



**CITY OF KENMORE
REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES
No. 15-C1484**

Title: On-Call services for Transportation and Parks Capital Project Assessment, Development, Design, and Construction Management, including Landscape Architecture, Right-of-way Services, Surveying, and Geotechnical Technical Assistance.

Due Date: Submittals must be received no later than 2:00 p.m., Thursday, December 10, 2015. Submittals received after this time and date will not be considered.

Scope: The City of Kenmore is requesting Statements of Qualifications (SOQ) from interested and qualified engineering firms to provide professional services to:

1. Design and develop permitting and construction plans and specifications for transportation and parks public works projects.
This task may include, but not be limited to: public outreach assistance and coordination, development of concept plans, presentations/meetings with City staff and/or the City Council, environmental permit coordination, construction permit coordination, wetland delineation, slope stability analysis and geotechnical services, surveying services, right-of-way/easement services and acquisition assistance, sub-consultant management, project cost estimating, and complete construction plan & specification development (including engineering, architectural, and landscaping components).
2. General transportation and park program and project evaluation assistance.
This task may include, but not be limited to: transit planning assistance and coordination, as-needed updates to the City's Transportation Element of the Comprehensive Plan, development review assistance, community design workshops, public education, staff training, project cost estimating, and surveying services.
3. General traffic engineering assistance.
This task may include, but not be limited to: development review assistance, signal timing evaluations, stop sign warrants, channelization evaluation, traffic volume or speed data collection and assessment, traffic circulation/trip generation analysis, and ADA compliance reviews.
4. Construction support for transportation and parks projects.
This task may include, but not be limited to: surveying services, contract management, construction observation & inspections, materials testing, project record keeping, responding to Requests for Information (RFI), public outreach, and punch lists preparation and verification.
5. Landscaping and irrigation design and plan preparation for park and road projects.
6. Transportation and parks grant writing, grant administration, and funding assistance.

The projects may include, but are not limited to: sidewalk program implementation, technical support for the development of neighborhood traffic plans, and the 61st Ave NE & NE 193rd St Round about (pending funding approval), as well as any projects added to the Capital Improvement Program as funding becomes

available, other projects identified within the adopted Capital Improvement Program or identified during the “Imagine Kenmore” process.

The City intends to create an on-call agreement for the bulk of the work, but may create individual project agreements from this RFQ to utilize Federal funds.

The City encourages disadvantaged, minority, and women-owned consultant firms (or teams) to respond.

Telephone calls or any other inquires seeking additional information about the work included in this request will NOT be accepted or returned.

The on-call contract will be for 2 years with the option to extend up to 2 more years at the City’s discretion. The dollar value of the first two years of the contract, pending funding, is anticipated to be approximately \$325,000.

Submittal: Interested parties shall submit 1) four copies of their SOQ. SOQ submittals shall not exceed 20 single sided pages in 12 point font. Submittals shall be addressed to:

Zack Richardson, Capital Projects Manager
City of Kenmore
18120 68th Ave NE
Kenmore, WA 98028

Selection Process: Submittals will be evaluated and ranked based on the following criteria (total of 100 points):

1. Firm/team experience with design of similar type municipal projects (50 points).
2. Firm/team experience with construction management of similar type municipal projects (25 points).
3. Experience with LAG Manual and WSDOT Northwest Region Local Programs (15 points).
4. Firm/team traffic engineering technical abilities (10 points).

The City intends to review and evaluate the SOQs, then select and interview up to four firms. While the City intends the interview to be less formal, firms will be evaluated based on:

1. Demonstrated ability to provide the requested technical assistance (30 points).
2. Demonstrated ability to provide quality control (25 points).
3. Ability to communicate (25 points).
4. Ability to work together as a team (20 points).

The Recipient (the City), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-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 ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 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, national origin, or sex in consideration for an award.