

**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
INTERURBAN TRAIL – NORTH CENTRAL SEGMENT PROJECT
RFQ # 3723**

Submittal Due Date: February 28, 2006 at 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 project.

PROJECT SCOPE

The construction management services to be performed by the CONSULTANT may include, but is not limited to; 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; 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; coordinate work with other utilities (particularly with Seattle City Light) and agencies; and provide review of final records and record drawings. The project design consultant will be retained for construction engineering services.

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.

Construction management services would be needed from approximately May 2006 through December 2006.

BACKGROUND

The Interurban Trail runs the length of the City from NE 145th to NE 205th through an area of significant population, estimated at 5,000 per square mile. The Trail connects persons to services, other modes of transportation, employment and housing. The North Central segment of the Interurban Trail project will construct approximately 4500 lineal feet of trail on Seattle City Light right-of-way between N 175th Street and N 192nd Street. The North Central is the last segment of the Interurban Trail to be built in Shoreline and when finished, will complete the full three miles of trail in Shoreline.

The City has determined that the segment of the North Central from N 175th to N 185th should be seen as the heart of Shoreline. To this end, this section of the trail will feature a more urban character with the trail surface in concrete with a series of amenities that are not present in other areas of the trail. This would include extensive landscaping, rest areas, paved plaza spaces and decorative lighting along the trail.

The City plans to build roughly 2300 feet of the trail through this construction project. The balance of the North Central segment will be built to City standards by private developers where their Permits are conditioned to include frontage improvements.

The North Central segment for the most part will be built within the Seattle City Light transmission line right-of-way. Because Seattle City Light needs to maintain 24/7 access to its major transmission lines, the trail within the ROW needs to be built to road standards to support large SCL maintenance vehicles.

Elements of the project include:

- 12' wide concrete trail constructed between N 175th and N 185th. The balance of the trail surface from N 185th to N 192nd will be in asphalt.
- On both sides of the 12' trail will be built two, two-foot wide "run-off areas" that provide a safe bailout area for cyclists that need to get off the trail or avoid pedestrians. These run-offs will be either grasscrete or grass, depending on location.
- Installation of a storm drainage system in selected areas as required to meet the City's drainage plan.
- Construction of sections of sidewalk, curb and gutter and half-street overlays to blend new improvements to existing conditions.
- Installation of electrical infrastructure along the trail and installation of pedestrian level light fixtures and other accent lighting.
- Installation of topsoil, landscaping, trees, irrigation systems and required control equipment.
- Installation of traffic control bollards, benches, trash receptacles and signage.
- Installation of extruded curb, wheel stops and other traffic control devices.
- Abatement and demolition of selected small buildings may be a part of this project scope.

SUBMITTAL

Four 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 February 28, 2006 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 website. The web site is located at www.cityofshoreline.com under the Bids & RFPs link. Any amendments to the Request For Qualifications (RFQ) shall be posted on the City of Shoreline web site.

Interested firms wishing to submit for both the Interurban Trail and the Dayton Wall Projects should submit one (1) SOQ for both Projects within one packet. Submit combined SOQ that meets the requirements stated below.

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 **20 pages (including resumes)** 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 three 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.
- B. **Approach:** Describe your firm's work plan for this project, who is involved with the decision making process for the development of the work plan, the elements of the proposed work plan, and how your work plan addresses contingencies that may arise during the project. Describe your approaches to resolve issue(s) within the project team, client(s) and Stakeholders. Identify any key issues and critical milestones for the project. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- C. **Firms Project Management System (Prime Consultant):** Describe your firm's Quality Assurance/Quality Control processes, tracking system(s) to monitor the project's budget and/or scope, and ability to provide interaction with your client and/or stakeholders. Identify the type of software utilized and list up to three projects where the proposed Project Manager(s) have utilized this software. Describe your firm's process for interacting with your internal project team.
- D. **Related Firm Experience:** Provide a listing of all firms on your proposed team, type(s) of expertise that each firm can provide, and how long has each firm provided these type(s) of expertise. Indicate if the prime consultant has worked with proposed sub-consultant(s) on similar projects in the last three years. If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm. Provide a list of up to five projects that each firm on your project team has completed within the last three years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and approximate consultant fee of each project.
- E. **Qualifications of Proposed Project Manager:** Provide up to three examples for the proposed Project Manager that demonstrates their experience as a Project Manager on similar projects. Include the dates, name of the client, and list responsibilities and tasks. Demonstrate familiarity with relevant state and federal regulations and/or procedures. Identify three examples of the ability to manage schedule, scope, budget, and changes that arise throughout the life of the project. Provide listing of current, professional licenses/accreditations for the proposed Project Manager. Include the licenses that were obtained or applicable within the State of Washington only.
- F. **Expertise of Key Staff (Prime and Sub Consultants):** List each key team member's role/responsibility on your proposed team. For each member, provide up to three examples of prior relevant projects. Include the name of the project(s), dates of the project(s), and roles/responsibilities for each team member on those project(s).

- G. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects for public sector clients in the last three (3) years. References shall include the project name, dates of service on projects, dollar amount your firm received on projects, contact name, contact phone number, and name of your project manager on projects

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

<u>Criteria</u>	<u>Points</u>
Project Approach	0-15
Firms Project Management System (Prime Consultant)	0-15
Related Experience of Firms on Team	0-10
Qualifications of Proposed Project Manager	0-20
Expertise of Key Staff (Prime and Sub Consultants)	0-20
References/Past Performance	<u>0-20</u>
Maximum Points	100

The SOQ will be the basis from which interested firms will be selected. At the City's option, 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 – Wednesday February 8, Monday February 13, 2006