

**CITY OF SHORELINE  
REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION MANAGEMENT SERVICES  
Aurora Corridor Improvement Project (N 145<sup>th</sup> ST – N 165<sup>th</sup> ST)  
and Interurban Trail Pedestrian & Bicycle Crossing  
RFQ # 3074  
Submittal Date: October 26, 2004 4:00 PM, Pacific Local Time**

The City of Shoreline, Washington is soliciting a statement of qualification from individuals or firms interested in providing Construction Management Services.

Proposals shall be submitted to City of Shoreline, City Clerk's Office, 17544 Midvale Avenue North, Suite 100, Shoreline, WA 98133-4921. Proposals submitted after the due date and time will not be considered.

Detailed Request for Qualifications (RFQ) information including general information, requested services, proposal requirements and evaluation process is available from the City's website at [www.cityofshoreline.com](http://www.cityofshoreline.com), under Popular Links, Bids & RFPs, Open Bids and Awards. You can also request a copy by contacting the Purchasing Division at 206-546-2188.

On, October 13, 2004, at 3:30 PM, at the Shoreline Center, 18560 1st Ave. NE, Shoreline, WA, Ballinger Room, City staff will be available to answer questions regarding the project.

The City reserves the right to change the qualifications schedule or issue amendments to the qualifications at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the statement of qualifications. The City reserves the right to refrain from contracting with any respondent.

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

Dates of publication:

Seattle Daily Journal of Commerce – October 4, 6 and 11, 2004.

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**and Interurban Trail Pedestrian & Bicycle Crossing**  
**RFQ # 3074**  
**Submittal Date: October 26, 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 Construction Management Services for the above projects.

**PROJECT SCOPE**

The work to be performed by the CONSULTANT consists of reviewing PS&E for constructability and completeness, assisting with bid document review and analysis, participate in project meetings, provide geometric survey control for project and provide verification of contractor surveying, observe and report on construction work in progress and monitor adherence to the contract documents, observe placement of materials, measure and compute pay items, prepare pay estimates, provide falsework checking and review contractor submittals, sample and test materials, prepare documents and records to help assure the project is constructed in accordance with Federal and State requirements, and provide final records and record drawings. 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 City of Shoreline Aurora Corridor Improvement Project schedule includes proposed improvements, with an estimated construction cost range of \$12 to \$14 million, and an estimated July 2005 start date, includes adding Business Access and Transit (BAT) lanes, curbs, gutters, landscaping/street furnishings, sidewalks on both sides, a landscaped center median safety lane with left-turn and U-turn provisions and installing new traffic signals at N 152<sup>nd</sup> Street and N 165<sup>th</sup> Street. All traffic signals will be upgraded and interconnected and include pedestrian crossings. The project also includes improved transit stops with new shelters, installation of new street lighting, and undergrounding of all overhead utilities. On a separate bid schedule, but as part of the same contract and time schedule and at an approximate cost of \$3.8 to \$4.2 million, the project includes construction of two concrete tub girder pedestrian/bicycle crossing bridges with mechanically stabilized earth (MSE) walls with one crossing N 155<sup>th</sup> Street at Aurora Avenue North, and one crossing Aurora Avenue North at approximately N 157<sup>th</sup> Street.

On, October 13, 2004, at 3:30 PM, at the Shoreline Center, 18560 1st Avenue NE, Shoreline, WA, Ballinger Room, City staff will be available to answer questions regarding the project.

**SUBMITTAL**

One unbound original and five 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 Tuesday, October 26, 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 Jill Marilley, PE, City Engineer by fax at (206) 546-0780 or by email at [jmarilley@ci.shoreline.wa.us](mailto:jmarilley@ci.shoreline.wa.us). Questions via phone will not be accepted.

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

50 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 five 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. **Project Schedule:** Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate your team's ability to perform the work requested within an established budget and schedule.
  - 5. **Page Limit:** This section is limited to 12 pages (excluding #4 resumes).
  
- C. **Related Firm Experience:** Describe recent (within the last 5 years), directly related experience with large construction management projects of great 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 director. 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: 10 pages).
  
- D. **Statement of Team Experience:** The consultant is required to provide evidence of experience directly related to large construction management projects of greater than or equal value and complexity. Emphasis should be placed on experience with projects requiring complex staging, traffic control and undergrounding of multiple utilities. Also indicate experience where difficult soils were encountered. 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 in WSDOT/RFWA standards, and the ability to provide M/WBE participation.

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 Inspector 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: 7 pages).

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

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

The SOQ will be the basis from which interested firms will be selected for interview. 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 4, Wednesday, October 6, and Monday, October 11, 2004