

**MASON TRANSIT AUTHORITY
REQUEST FOR QUALIFICATIONS
ON-CALL CONSULTANT SERVICES**

GENERAL SCOPE:

The Mason Transit Authority (MTA) is requesting **Statement of Qualifications (SOQ)** for firms interested in providing **On-Call Engineering and Consulting Services** for various projects and tasks in support of MTA capital projects, operations and maintenance. The selected consultant(s) shall be available on an as-needed basis from acceptance through December 31, 2016.

PROFESSIONAL SERVICES REQUIRED:

It is the intent of MTA that the selected firms will have experience in accomplishing similar work for municipal clients in the following areas:

- Transportation planning, engineering design services
- Technical assistance and support
- Storm-water engineering services
- Traffic counts and other non-engineering traffic related work
- Wetlands and critical area technical review, mitigation plan design and review
- Preparation of environmental documents and performing environmental studies
- Construction administration
- Permitting assistance

Knowledge of WSDOT specifications, Local Agency Guidelines, and public agency contracting is required. There is no limit to the number of projects which may be assigned to the consultant. For larger projects, there will be a call for Request For Proposals (RFP). On-call consultant(s) are eligible to submit.

SOQ SUBMITTAL REQUIREMENTS:

Responses to this Request for Qualifications (RFQ) shall be limited to twelve (12) single-sided pages, not including cover letter. A minimum of three references pertaining to the requested services must be listed, with the current phone numbers and contact persons as a part of the SOQ.

The SOQs will be reviewed by a selection committee. The committee will select up to three (3) firms to be included on an on-call roster. A master contract will be signed with each firm selected, and task orders will be issued under these master contracts on an “as needed” basis.

The selection committee will use, but will not be limited to, the following criteria for consultant selection:

- Consultant’s experience in performing general municipal public works design. The proposal document should list recent (last three (3) years) work experience specific to the consultant’s staff members who would work for MTA under this contract.
- Demonstrated ability to perform work in a timely manner, meeting project goals and deadlines.
- Demonstrated ability to meet budget expectations by staying at or below agreed upon scope and fee.
- Demonstrated ability to work with municipalities and regulatory agencies.

- Strength of references for similar types of municipal work.
- Ability to act as an extension of staff; provide technical expertise not otherwise available on staff; and provide studies or analysis in support of larger projects (such as feasibility analysis, alternatives analysis, traffic studies).

TERMS AND CONDITIONS:

- MTA reserves the right to reject any and all SOQs.
- MTA reserves the right to request clarification of information submitted, and to request additional information from any firm.
- MTA shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its' response to the RFQ.

Oral interviews may be conducted, if deemed necessary by MTA but are not anticipated. We expect to make the selection of firms based solely on the SOQs submitted.

Do not submit any price or fee information at this time. Firms providing such information as part of their response to the RFQ may be disqualified.

MTA IS AN EQUAL OPPORTUNITY EMPLOYER and encourages disadvantaged, minority, and women-owned firms to respond.

One copy of the SOQ must be delivered by mail or email to:

Mason Transit Authority
790 East Johns Prairie Road
Shelton, WA 98584
ATTENTION: Michele Rosendale

SOQs must be received by **4 p.m. on November 30, 2015** – post marks will not be accepted.

The SOQs shall be submitted in a sealed package clearly labeled **“Statement of Qualifications for On-Call Consultant Services”**. Submittals made via email should be sent to mrosendale@masontransit.org; please note confirmation of electronic receipt is the responsibility of the submitting firm.

Questions should be addressed to Michele Rosendale, Executive Assistant, 790 East Johns Prairie Road, Shelton, WA 98584, and by phone: 360.426.9434 x140.

The *Mason Transit Authority* 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 bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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, sex or other protected classes in consideration for an award.