

**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
DESIGN SERVICES
Dayton Avenue North Retaining Wall and Sidewalks (Between N 172nd St to St Lukes Place N)
RFQ # 3085
Submittal Date: November 19, 2004 4:00 PM, Pacific Local Time**

The City of Shoreline, Washington is soliciting a statement of qualification (SOQ) from individuals or firms interested in providing Design Services for the above project.

PROJECT SCOPE

The work to be performed by the CONSULTANT consists of providing complete Plans, Specifications, and Engineering Estimates (PS&E) for the above project. Scope is to include, but not limited to: Site survey, supplemental geotechnical investigation, design of sidewalks, curb, gutter, retaining wall, utility location, relocation, and coordination with utility companies, reconfiguration of St. Lukes Place and Dayton Ave N intersection, public meetings, pavement design, landscaping and traffic modeling. The City also has a 1% for the arts requirement. The selected firm may also be requested to coordinate/produce public information materials and respond to questions and concerns from the public, business or property owners.

BACKGROUND

The existing retaining wall is over 50 years old and is a timber pile wall with timber lagging. This wall supports Dayton Ave N. on the west side and is approximately 150 feet long and 8+ feet high at its most extreme. Over the years this wall has experienced varying degrees of deterioration and deflection. Over the years, the wall has been repaired as a response to the deterioration. The latest series of wall deflection and deterioration have prompted an evaluation for corrective action. This stretch of road is also mainly without sidewalk and is mostly asphalt shoulder. This is a direct route for high school students. A State grant has been applied for to assist in construction of the sidewalks.

SUBMITTAL

One unbound original and two copies of the SOQ shall be submitted to the City of Shoreline, City Clerk's Office, 17544 Midvale Avenue North, Suite 100, Shoreline, WA 98133-4921. The deadline for qualifications by interested parties is Friday, November 19, 2004 by 4:00 PM, Pacific Local Time. 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 receipt of qualifications. Qualifications shall not be delivered by facsimile transmission or other telecommunication or electronic means. Questions related to submittal of qualifications may be submitted in writing to John Vicente, PE, Capital Projects Manager by fax at (206) 546-2726 or by email at jvicente@ci.shoreline.wa.us. Questions via phone will not be accepted.

Information related to the project may be found under the City of Shoreline heading on the Builder's Exchange web site under Posted Projects/Public Works. The web site is located at www.bxwa.com. Builder's Exchange may also be contacted at 425-258-1303. Any amendments to the RFQ shall be posted on the Builder's Exchange web site.

Supplemental information, such as brochures, may be submitted if desired. Qualifications shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than 30 pages and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. The one original shall be unbound and the two copies shall be bound. The following format and content shall be adhered to by each firm and presented in the following order:

RFQ Evaluation Components/Criteria

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's RFQ and an overview of the consultant team. Indicate the address and telephone number of the respondent's office located nearest to Shoreline, Washington, and the office from which the project will be managed (Page limit: 2 pages).
- B. Approach: This section should include the following:
 - 1. Work Plan: Describe how the work will be accomplished, responsibilities and areas of attention or concern. Indicate all key deliverables and their contents. This section should clearly describe the

methodology or methodologies planned to be used to carry out the specific tasks described in the project scope.

2. **Project Organization and Staffing:** Describe the approach and methods for managing the project. Provide an organization chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the Project Director and/or Manager and the key contact person for the City. Provide names of current and pending projects to which each proposed team member, (excluding any full time team members), is assigned and how much time they are available to work on this project. Provide the current design/construction phase status of each project and the expected date of completion.
 3. **Resumes:** Include resumes of each member of the project team. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors. Include a list of information required or tasks to be completed by City staff. Indicate expertise of staff, if any, as it relates to this project.
 4. **Page Limit:** This section is limited to 10 pages (excluding #4 resumes).
- C. **Related Firm Experience:** Describe recent (within the last 5 years), directly related experience with retaining wall and roadway projects of greater than or equal value and complexity. Include the name of the client, description of the work done, address and telephone number, dates of the project and the name of the project manager. At least five references should be included. For each reference indicate the reference's name, organization, title, complete mailing address and telephone number. The City reserves the right to contact any organizations or individuals listed (Page Limit: 5 pages).
- D. **Statement of Team Experience:** The consultant is required to provide evidence of experience directly related to retaining wall and roadway projects of greater than or equal value and complexity. Emphasis should be placed on experience with projects requiring traffic analysis and wall design. Emphasize cost and schedule control. Demonstrate your team's ability to perform the work requested within an established budget and schedule. The consultant is required to provide evidence of experience with Washington State Department of Transportation (WSDOT) standards. The experience listed must be that which was performed by the consultant's staff and/or team's staff that will be assigned to this project. The City will be focusing on the experience of the Project Manager and Lead Engineer who will be assigned to this project. Emphasis will also be given to how Public Communication may be handled and the individuals involved. (Page Limit: 5 pages).

The City's Evaluation Team will use the following criteria to evaluate each RFQ:

Criteria	Points
Project Approach	0-10
Related Experience of Project Team	0-25
Expertise of Key Staff	0-30
Response of references / Firm Experience	0-20
Ability to meet time schedule	0-15
Maximum Points	100

The SOQ will be the basis from which interested firms will be selected. Following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected firm.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The City of Shoreline encourages disadvantaged, minority, and women-owned firms to respond.

Dates of Publication:

Seattle Daily Journal of Commerce – Monday, October 25, Wednesday, October 27, and Monday, November 1, 2004