

HMC MANAGEMENT
PO Box 119
Lakebay, WA 98349

REQUEST FOR PROPOSALS

FERRY TERMINAL DOLPHIN REPLACEMENT
ENGINEERING SERVICES

HMC Management (HMC) is soliciting proposals from consulting engineering firms, marine construction companies with in-house design and permitting capabilities, or other firms to provide professional services to HMC for the design, engineering and installation of replacement dolphins at the mainland and island ferry terminals.

HMC Management is a homeowners' association located on Herron Island, in Case Inlet, Pierce County, Washington. Regular access to the island is provided solely by HMC's 65 foot vehicle and passenger ferry, the "Charlie Wells", which runs on a predetermined daily schedule. Ferry passage is restricted to Members and authorized guests or authorized contractors. In addition to ferry access, there is a small boat dock on the island available for Member use. All residential properties are privately owned and there are no public services available on the island. Further information about the homeowners association is available at the HMC website, www.herronisland.org.

According to a recent assessment by KPFF completed in 2014, the existing timber pile dolphins have an estimated life of five years, and HMC is planning replacement of the dolphins during 2019. The successful firm will be responsible for design, engineering, bid specifications, permitting and project management, removal and disposal of the existing timber pile dolphins and the installation of the replacement dolphins. Early design work will allow HMC to manage its financial resources, obtain financing, as necessary, and plan for temporary transportation service for Members, contractors and utilities.

In 2010, HMC engaged KPFF to conduct a baseline assessment of its marine infrastructure – small boat docks, ferry docks, ramps and dolphins. This assessment revealed that these infrastructure elements were in need of repair or replacement. A copy of this document is available on the HMC website. Subsequently, HMC engaged KPFF to provide all engineering and design services on the small boat dock pile replacement project. This work was completed by Quigg Bros. in 2011. Sargent Engineers of Olympia has been engaged on a second project - ferry ramp maintenance and painting. The ramp painting project will go out to bid on or about April 1, 2015, to be completed this fall. The third and final project is to replace the eight (four mainland, four island) timber pile dolphins.

DESCRIPTION OF WORK:

First Phase: The first phase of the project will enable the Board to select a design for the piling replacement, and to secure financing for construction.

- Project Administration: Contract administration; coordination with sub-consultants, if any; meetings with HMC, including at least one on-island meeting during the initial design phase.
- Site Survey: Perform site survey to locate existing dolphins and structures and establish project control for design and construction, including coordination with existing/previous surveys.
- Geotechnical Engineering: Review 1994 geotechnical report by GeoEngineers and make recommendations for design and installation of new dolphins, including additional soil borings if required.
- Prepare and Present Design Report: Prepare and propose design alternatives (up to three) to HMC project team and HMC Board of Directors (HMC Board) for review. At a minimum to include preliminary cost estimates, schedule of design and construction activities and the pros and cons of each alternative. The final design will be approved by the HMC Board at a regularly scheduled Board meeting.

Second Phase: The second phase will be to bid the project, enable the Board of Directors to select a contractor, and oversee the construction process.

- Prepare Plans, Specifications & Estimates (PS&E's): Prepare project specific technical specifications for bid documents for the selected design. Cost estimates should be submitted with preliminary drawings issued for permit application, as well as preliminary specifications. Specifications should include proposed alternative methods for the transport of island Members to and from the mainland and island during construction, and estimate the costs of those alternatives.
- Permit Applications: Make application for and obtain all permits necessary for the project.
- Assistance with Contractor Selection and Bid Process: Tasks include working with HMC to identify qualified marine contractors, issue bid documents, respond to bidder questions and review of bid results. Bid process will include site visit and bidders conference for interested firms.
- Geotechnical Construction Support Services: Tasks include periodic observation of dolphin installation, verification of design parameters, review of contractor's pile driving submittals, and preparation of summary report at the end of pile installation.

- Construction Support: Site visits, community meetings (2), shop drawings review, response to information requests, construction schedule management and other assistance to contractor and/or owner.

SCHEDULE:

- RFP approved for circulation by Board of Directors – February 14, 2015.
- RPF mailed to selected firms – March 6
- On-site pre-proposal meeting and review of facilities (optional): Friday, March 27, 2015 9:30 AM to 11:30 AM
- Questions and requests for information sent via email to hmcmanager@herronisland.org : No later than Tuesday, March 31, 4:00 PM. Questions and responses will be copied via email to all proposers who have requested to be included.
- Proposals mailed registered mail via USPS to HMC postmarked no later than: Friday, April 17, 2015.
- Evaluation of submittals: April 21 – April 24, 2015.
- Interviews, if scheduled, may be conducted April 27 through May 1, 2015.
- Recommendation of successful proposer submitted to HMC Board of Directors: May 9, 2015. Proposed 2015-16 budget submitted to HMC Members via mailed ballot.
- Projected date of final project award: July 11, 2015. 2015-16 HMC budget ballot count to approve funding for project engineering services.
- Contract negotiation: July 13-17, 2015.
- Notice to Proceed: July 21, 2015.

QUALIFICATIONS:

Qualifications and proposal evaluations will be based on (in no particular order):

- Professional qualifications and expertise of key personnel and team members necessary to perform work described above;
- Firm or team experience, technical competence in, and familiarity with the type of specialized work described above;
- Successful past performance on contracts with governmental entities and private parties for the type of work described above;
- Proven performance and experience in managing and delivering design documents, permits applications, and technical studies for marine structures, including, but not

limited to, ferry terminals,

- References for Project Manager and key personnel from at least 2 former clients for work performed within the past 5 years (minimum one reference per individual team member).
- Ability to manage projects in a sensitive environmental and federal, state, and local agency permitting arena;
- Ability to complete the work, including optional tasks without significant changes to key personnel and/or key team members;
- Experience of team members working together on past projects; and
- Value provided to HMC.

PRE-PROPOSAL MEETING AND FIELD REVIEW OF FACILITIES

Herron Island is a private island in Case Inlet, Pierce County, Washington. Access is restricted to members, guests and contractors with pre-approved passes. Mainland facilities can be viewed only from shore without pre-arranged access. Please respect private property located on either side of the ferry landing and all posted notices and warnings at the ferry landing. A pre-proposal meeting and review of mainland and island-side facilities will be held from 9:30 AM to 11:30 AM on Friday, March 27, 2015. We will meet at the ferry parking area on the mainland side and walk onto the scheduled 9:00 a.m. ferry. The return will be via the regularly scheduled 12 Noon ferry from the island. (Note: There is no scheduled return to the mainland between 8:30AM and 12:00 Noon and there are no public services available on the island. The ferry schedule and island area maps are available at <http://www.herronisland.org> .

After viewing the island side terminal, attendees will be taken by private automobile to the Community Building for the proposer's conference. Coffee and restrooms will be available at the building.

All parties planning to attend must RSVP via hmcmanager@herronisland.org to the Island Manager at least 48 hours in advance of the departure of the 9:00 AM ferry to arrange for a ferry pass and transportation to the conference site. Please include: "Pre-Proposal Dolphins Meeting RSVP" in the subject line and contact information in the email body. Please let us know if you need special accommodation.

SUBMITTALS:

To assist HMC with the evaluation of the proposals in a timely manner, we request that proposals be organized as follows:

- 1) Introduction and Understanding of Project;
- 2) Firm Profile, Key Staff and Team Organization;
- 3) Firm References;
- 4) Description of Work
- 5) Resumes of key staff
- 6) Billing rate for contractor and subcontractors
- 7) Additional Declarations or Statements as necessary;
- 8) Optional Submittal – Similar or Related Project

A cover letter or letter of transmittal is not required. All submittals become the property of HMC Management at the time of submittal and will not be returned. Proposals should be valid through September 30, 2015.

For the prime consultant and each sub consultant identified in the proposal please include the following information: Name of contact person; address; phone number; fax number; location of corporate office, location of local office(s) where the work will be completed; Federal EIN; and insurance carrier. Proof of insurance coverage is not required for Submittal, but proof of insurance shall be required prior to issuance of a Notice to Proceed.

If the submittal package does not meet all of the following requirements as determined by HMC, it may be deemed non-responsive and may not be eligible for consideration of this work.

SUBMITTAL CONTENTS:

Four (4) hard copies and one electronic copy (flash drive or CD) of the proposal shall be mailed "registered mail" USPS to HMC Management, P.O. Box 119, Lakebay, WA 98349. Use of any other method does not guarantee delivery to HMC.

Submittals should be limited to a maximum of 25 pages sized for 8.5" x 11" paper (no other sheet size allowed). Font size shall be no smaller than 12 points for all sheets and graphics, preferably in Times New Roman. The page limit applies to all pages in the response including, but not limited to, a transmittal letter, cover page, table of contents, text, graphs, divider sheets, tab sheets, and index. The proposal shall include the following three sections:

- A. Detailed Description of Work. HMC anticipates that the Description of Work presented in Appendix A will be included with the final contract document with only minor revisions, if any. Appendix A shall be a total of no more than eight (8) pages.
- B. Resumes of key staff assigned to the project to include, at a minimum: Project Manager, staff with key technical experience and environmental documentation and permit lead. Appendix B shall be plain text with no graphics, free of photos or promotional information.
- C. Schedules of billing rates for each team member identified by name and title who may work on the project (including admin and technical staff) and a list of each firm's Other Direct Costs (ODC's). HMC anticipates issuing a time and expense-reimbursable, not to exceed, contract for all work based on the billing rate and ODC schedule. Stated billing rates and ODC's shall include all labor, taxes, mark ups, direct costs, overhead, and fee and shall remain in effect for the entire duration of the contract.

OPTIONAL SUBMITTAL:

The proposer may submit one example of past work for a similar project, limited to no more than two (2) pages. These two pages are not counted within the 25 page limit.

INTERVIEWS

Following evaluation of Submittals, HMC may elect to interview proposer(s) or may use the submittals to determine final selection.

AWARD

HMC may select a firm from the Proposers based on a combination of experience, capability, available resources, reputation/references, and perceived value to HMC; however, HMC shall be under no obligation to award a contract to any proposer. Any scope of work, fee schedule, or cost estimate approved by the HMC project manager and/or committee is subject to approval by the HMC Board and may require approval by the HMC Membership. Commitments regarding the proposed work shall not be considered a contract unless authorized by the HMC Board in writing.

INSURANCE AND INDEMNIFICATION

Minimum requirements are \$2 million aggregate for general liability, \$1 million each accident combined single limit for auto liability and statutory Worker's Compensation. Requirements of the proposers are equally required of subconsultant. It is the responsibility of the proposer(s) to provide proof of coverage to complete the stated work prior to the time of contract approval.

ADDITIONAL INFORMATION

All questions or requests for additional information or clarifications should be directed to Claudia Ellsworth, HMC Island Manager, at HMCmanager@herronisland.org. All questions shall be submitted via email no later than Tuesday, March 31, 2015. Every effort will be made to reply to all questions or requests in writing within seven (7) calendar days of receipt of request. Questions and responses will be made available to all proposers requesting to be included.

HMC assumes no obligation of any kind for expenses, proposal costs or any other expenditures incurred by any respondent to this solicitation.

This advertisement may be viewed electronically at the HMC web site: <http://www.herronisland.org>.

Dates of publication in the Daily Journal of Commerce: _____ and _____ 2015.

Contact Information:

HMC: Note that the HMC office is open Tuesday, Thursdays and Fridays only. Therefore, the

preferred method of communication for this solicitation is email.

Claudia Ellsworth, Island Manager

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253-884-9350

HMC Management

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Supplemental Information Regarding 2015 Ferry Schedule

HMC Management is in the process of selecting a contractor to maintain and paint the ferry ramps on the island and mainland sides during September/October 2015, schedule to be determined. During this work a limited passenger only schedule will be maintained, but for defined periods, there will be no vehicle traffic to or from the island. Schedules will be posted on the island website, at www.herronisland.org.

