

**CITY OF SHORELINE
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES**

**RFQ # 4279:
15th Avenue NE/NE 150th St Signal Project
Dayton Avenue N/N 175th St Improvement Project
2007 Sidewalk Priority Routes Project**

Submittal Date: April 16, 2007 at 4:00 p.m., 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 Construction Management and Inspection Services are needed to support the City on multiple projects scheduled between June and September 2007. The CONSULTANT will be responsible for providing daily oversight of field activities by the Contractor and ensuring the construction conforms with the project plans, specifications, and City standards. Services to be performed may include but are not limited to:

- Communicate project progress, recommendations and issues to the City
- Review of contractor surveying
- Oversee, review, and communicate on construction work in progress and monitor adherence to the contract documents and schedule
- Maintain project documentation in accordance with State and Federal requirements for grant reimbursement (where applicable)
- Provide quality control to ensure the project is completed in accordance with project plans, specifications, City standards, WSDOT and AASHTO standards, and Federal and State requirements
- Measure and compare pay items, prepare and/or review pay requests
- Collect and review contractor submittals, requests for information, and other documents submitted by the Contractor for approval; coordinate approvals with the City
- Coordinate testing and inspection of materials in accordance with the contract provisions and WSDOT requirements
- Prepare scope and cost estimates for potential change orders on project. Review contractor submitted cost proposal for potential changes
- Provide or review and verify final record drawings
- Collect all tickets and coordinate all inspection of materials in accordance with project specifications
- Coordinate and communicate construction impacts with residents, property owners, and businesses
- Assist Contractor in coordinating any utility adjustments or issues

The City has identified three projects or programs needing construction management and inspection at this time. The City is looking for one firm or team to provide construction management on all three projects, however, the City reserves the right to break up the projects to multiple consultants as it best serves the City's interest.

The three projects and brief descriptions include:

15th Avenue NE/NE 150th Street Signal:

This project will construct a new traffic signal with sidewalk/ramp upgrades. This project is partially funded by an HES federal grant; the respective consultant must be able to demonstrate ability to manage a federally funded project.

Anticipated construction period: August 2007 – September 2007 (30 day contract) end date will depend upon delivery of long lead items.

Construction Estimate \$500,000

Dayton Avenue N/N 175th Street Improvements:

This project will remove and replace the existing retaining wall with an approximate 250-foot soldier pile wall with shotcrete facing. The project will also construct standard curb, gutter and sidewalk along Dayton Avenue N (between N 172nd St and St. Lukes Place N) and N 172nd Street along with rock walls, drainage, landscaping, irrigation, shoulder parking and pavement overlay. For the Dayton Avenue N/N 175th Project, consultant shall also manage the geotechnical/materials inspection for the new retaining wall. Dayton Avenue N between N 172nd and St. Luke Pl N will be closed to vehicle traffic from July 5 – August 31st. Communications and coordination with local residences will be important as well as maintaining pedestrian access through the project site. This project is partially funded by a state TIB grant.

Anticipated construction Start: June 2007 –September 2007 (60 day contract)

Construction Contract \$1M.

2007 Sidewalk Priority Routes:

This project will construct walkway improvements using alternative materials such as asphalt concrete or pervious cement concrete walkways and extruded cement curb. Improvements are to be constructed at the following locations: Dayton Avenue N from Carlyle Road to N 172nd Street (1760 LF), 25th Avenue NE from NE 150th Street to NE 168th Street (4500 LF), Fremont Avenue N from N 160th Street to N 170th Street (1320 LF). This project must be completed during the summer school break period.

Construction period: June 2007 – August 2007

Construction Estimate \$700,000.

SUBMITTAL

One unbound original and one CD copy 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 submittal of qualifications may be submitted in writing to John Vicente by fax at (206) 546-2726 or by email at jvicente@ci.shoreline.wa.us. Questions via phone will not be accepted.

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. CD shall be in PDF format. Supplemental information, such as brochures, may be loosely submitted if desired and shall not be counted as part of the maximum page requirement. Prospective consultants shall also

complete and include within their SOQ, the Submittal Information Forms included with this RFQ. These forms 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 critical success factors. This section should clearly describe the methodology or methodologies planned to be used to carry out the specific responsibilities 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. Indicate expertise of staff, if any, as it relates to this project. Resumes shall not count towards the total maximum pages allowed.
- C. **Projects References:** Describe recent (within the last 5 years) projects of similar scope and equal or greater value and complexity where the firm and proposed personnel have provided construction management services for other municipalities and agencies. 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 construction management of projects of similar scope and of equal or greater value and complexity. Emphasis should be placed on experience with federally funded projects, retaining walls, and alternative sidewalk materials. 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 WSDOT/AASHTO 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/or 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.

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

Criteria	Points
Project Approach	0-35
Project References	0-25
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. 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.

The City will select one firm to provide services for all three projects but reserves the option to award the projects to multiple consultants.

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.

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.

Publication:

Seattle Daily Journal of Commerce – March 26 and April 2, 2007

SUBMITTAL INFORMATION FORM

Project Name: _____

Prime Consultant:

Firm Name (same as listed under Fed Tax ID Number):			
Address:			
City:	State:	Zip Code:	County:
Phone:	Fax:	Company Web Site (if applicable):	
Fed Tax ID Number:	UBI Number (required at time of award):	D/M/WBE Certification Number:	
Year Firm Established:	SIC Code (Name):	NAICS Code (Name):	
Contact Person Regarding this Submittal Information:			

Firm Type:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> C-Corp |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Subchapter S Corp. | <input type="checkbox"/> Partnership |

Annual Gross Receipt:

- | | | |
|---|---|--|
| <input type="checkbox"/> \$0 to \$1 Million | <input type="checkbox"/> \$1 to \$5 Million | <input type="checkbox"/> \$5 to \$10 Million |
| <input type="checkbox"/> \$10 to \$15 Million | <input type="checkbox"/> Over \$15 Million | |

Firms Area of Expertise:

SUBMITTAL INFORMATION FORM

Project Name: _____

Sub-Consultant:

Firm Name (same as listed under Fed Tax ID Number):			
Address:			
City:	State:	Zip Code:	County:
Phone:	Fax:	Company Web Site (if applicable):	
Fed Tax ID Number:	UBI Number (required at time of award):	D/M/WBE Certification Number:	
Year Firm Established:	SIC Code (Name):	NAICS Code (Name):	
Contact Person Regarding this Submittal Information:			

Firm Type:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> C-Corp |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Subchapter S Corp. | <input type="checkbox"/> Partnership |

Annual Gross Receipt:

- | | | |
|---|---|--|
| <input type="checkbox"/> \$0 to \$1 Million | <input type="checkbox"/> \$1 to \$5 Million | <input type="checkbox"/> \$5 to \$10 Million |
| <input type="checkbox"/> \$10 to \$15 Million | <input type="checkbox"/> Over \$15 Million | |

Firms Area of Expertise:
