# TOWN OF WILBUR

**REQUEST FOR STATEMENT OF QUALIFICATIONS MUNICIPAL ENGINEERING SERVICES**

The Town of Wilbur will accept Statements of Qualifications from firms interested in providing professional municipal engineering services during the 2020-2021 calendar years. The Town will be selecting a consulting engineering firm for various municipal engineering services for water, sewer, drainage, and street projects, comprehensive plans, municipal planning, traffic studies, capital facilities plans, rate studies, technical engineering reports, cost estimates, environmental reviews, plans, specifications, and construction administration services. Consultant shall have extensive experience with the preparation of funding applications. Design, plans, specifications, and services during construction for street and utility improvements may include those funded by TIB, WSDOT/FHWA, STBG, WDOE, USDA-RD, CDBG, CERB, SIP, EDA, DWSRF, PWTF, SRTS and federal stimulus grant funds.

The Town may submit grant application(s) to the Washington State Department of Commerce Community Development Block Grant (CDBG) program and/or applications to other agencies/programs for funding to complete a study and/or construction project(s). Should CDBG grant funds be secured, cost plus percentage of construction cost consultant agreements will not be allowed. State and federal equal opportunity and affirmative action requirements will apply to the selection process, consultant agreement and conduct of the project.

Statements of Qualifications shall be limited to thirty (30) pages and will be evaluated on relevant experience in similar work, qualifications of key personnel, familiarity with the Town of Wilbur and/or experience with municipalities of similar size, experience with state and federal funding programs, previous performance on public projects, and references. Three (3) copies of the Statement of Qualifications shall be submitted.

The Town’s selection of a consultant for these engineering services will be made from the Statement of Qualifications received at Town Hall by 4:00 p.m. on January 30, 2020. Statement of Qualifications should be delivered to Erica Hearrean, Mayor, Town of Wilbur, 14 NW Division, Wilbur, WA 99185 or mailed to P.O. Box 214, Wilbur, WA 99185. Phone: 509-647-5821. The most highly rated firm will be selected for negotiation of a professional services contract. Interviews may be held at the Town’s discretion.

The Town of Wilbur, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by contacting Erica Hearrean, Mayor at the above address/phone number.

The Town, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all consultants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The Town of Wilbur is an equal opportunity and affirmative action employer. Qualified women- and minority-owned consultants are encouraged to respond.

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Erica Hearrean, Mayor