

HMC Management (HMC), the homeowners' association for Herron Island, Case Inlet, Pierce County, is requesting proposals consisting of scope of work, budget , and brief Statement of Qualifications from qualified firms to provide the following services:

1. Review existing documentation and previous recommendations;
2. Conduct an on-site review of facilities;
3. Conduct a condition assessment of the existing wood decking on the ramps;
4. Conduct a joint meeting with selected HMC Members, Ferry Crew and the Island Manager to confirm design parameters (expected design life, operational requirements, constructability issues, etc).
5. Prepare a memorandum addressing, at a minimum:
 - Existing conditions;
 - Practicable alternatives for repairing, rehabilitating, or replacing the ramp decking;
 - Performing work either with the daily ferry in service, or out of service;
 - Options for coatings or other methods to provide the desired level of protection for steel members;
 - Preliminary cost estimates for decking and coating alternatives;
 - Identify land use and environmental permits, including available exemptions and estimated permit costs –
 - Recommend a preferred alternative
6. Prepare Plans, Specifications, and Estimates for the alternative selected by the Herron Island Board of Directors
7. Prepare and submit applications for land use and environmental permits.
8. Assist HMC in preparing a bid package, providing support during bidding, and reviewing contractor bids.

At this time, Construction Management services are not included, but may be requested depending on the selected option. The most recent condition evaluations and construction drawings are posted on the HMC website at www.herronisland.org .

Schedule

The evaluation, analysis, summary memorandum and recommendations shall be submitted no later than May 1, 2014 to facilitate budgeting, selection of alternatives and planning for construction. HMC expects to select a consultant firm February 8, 2014. It is the expectation of HMC that the consultant's work, including the acquisition of permits, would be completed by May 1, 2015 with bidding and contractor selection in June 2015 and a planned construction window in the late summer/fall 2015. HMC anticipates negotiating with the selected firm to allow a Notice to Proceed by approximately June 15, 2015.

Submittals

The format and content of the Statement of Qualifications shall be determined by the submitter, except that the SOQ shall identify any professional registration and licenses of key staff and a statement that the proposing firm is registered in the State of Washington and is qualified to perform the requested services and the SOQ shall identify all proposed sub consultants. SOQ package shall be limited to four (4) single sided 8" 1/2 by 11" pages. In addition the SOQ may include a single-page cover letter and one single page resume for the proposed project manager or lead engineer. The cover letter and resume is not included in the page count. No covers, dividers, or additional supplemental materials. Please include a statement of all assumptions material to the relationship between the consultants Scope of Work and Budget Proposal. There is no page or format limit for the Scope of Work or Budget Proposal, but clarity and brevity is appreciated.

HMC expects that the compensation for this project will be on a time and expenses, not to exceed, basis based on negotiated hourly rates. The proposing firms shall be responsible for managing and contracting with any sub consultants. The budget estimate shall be broken down into tasks and shall show the anticipated level of effort for each task in hours and shall include a rate sheet showing fully loaded hourly rates for all staff anticipated to work on the project. The fully loaded rates shall include all overhead, fringe, fee, and any ODC exclusive of materials and expenses directly reimbursable to this project. Please provide a similar separate budget and rate sheet for any tasks anticipated to be completed by sub consultants.

We request submittal of your proposal no later than 5:00 PM on January 31, 2014. All responses shall be submitted electronically in PDF file format to the Island Manager at hmcmanager@herronisland.org. All emailed proposals shall be no more than 2 Mb total file size and attached to a single email. HMC will provide confirmation of a received submittal. HMC shall not be responsible for submittals that are not confirmed received by the stated deadline. This request for proposal in no way obligates HMC to contract for any work or provide reimbursement for any proposal costs.

Submittals will be evaluated on the following, in general order of significance to HMC

- Experience with similar assessment projects for bridges, ferry facilities and/or other in water marine infrastructure;
- Experience working in marine areas, preferably within Puget Sound;
- Experience with permitting similar work in similar environments and geographic regions;
- Completeness and clarity of the Scope of Work and Budget Proposal;
- Experience assisting private parties or non-governmental entities with projects of a similar scope and complexity;
- Cost/Rate structure for key staff.

Questions regarding this request for qualifications shall be directed to the Island Manager at hmcmanager@herronisland.org.