



**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
ENVIRONMENTAL REVIEW SERVICES
RFQ # 3891: Aurora Corridor Project: North 165th Street – North 205th Street**

The City of Shoreline is soliciting a statement of qualification from individuals or firms interested in providing Environmental Review Services for the above project.

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant. Detailed information on this project, submittal requirements and the evaluation criteria is available on the City's website at: www.cityofshoreline.com, Popular Links, Bids & RFPs, RFQ 3891 Aurora Corridor Project.

The City reserves the right to select the consultant from the written submittals or to interview the top ranked firms.

Statements of Qualifications are due no later than August 9, 2006, 3:00 pm, Pacific Local Time, to: City Clerk, City of Shoreline, Attn: Kris Overleese, P.E., 17544 Midvale Avenue North, Suite 100, Shoreline, WA 98133-4921

Questions related to this solicitation shall be submitted in writing to Kris Overleese, Capital Projects Manager by fax (206) 546-2008 or by email at koverleese@ci.shoreline.wa.us. Questions via phone will not be accepted.

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.

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**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
ENVIRONMENTAL REVIEW SERVICES**

RFQ #3891: Aurora Corridor Project (North 165th Street – North 205th Street)

Submittal Date: August 9, 2006, 3:00 pm Pacific Local Time

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

PROJECT SCOPE

The environmental services to be performed by the CONSULTANT may include, but is not limited to: preparation of discipline reports for three design alternatives and no action design alternative, for elements including Surface Water, Social (including recreation, public services, pedestrian and bicyclist facilities, and environmental justice), Air Quality, Noise, Relocation and Economics; preparation of an ESA-compliant Biological Assessment (BA); and preparation of an environmental determination based on supporting discipline reports. (Transportation and Cultural Resources will be developed by other teams but will be integrated by the consultant into the discipline report package.)

The selected firm will be requested to coordinate/produce public information materials and respond to questions and concerns from the public, business, or property owners.

BACKGROUND

Shoreline's section of State Route 99 carries about 45,000 vehicles per day and is a major transit route. It also has one of the highest accident rates of any urban highway in the state, averaging one fatality per year. According to the Washington State Department of Transportation, between 1992 and 1996, 42 pedestrians were struck by vehicles along Shoreline's three miles of Aurora Avenue North and 38 percent of those accidents were fatal or disabling (compared to the statewide average of 12 to 15 percent). More than half of all collisions occurring in the City of Shoreline are on Aurora Avenue North.

Improving Aurora Avenue has been a community goal since the City of Shoreline incorporated in 1995. In 1998, the City of Shoreline began the two-year Aurora Corridor Multi-Modal Pre-Design Study. The study included an extensive public process with dozens of public meetings, open houses and presentations at City Council meetings. A key component was the participation of a Citizen Advisory Task Force made up of representatives from the business community, neighborhoods and transit users. There was also an interagency team that included public sector stakeholders. These groups recommended a preferred design concept that was unanimously endorsed by the Shoreline City Council in 1999. The recommendation included a set of implementation principles called the "32 Points" established to address issues and concerns raised during the pre-design study.

The Aurora Corridor Project is the City of Shoreline's plan to redesign and redevelop the three miles of Aurora Avenue North (State Route 99) that run through Shoreline. The goal of the plan is to improve pedestrian and vehicle safety, pedestrian and disabled access, vehicular capacity, traffic flow, transit speed and reliability, nighttime visibility and safety, storm water quality, economic investment potential and streetscape amenities.

For funding and design purposes, the plan is divided into two sections: North 145th Street to 165th Streets and North 165th to 205th Streets. The City has completed both a State Environmental Policy Act (SEPA) EIS and a National Environmental Policy Act (NEPA) environmental assessment review for Aurora Avenue North 145th to 165th Streets. The environmental analysis for North 145th to North 165th Streets included cumulative impacts to North 205th Street. Construction on the section from North 145th to 165th Streets began in July 2005 with completion scheduled for winter 2006. Approximately 87% of the funding for this project is from federal, state and county grants. The remainder is being paid for with money set aside over the years by the City for the project.

A public outreach and pre-environmental process for the section from North 165th to 205th Streets began in June 2005 and the City has begun the pre-design process for this section. The City is now prepared to begin the environmental review of this project. The selected firm will be expected to complete the draft discipline reports by December 31, 2006, and complete the environmental process by December 31, 2007. Determination of the level of environmental review has not been established and will be once the discipline reports have been completed, likely in early 2007.

Additional project background information is available at www.cityofshoreline.com.

SUBMITTAL

One unbound original and 2 CDs 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 by the deadline listed above. 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 this RFQ shall be submitted in writing to Kris Overleese by fax at (206) 546-2008 or by email at koverleese@ci.shoreline.wa.us. Questions via phone will not be accepted. An informational meeting to answer questions in response to this RFQ will be held at 2:30 pm, Tuesday, July 25, 2006 at the Spartan Gym adjacent to the Shoreline Conference Center located at 18560 First Ave NE, Shoreline, WA, 98155. Written questions must be received by the City of Shoreline at least two days before the informational meeting. Oral questions will be accepted at this meeting as well.

Qualifications shall be limited to single space, single sided, typewritten pages, (minimum 12 point font) and shall be no more than 20 pages and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. Supplemental information, such as brochures, may be loosely submitted if desired and shall not be counted as part of the maximum page requirement. 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 SOQ 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. **Project 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 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. Indicate expertise of staff, if any, as it relates to this project. Resumes shall not count towards the total maximum pages allowed.
 - 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.

- C. Projects References: Describe recent (within the last 5 years) projects of similar scope and equal or greater 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.
- D. Project Team: Provide the teams experience directly related to environmental review of projects of similar scope and of equal or greater value and complexity. Emphasis should be placed on experience with stormwater and economic impact analysis. This project will not include evaluation of transportation impacts or development of a cultural resources assessment (Section 106), as these are to be prepared by other teams. 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 NEPA and SEPA processes. 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 who will be assigned to this project. Emphasis will also be given to how Public Communication may be handled and the individuals involved.

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

Criteria	Points
Project Approach	0-30
Project References	0-30
Project Team	<u>0-40</u>
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 Team(s). 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 Team 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.

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.

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