

City of Shoreline

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES DUE: July 7, 2003, 4:00 PM

The City of Shoreline is soliciting Statements of Qualifications (SOQ) from consulting firms and individuals wishing to be considered for selection to provide construction management engineering services for the following projects: NE Serpentine PI/NE 175th Street Drainage Improvements and North City Project. At the City's discretion, one or more consultants/individuals could be selected to provide services for these projects.

The scope of work for this position may include (but is not limited to):

1. Videotape the project prior to construction activities begin.
2. Observe construction progress. Review project plans and specifications for contractor compliance. Keep daily log of construction activity, directives, conversations and installed quantities. Prepare weekly statements of working days. Prepare paperwork as required for federally funded projects.
3. Attend pre-construction meeting and administer periodic construction meetings.
4. Coordinate with utilities for relocations and general information sharing.
5. Respond to neighborhood/business concerns regarding the impacts of construction activity.
6. Monitor site runoff and manage erosion control per local, state and federal guidelines.
7. Monitor adequacy of traffic control measures.
8. Recommend change orders, witness and review testing reports, review shop drawing submittals.
9. Prepare record drawings.

Successful consultant, firm or individual would be asked to begin work within 6 months of selection.

The selection of the consultant, firm, or individual and all contractual agreements made in association with these services will be subject to the provisions of all applicable laws and ordinances regarding equal employment opportunity, disabilities, and utilization of women's business enterprises (WBEs) and minority business enterprises (MBEs).

Firms and Individuals should submit five copies of a Statement of Qualifications addressing the following submittal requirements:

- 1) Statement of Project Requirements. Indicate which project(s) you wish to be considered for.
- 2) Firm information: size, areas of specialization, current projects underway and firm's experience with similar work. Provide information on all subcontractors that could be used.

- 3) Team: identify all staff members and offices that would be involved with the project. Provide resumes including each team members education and experience and special skills.
- 4) Provide four (4) references including name, title, locations and phone numbers of persons who can substantiate the experience.
- 5) Insurance: satisfactory proof of the firm's carriage of insurance in the form of a Certificate of Insurance from their provided should be included.

Architects and engineers should include GSA Standard Form 254 and 255.

Responses should be limited to no more than ten (10) pages, not including individual resumes or GSA Forms 254 and 255.

Please submit five (5) copies of your RFQ by 4:00 PM, Monday, July 7 2003 to:

City of Shoreline
Attn: City Clerk
17544 Midvale Avenue North
Shoreline, WA 98133-4921

Any questions regarding the RFQ should be directed to Kris Overleese, Capital Projects Manager, e-mail: koverleese@ci.shoreline.wa.us or phone 206-546-0791.

Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual Qualifications receipt. Qualifications may not be delivered by facsimile transmission (Fax) or other telecommunication or electronic means.

Any firm failing to submit information in accordance with the procedures set forth in the Request for Qualifications may not be considered responsive and may therefore be subject to disqualification. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in any Qualification.

The City reserves the right to change the proposal schedule or issue amendments to the proposal at any time. The City also reserves the right to delay award of a contract, cancel the proposal and decline to award a contract for these services, or reissue the Request for Qualifications at a later date. The City reserves the right to reject any and all proposals, at any time, without penalty or responsibility for costs incurred in preparation of responses to this Request for Qualifications. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Shoreline in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises 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 or national origin in consideration for an award.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-546-8919. For TTY service call 206-546-0457

Modified Notice Published:

Seattle Daily Journal Commerce – June 23 & 25, 2003