THIS PROJECT: (Name, Title, Role/Duties Performed, Duration of Involvement)		
CURRENT STATUS OF PROJECT: (i.e., completed, active, etc.)		
ORIGINAL SUBSTANTIAL COMPLETION DATE:	ACTUAL SUBSTANTIAL COMPLETION DATE:	EXPLANATION FOR DIFFERENCE (IF ANY):
ORIGINAL PHYSICAL COMPLETION DATE (FOR EACH UNIT) AT AWARD:	ACTUAL PHYSICAL COMPLETION DATE (FOR EACH UNIT):	EXPLANATION FOR DIFFERENCE (IF ANY):

AWARDED CONTRACT PRICE: (specify if contract value for design, construction or both)	FINAL CONTRACT PRICE (INCLUDING CHANGE ORDERS):	EXPLANATION FOR DIFFERENCE (IF ANY):

Attachment 3: Key Personnel Forms

KEY PERSONNEL FORM

Complete this form for each of the Key Personnel roles identified in Section 4.4 of the RFQ. Individual sections of the form may be resized to accommodate project information but completed form for each role shall not exceed two (2) pages. Do not attach resumes.

KEY PERSONNEL DETAIL		
KEY PERSONNEL ROLE ON THIS PROJECT: (Executive Sponsor, Design Build Project Manager, Design Manager, Lead Substation Electrical Engineer, Lead Protection and Controls Engineer, QC/Commissioning Lead, Construction Manager, Site Superintendent, Safety Lead, Social Equity Lead)		
NAME:		
CURRENT FIRM:	CURRENT TITLE:	YEARS EMPLOYED BY FIRM:
PREVIOUS FIRM:	PREVIOUS TITLE:	YEARS EMPLOYED BY FIRM:
TOTAL YEARS OF PROFESSIONAL EXPERIENCE:		
TOTAL YEARS OF PROFESSIONAL EXPERIENCE IN DESIGNATED ROLE FOR THIS PROJECT: (Must be no less than required in RFQ Section 4.4)		
EDUCATION, CERTIFICATIONS:		
PROFESSIONAL REGISTRATION AND LICENSES (TYPE/STATE/YEAR):		

PROJECT-SPECIFIC INFORMATION

DESCRIPTION OF ANTICIPATED RESPONSIBILITIES ON THIS PROJECT:

RELEVANT PROJECT EXPERIENCE

(Provide project experience information on at least one project where you have the same/similar role and responsibilities.
Copy this table below as needed if submitting multiple projects.)

PROJECT NAME (include Owner):
PROJECT OF SIMILAR SCOPE AND COMPLEXITY AS DEFINED IN SECTION 1.6 OF THE RFQ? YES / NO
PROJECT DESCRIPTION:
CURRENT STATUS OF PROJECT:
DATES OF INVOLVEMENT:
DESCRIBE YOUR SPECIFIC DUTIES ON THE PROJECT:

DESCRIBE HOW THIS EXPERIENCE WILL ASSIST IN ACHIEVING OR EXCEEDING THIS PROJECT'S GOALS:

REFERENCES (SEE RFQ FOR DETAILED REQUIREMENTS): (Contact person Name, Title, Address, Phone, email)

Attachment 4: Draft Request for Proposal Scoring

A4.1 Proposal Submittal

Short-listed Applicants will receive the RFP and are referred to below as “Proposers” or a “Proposer”. They will be required to attend a mandatory site visit conducted by the City to allow inspection of the existing conditions and site constraints. During the proposal preparation period, the City will conduct two One-on-One meetings with each Proposer. Proposers will submit Technical and Price Proposals on the date set forth in the RFP. Price Proposals will be submitted separately. Pricing will not be scored until after the scoring of the Technical Proposal. The City may request an interview with each Proposer after the proposal evaluation and before final selection.

A4.2 One-On-One Meetings

The City will conduct a confidential One-on-One Meeting with each Proposer following the site visit and an additional One-on-One Meeting prior to the submission of the proposal. Proposers should consider the meetings to be the first Project meetings with the Owner and conduct the meetings as if the Proposer was selected on the Project, providing an opportunity for direct interaction between the Proposer and the City. The format of the One-on-One Meeting will be designed to allow the Proposers to ask the City questions regarding the Project and the City’s Project Goals and concerns, and for Proposers to explain the general concepts in their Technical Proposal, for Proposers to suggest changes to the Design-Build Contract general terms and conditions, and for the City to observe the Proposers’ ability to collaborate with their own team members and with the City. The City will provide candid feedback and direction to confirm that the proposed concepts are consistent with the Project Goals and requirements.

All information from the Proposers provided in the One-on-One Meeting will remain confidential during the procurement process; however, see Sections 3.18 and 3.19 of this RFQ with respect to the potential public disclosure of information provided during the procurement pursuant to Washington’s public records act.

The One-on-One Meeting will be evaluated and scored during the Proposal Evaluation as part of the Management Approach - Approach to Collaboration and Teaming, see Table 6 below. The evaluation will evaluate the Proposer’s approach to collaboration and teaming with the City to exceed the Project Goals as listed in Section 1.4 of the RFQ (emphasizing the Project Collaboration Goal) and achieving Design Excellence as that term is defined in Section 1.5 of the RFQ. Proposers will provide meeting minutes as an attachment to the Technical Proposal, not to exceed 4 pages per meeting. The meeting minutes should reflect the type of documentation that the Owner should expect during the course of the Project.

A4.3 Proposal Evaluation

Responsible Proposers submitting responsive Technical and Price Proposals, will be evaluated and scored using the criteria on Table 6 below and the process described in Section 5.2 of this RFQ. To ensure the most qualified evaluation team, certain members of the team may score certain elements that best reflect their particular expertise.

The City’s Evaluation Committee will evaluate the Proposals based solely on the factors, weighting, and scoring identified in the RFP and in any addenda. Scoring of the Proposal and Interview (optional) will be cumulative. The Proposer with the highest score shall be selected as the Highest Score Proposer.

A4.4 Interview

The City reserves the right to invite each Proposer to participate in an interview with the City’s Evaluation Committee to discuss their Proposal and to answer questions the City’s Evaluation Committee may have with respect to their Proposal. The City may determine that interviews are not necessary.

Table 6: Scored Proposal Evaluation Criteria–Maximum Possible Points

TECHNICAL EVALUATION SCORE SHEET	MAX SCORE
TECHNICAL PROPOSAL - SECTIONS 1 - 4:	
Section 1 - Executive Summary	Pass/Fail
Section 2 – Management Approach	35 points
2.1 – WMBE Inclusion Plan	Pass/Fail
2.2 – Approach to Project Management and Construction Management	
2.3 – Approach to Collaboration and Teaming	
2.4 – Quality Management	
Section 3 – Preliminary Baseline Schedule	20 points
Section 4 – Technical Approach	45 points
4.1 – Technical Approach Narrative	
4.2 –Engineering Design and Equipment	
Appendix A – Proposal Forms	
Appendix B - Details of Technical Approach	
TECHNICAL SCORE (TS)	100 points
INTERVIEW (OPTIONAL):	5 points
COMBINED TECHNICAL SCORE PLUS INTERVIEW	105 points
PRICE PROPOSAL - SECTION 5:	
Part I - Price Proposal	

A4.5 Final RFP Scoring

The total combined score for the Technical Proposal and Optional Interview will constitute 65% of the Final Score. The Price Proposal will be weighted to 35% of the Final Score.

The score will be adjusted mathematically to a 100-point scale. The low Price Proposal will receive the full score. The score for the other Price Proposals will be determined by reducing the full score by the ratio of the Price Proposal to the low Price Proposal.

Attachment 5: Draft Request for Proposals (RFP)

5-A: Draft Instructions to Proposers Summary

5-B: Volume 2 - Draft Technical Requirements (TR)

5-C: Volume 3 - Draft General Terms and Conditions of
Design-Build Contract