Request for Qualifications (RFQ) for
Design Services for Sewer PS 19 & 21 Replacement
RFQ No. 25-51

Released: October 27, 2025
Due: 2 pm (PST), December 11, 2025, to bids@mercerisland.gov

INTRODUCTION

The City of Mercer Island (City) is requesting Statements of Qualifications (SOQs) from qualified professional engineering firms interested in providing design and support services for the Sewer Pump Station (PS) 19 & 21 Replacement project. The awarded firm shall be licensed and lawfully engaged in providing engineering services in the State of Washington.

BACKGROUND

Mercer Island's sewer system, constructed in the 1950s and 1960s, includes approximately 2,400 manholes, 105 miles of pipe, and 18 pump stations (17 pump stations and 1 flush station). Most stations are near the shoreline, generally within 50 feet, and convey flow through the lake line to King County's South Treatment Plant. The stations are primarily wet-well/dry-well designs, with two currently submersible and two additional stations planned for conversion. Significant upgrades have not occurred since their original construction except at Pump Station 4 (2010), Pump Station 14 (2014), Pump Station 11 (currently being rebuilt by King County), Pump Station 20 (currently nearing 100% design), and all stations recently received a major SCADA system upgrade.

In 2015, a condition assessment evaluated each pump station based on its consequence of failure. In January 2024, RH2 Engineering completed an assessment that prioritized improvements for the five stations found to be in the poorest condition. In 2025, the City conducted wet-well inspections during cleaning activities to document structural deterioration. Collectively, the 2015 and 2024 assessments and the 2025 inspection findings identified Pump Stations 19 and 21 as next in line for immediate rehabilitation or replacement.

SCOPE OF WORK

Project Description

The purpose of this project is to provide engineering support and design services for the rehabilitation and replacement of Sewer Pump Stations 19 and 21. Both wet-well/dry-well stations, originally constructed in 1966, have reached the end of their useful life. Work at each site will include removal and replacement of pumps, piping, mechanical systems, and associated electrical and control equipment; repair, rehabilitation, or replacement of concrete vault structures; and utility reconfiguration, modernization, and site improvements. While the design will be informed by existing documentation and specifications from previous pump station projects, consultants shall also consider each site's unique characteristics and apply innovative design and construction solutions. The objective of the project is to extend the service life of each station by approximately 50 years while minimizing impacts to nearby residents and the shoreline environment.

See the following site attributes and design considerations:

ALL SITES	

Shoreline Design Considerations	• Existing structures are legally non-conforming
	• New development (anything outside existing station footprint) is subject to:
	  ○ Hardscape coverage: 10% within 0–25 ft of OHWM; 30% within 25–50 ft
	  ○ Structure height: ≤30 in above existing or finished grade (whichever is lower) within 0–25 ft of OHWM
	  ○ Design to comply where feasible to avoid the need for variances

Operational and Infrastructure Design Considerations	• Create intermediate access structures between pump stations and influent lines for inspection and cleaning of the Lakeline • Modify piping/mechanical to facilitate future bypass operations • Remove/abandon emergency overflow • Install flow meter on discharge header
Equipment Design Considerations	• Salvage and reuse recently upgraded SCADA equipment panels and components: ○ PLC panel, Intrinsically Safe (IS) panel, Horn-Beacon panel, Go-No go panel; modem and antenna • Standardize Flygt N-Technology pumps
Location Design Considerations	• Improve visual aesthetics and reduce impact on adjacent residents • Implement odor control improvements • Utilize native plantings to screen utility infrastructure and enhance site ecological function
Construction Design Considerations	• The pump stations cannot be taken offline • Any flow-impacting work requires a temporary sewer bypass. • Project design shall include site specific bypass plans indicating all required components, pump suction/discharge locations, piping configuration, flow information, and property owner impacts/mitigation. • All phasing and sequencing for shut-downs, cutovers, or bypass operations shall occur during the design phase.

PS 19	
Location & capacity	• 7697 W Mercer Way; 0.2000 MGD at RFQ release
Configuration	• Wet-well/dry-well; wet well west wall forms shoreline bulkhead
Site footprint and structures	• City-owned right-of-way (~40×40 ft square along shoreline) • 10-foot-wide vacated strip along the former 79th Street alignment connects the right-of-way to W Mercer Way (impassible) • 6’×36’ service dock (1966) • SCADA antenna
Access	• Land Access 1: W Shuck Park Dr turnaround; easement limited to private road; 4 vehicles;~700 ft walk; narrow, winding, vegetated; slippery; verbal right-of-entry • Land Access 2: 7701 W Mercer driveway/steps; steep; easement in place; limited parking; unusable when slick/icy. • Boat: 36’ service dock; construction barge required for major work

Site Specific Design Considerations	• Adjacent to residences at 7677 & 7701 W Mercer
	  ○ Regular odor complaints
	• May be room on-site for temporary bypass and staging of materials/equipment
	• Potential for minor expansion/conversion to a submersible station, consistent with the design approach used for Pump Station 20
	• Improvements to Land Access 1 / alternatives
	• Service dock rehabilitation
	• Other improvements
	  ○ vegetation/tree removal, grading, water service, retaining wall, concrete lattice pavers, equipment shelter, picnic/work table, native plantings

PS 21	
Location & capacity	• 8000 Avalon Dr; 0.2046 MGD at RFQ release
Configuration	• Wet-well/dry-well; projects from shoreline; N,E, and S walls form shoreline bulkhead
Site footprint and structures	• Parcel 3124059059 (~28×28 ft) • Original 6'x12' service dock (1966) removed ○ 36'x48' footprint private dock and mooring pier added (1990 & 1993) • SCADA antenna
Access	• Land Access 1: Private driveway for 7694 E Mercer; easements in place; limited 2-hr material/equipment use; narrow and exceptionally steep in last 80 feet; 2 vehicles; heavy equipment ok; 40 ft walk across lawn • Land Access 2: Private driveway for 8002 Avalon; easements in place; 10' walkway easement along northern property line to station; additional parking along Avalon Pl. • Boat: City portion of station/dock only

Site Specific Design Considerations	• Location is backyard of 8002 Avalon Dr.
	  ○ Activities will greatly impact the residence and their use of the dock
	  ○ Regular odor complaints from station and HGMH
	  ○ Station expansion/reconfiguration requires close coordination and/or approval from residents
	• No room for temporary bypass or staging
	• Maintain safe access to private dock during construction
	• Maintain wet-well/dry-well configuration or convert to submersible (similar to PS 11 & 14)
	• Improvements to Land Access 1 / alternatives
	• Resurface deck
	• Other improvements: water service installation

General Scope of Services

The scope of work at each site is expected to include, but not be limited to, the following tasks:

1. Conduct site visits and review relevant documents, studies, and other background information
   a. This will involve entering confined spaces.
2. Perform a project area survey and create a project base map.
3. General at 3D model of existing facility
4. Complete project designs. Design work may proceed concurrently; however, assume that two separate construction packages will be required.
   a. 30, 60, 90% Design Construction Package (Plans, Specs, Estimate)
   b. Long Lead Item Procurement Package
   c. 100% Design (Bid-Ready) and Conformed Construction Package.
   d. The following sheets are anticipated:
      i. Cover
      ii. General and Special Notes
      iii. Existing and Proposed Site Plans
      iv. TESC, BMP, and Tree Protection Plans
      v. Civil/Grading
      vi. Bypass and/or Phasing/Sequencing Details
      vii. Demolition
      viii. Mechanical
      ix. Structural
      x. Electrical
      xi. Control
      xii. Traffic Control/Barge
      xiii. Restoration & Landscaping

xiv. Standard Details

5. Develop an updated control strategy document
   a. Detail the station's operational logic, control sequences, and alarm functions based on the final design
6. Perform electrical power study
   a. Evaluate the existing and proposed electrical systems for each station to ensure safe and reliable operation. The study shall include, at a minimum, load analysis, short-circuit and protective device coordination, and arc flash hazard assessment.
7. Provide permitting support during the design process.
   a. **City Responsibility:** The City will serve as the lead agency, responsible for preparing, packaging, and submitting all permit applications:
      i. Mercer Island Community Planning & Development
         1. **Pre-Application Meeting**
         2. **SEPA Review**
         3. **Shoreline Development Application/Shoreline Exemption**
            a. Project Narrative
            b. Tree Inventory/Arborist Report
         4. **Shoreline Variance Request**
            a. Criteria compliance narrative

      ii. Joint Aquatic Resources Permit Application (JARPA)
         1. WA Department of Fish & Wildlife: Hydraulic Project Approval (HPA)
         2. WA Department of Ecology: Section 401 Water Quality Certification
         3. WA Department of Natural Resources: Aquatic Resources Use Authorization
         4. Department of the Army permits:
            a. Section 404 (discharges into waters of the US):
            b. Section 10 (work in navigable waters):

   b. **Consultant Responsibility:** The consultant will be responsible for preparing the necessary supporting documents for inclusion in the City's submittals which may include, but shall not be limited to the following:
      i. Mercer Island Community Planning & Development
         1. **Mitigation sequencing** pursuant to MICC 19.07.100
         2. **No net loss report/plan**
         3. **Setback Hardscape Calculations/Exhibit**
         4. **Setback Structure Height Cross Sectional View**
         5. **Geotechnical report, if existing reports on record are not sufficient**
         6. **TESC Plan and project specific BMPs**
         7. **Wetland Identification** – PS 19 is located in moderate probability area per City GIS. If identified perform:
            a. Wetland Rating and Delineation Study, if wetland is identified
            b. Buffer averaging or reduction calculations/technical memo, if required
            c. Wetland or wetland buffer mitigation plan, if required
         8. **Critical Area Study** meeting the requirements of MICC 19.07.110
            a. To be determined pending final design, wetland identification, or exemption disapproval.

      ii. JARPA
         1. **Site maps** required per section IV.G of the JARPA application instructions
            a. Vicinity Map
            b. Plan View (birds eye view)
            c. Cross-sectional view
         2. **Wetland Mitigation Table**, if a wetland is found to be present, which includes:
            a. Area (sq. ft.), Cowardin/wetlands Classification, ecology rating, impacts (sq. ft.), compensation - reestablishment or creation (areas and ratios), rehabilitation - areas and ratios, enhancement - areas and ratios.
8. Provide Public Outreach Support

a. Attendance at meetings with residents
b. Respond to questions from the public
c. Provide site plans, exhibits, and project renderings for public distribution.
d. Assumptions:
    i. The City will be responsible for coordinating and leading all city council, community, and/or resident meetings.
    ii. The City will create and maintain the project webpage

9. Provide engineering support during the bidding process – pre-bid meeting attendance, respond to bidder questions, and update the plans and technical specifications, as required.
    a. The City will be responsible for advertising, fielding all questions, and issuing addenda.
10. Provide engineering support during construction – including attendance at the pre-construction meeting, review of RFIs and submittals, and general construction-phase support.
    a. The City will be responsible for daily field inspections and coordination with the Contractor.
    b. The Consultant shall provide up to 16 hours per month of on-call support during the construction phase. This support may include special field inspections and direct communication with the Contractor and/or subcontractors to observe work or resolve construction-related issues.
11. Prepare and deliver construction as-built record drawings.

The City expects the project manager from the selected firm to work in close consultation with the City's project manager throughout the project duration and ensure projects remain on schedule and within budget.

MANDATORY SITE VISIT

Interested engineering firms must schedule and attend a site visit prior to the questions deadline of Wednesday, December 3, 2025, at 12:00 PM (PST) to be eligible for award. Visits can be scheduled via email or phone with Christopher Marks, Utilities Engineer, at chris.marks@mercerisland.gov or 206-677-1027. Each visit will include tours of both pump station sites during normal business hours and may be consolidated to accommodate multiple firms. Entry into the stations is optional; firms electing to enter must provide and follow their own confined space entry protocol, including required personnel and equipment. Questions raised during site visits will be documented and posted along with other questions received during the open question period.

STATEMENT OF QUALIFICATIONS

Interested engineering firms are invited to submit a Statement of Qualifications (SOQ) for this work. Page counts listed below are approximate and may vary, provided the total submittal does not exceed the maximum page limit. The SOQ must include the following information:

Letter of Intent (1 page):
Provide a concise cover letter summarizing your firm's background, available resources, and commitment to delivering the services described in this RFQ. The letter should express your firm's specific interest in this project and in working with the City of Mercer Island, highlighting any unique qualifications or value your team brings to this effort.

Include the address, telephone number, and primary contact for the office located nearest to Mercer Island, Washington, as well as the office from which the project will be managed. The letter must be signed by an individual authorized to commit the firm to the terms and conditions of this proposal.

Project Understanding, Approach, and Schedule (8 pages):
Describe your team's overall approach to meeting the City's project objectives and how your team will work with City staff throughout project development and delivery. Review all materials provided with this RFQ, including site photos, property documents, as-builts, and existing assessments. Firms are required to schedule and attend a mandatory site visit.

Identify any additional site investigations or data collection needed to begin design.

Provide at least one conceptual design sketch for each site that reflects your team's understanding of site-specific conditions and incorporates the design considerations outlined in this RFQ.

Discuss any anticipated challenges or concerns related to the project. Clearly identify what your firm believes will be the most significant design challenge and describe how your team intends to address it. Qualified firms should demonstrate a strong understanding of best practices for sewer pump station rehabilitation and replacement, including strategies for maintaining continuous sewer service and safely bypassing existing flows during construction.

Include a project timeline that identifies major tasks, milestones, and deliverables, as well as the frequency of check-in meetings with City staff. The City requires a minimum of two weeks for document review. The proposed schedule should reflect a clear commitment to completing the design and bid-ready documents within the target timeline outlined in this RFQ. If your team believes the proposed schedule is unrealistic, overly aggressive, or conservative, please explain why and provide an adjusted target completion date.

Project Team (3 pages):
Briefly describe key individuals on the consultant team, including their roles, relevant experience, and qualifications specific to sewer pump station design and rehabilitation projects. Identify the principal Project Manager who will serve as the City's primary point of contact throughout the project.

Include an organizational chart that illustrates team structure, reporting relationships, and coordination between subconsultants, if applicable. Clearly indicate the firm or office location from which each key team member will perform their work.

The proposed team may include multiple firms with specialized expertise. Clearly describe how these firms will work together to ensure a cohesive and efficient project delivery.

Project Experience (3 pages):
Provide evidence of experience with projects similar in scope and complexity. Include information for three representative projects managed by the proposed Project Manager within the past five years. For each project, provide:

- A brief description of the project, its location, and current status;
- Key results achieved and major challenges encountered;
- A summary of professional services provided by your consultant team;
- The initial budget, final cost, and completion date (if applicable); and
- The primary client contact, including name, title, organization, phone number, and email address. This contact may be used by the City for reference verification.

City of Mercer Island Business License: Provide a statement to the effect that the respondent understands and agrees to obtain a City of Mercer Island business license if selected. Alternatively, provide evidence of a current business license with the City of Mercer Island.

Disclosure of Conflict of Interest: Identify any potential conflicts of interest that may arise from existing clients, contracts, or property interests related to private development within the City of Mercer Island.

Resumes: Provide resumes for key personnel who will be directly involved in the project

Submittal Format & Deadline

- Submit a PDF of your proposal electronically to bids@mercerisland.gov no later than **2 pm on Thursday, December 11, 2025.**
- All proposals shall be clearly titled: **SOQ Sewer PS 19 & 21 Replacement Design**
- Please limit submittals to **15 pages** using at least 11pt font (excluding dividers, business license, conflict of interest disclosure, and/or resumes).
    - 11x17-inch sheets are permitted; however, each sheet will be counted as two pages toward the total page limit.

- All proposals received will become the property of the City and will not be returned.
- **All questions on the project are due by Wednesday, December 3, 2025, at 12 noon (PST).** Questions regarding the project may be emailed to Christopher Marks, Utilities Engineer, at chris.marks@mercerisland.gov. Any oral communication will be considered unofficial and non-binding. Questions via phone will not be accepted. All questions received will be compiled, and responses will be posted by **December 5, 2025, at 10 am (PST).** It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFP. These will be posted on the City website at www.mercerisland.gov/rfps.
- **Rights reserved by the City**: The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services by other means. The city reserves the right to modify the scope of this solicitation.
- This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals.

Conditions of Submittal

Costs for Development of Submittals: All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the CIP Project Manager.

Agreement Form: The agreement form to be used will be the City's standard professional services agreement (PSA), which is provided as Exhibit 3. Consultants that submit proposals are expected to meet the terms contained in the PSA, as shown in Exhibit 3, no modifications will be allowed.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by calling 206-275-7833.

Non-Discrimination: The City of Mercer Island, 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 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.

SELECTION PROCESS

The City anticipates using the following general timeline for evaluating proposals and initiating a contract in response to this solicitation.

Project Milestones	Date
RFQ release	Monday, October 27, 2025
Mandatory Site Visit	(Consultant Scheduled) October 27 – December 3
Deadline for questions	Wednesday, December 3, 2025 @ 12 noon PST
City response to questions	Friday, December 5, 2025 @ 10am PST
Proposals due	Thursday, December 11, 2025 @ 2pm PST
Evaluation period*	December 15 – January 9, 2026
Contract(s) awarded	Friday, January 9, 2026
Target project kick-off	Monday, February 2, 2026
Target completion	February 2027
Target construction	May 2027 – December 2028

Evaluation Criteria

The selection process will include a review process for each SOQ submitted and potentially an interview process for short-listed firms.

A committee of City personnel will evaluate and rate each submitted SOQ using a qualification-based process with the following criteria:

Project Understanding and Approach: The submittal demonstrates a thorough understanding of the project, clearly outlining how the team intends to address the City's needs. It highlights the team's unique qualifications and strengths as they relate to the project. The proposal includes at least one design sketch for each site, each of which is logical and well-conceived, reflecting the team's ability to produce high-quality deliverables. Overall, the submittal presents a sound approach that is likely to meet the proposed timeline. [50 points]

Project Team Qualifications and Experience: The submittal provides a complete and comprehensive organizational chart or similar explanation of team members' roles and responsibilities, including a summary of each firm on the team, office locations, number of staff, and area(s) of expertise. It demonstrates the team's strengths and unique qualities as well as the team's analysis and design meet the needs of the project. [15 points]

Relevant Project Experience: The submittal demonstrates relevant and successful experience with similar sewer-related capital design projects. [20 points]

Project Schedule/Deadlines: Demonstrate the ability of the team to meet the proposed project schedule(s), including assigned staff availability. [10 points]

Organization and Clarity of Proposal: The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project as well as contains all requirements outlined in this RFQ. Documents should be well written, organized coherently, and demonstrate the project team's ability to communicate complex information to a variety of audiences. [5 points]

Additional Details

All responses to this request will be screened for eligibility. A selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications. This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals. It is anticipated that a firm will be selected from this process and a contract will be negotiated. If the City selects a firm to provide design services, the successful firm shall be issued in writing a Notice of Selection.

ATTACHMENTS

- Exhibit 1: Map of Pump Stations 19 & 21
- Exhibit 2: Existing Site Photos
- Exhibit 3: Consolidated Property Documents
- Exhibit 4: Station As-builts Combined (pdf bookmarked)
- Exhibit 5: January 2024 Sewer Pump Station Condition Assessment Report prepared by RH2 Engineering, Inc.
- Exhibit 6: September 2025 *Preliminary* Wet Well Condition Assessment prepared by RH2 Engineering, Inc.
- Exhibit 7: Sample City of Mercer Island Professional Services Agreement (PSA)