



**CITY OF KENMORE  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
RFQ NO.: 24-C3032**

The City of Kenmore solicits interest from consulting firms with expertise in Civil and Structural Engineering, Environmental Permitting and Right-of-Way Acquisition. The City of Kenmore may retain the consultant for future phases. This agreement will be for approximately 5 years in duration with the option for the City of Kenmore to extend it for additional time and money if necessary. Consultants will be considered for the following project:

**Lower Swamp Creek Bridge Replacement project (T-38).**

The City of Kenmore reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

**Background**

The existing bridge spans lower Swamp Creek and serves as the only public access to approximately 30 residential parcels. The existing bridge is located on NE 175th Street, approximately 0.5 mile east of 73rd Avenue NE (adjacent to the Burke Gilman Trail near 80th Avenue NE). The existing bridge is categorized as structurally deficient / functionally obsolete and is recommended for replacement. A Bridge Load Rating / Alternatives Analysis study was performed by Jacobs Engineering in 2016 (and revisited by KPFF Engineers in 2023). These reports are posted on the City's website for reference: <https://www.kenmorewa.gov/our-city/projects-in-the-city/current-projects/lower-swamp-creek-bridge-replacement>.

**Project Description**

The proposed improvements include a new bridge to accommodate two lanes of traffic. This project has an assigned ***DBE agreement goal of nineteen percent (19%)***.

The major features of the project are as follows:

- Remove and replace bridge,
- Maintain vehicular and pedestrian access during construction,
- Environmental documentation, permits, mitigation plans,
- Right-of-way assessment, right-of-way plan and right-of-way acquisition, and
- Utility coordination / relocation.



### **Preliminary Project Timeline**

- Design start: 6/2024
- Design / permitting / right-of-way complete: 7/2026
- Deadline to obligate construction phase funding: 8/2026
- Advertisement for bids: 10/2026
- Construction start: 4/2027

### **Funding**

This project is federally funded by the WSDOT Local Bridge Program. The total project budget is \$4.8 Million.

### **Scope of Work**

The work to be performed by the CONSULTANT includes the design, right of way and environmental permitting and bid support for the Lower Swamp Creek Bridge Replacement project. Professional engineering services for this federally funded project may include (but not limited to): design, survey, geotechnical testing and evaluation, subsurface utility exploration, Plans, Specifications and Estimate (PS&E) development, utility coordination and design, permitting, environmental review and documentation (SEPA, NEPA, JARPA), stream buffer delineation / mitigation, cultural resources review, right of way acquisition, arborist services, public outreach, bid support, construction management, engineering services during construction, construction inspection and documentation management, materials testing and Council reports/updates.

### **Submittal**

Submittals should include the following information: Firm name, phone number; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to the project. Please email your Statement of Qualifications no later than 5PM on April 16, 2024 to [bids@kenmorewa.gov](mailto:bids@kenmorewa.gov). Hard copies are not required.

Submittals will not be accepted after that time and date. Questions related to this RFQ may be directed to Kent Vaughan, PE Senior Civil Engineer, [kvaughan@kenmorewa.gov](mailto:kvaughan@kenmorewa.gov). Questions via phone will not be accepted.

### **Submittal Requirements**

The SOQ shall be limited to single spaced, typewritten pages (min. 12-point Roboto font) and shall be no more than 6 pages single sided (not including cover pages or certificates/affidavits) on 8½" x11" pages. Supplemental information, such as brochures and resumes, may be included if desired and will not count towards the



minimum page requirement. The following format and content shall be adhered to by each firm and presented in the following order:

- A) Executive Summary: An executive summary letter should include the key elements of the respondent's SOQ and an overview of the consultant team (provide an organization chart showing all proposed team members). Indicate the contact address, email address, and telephone number of the respondent and the location of the office from which the project will be managed.
- B) Project Approach: Describe the approach and methods proposed for implementing this project. Explain your experience with bridge structures, permitting requirements and delivery, federal aid regulations / compliance and quality assurance/control process.
- C) Firm/Key Staff Experience: The consultant is required to provide evidence of experience with municipal transportation projects. The experience provided must have been performed by the consultant and team members and must be similar in nature to the work listed above. If a team member's experience is not with your company, provide additional examples of that team member's experience. Describe the responsibilities of each person on the project team.
- D) Additional Information: Any additional information you wish to share about your company or why the City should consider your qualifications may be presented here.

#### Evaluation Criteria

1. Submittals will be evaluated and ranked based on the following criteria:
2. Qualification of proposed project manager
3. Qualifications/expertise of firm
4. Ability to meet schedule
5. Approach to project
6. Familiarity with WSDOT/FHWA standards
7. Past performance/references
8. Approach to meet the DBE goal or SBE goal (DBE Participation Plan or SBE Plan)

Following the City staff evaluation of the qualifications received, selected firms may be invited to make oral presentations before the City's evaluation panel. The qualifications will be the basis from which interested firms will be selected for interviews. The City's



Project Manager 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 evaluations, 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. The City reserves the right to interview in person or virtually via Microsoft Teams.

#### Consultant Selection Timeline

- Proposals due: 4/16/2024
- Proposal evaluations: 4/26/2024
- Interview dates: 5/14/2024
- Consultant selection: 5/20/2024
- Contract executed: 6/18/2024

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 solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals 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 email by the City as soon as practical.

All prospective consultants are advised that federally funded projects will be held to Federal EEO requirements and will also be held to ADA and Civil Rights language for the employing Agency.

#### RFQ Addendums

The City reserves the right to change the RFQ schedule or issue addendums to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ. All such addenda will become part of the RFQ. If it becomes necessary to revise any part of this RFQ, the City will issue the addenda on the City's website <http://www.kenmorewa.gov/requestsforproposals>. It is the Consultant's responsibility to confirm whether any addenda have been issued.

#### Contracting

The WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement will be used for this contract.



### **Americans with Disabilities Act (ADA) Information**

The City of Kenmore in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Kent Vaughan, PE, Senior Civil Engineer at [kvaughan@kenmorewa.gov](mailto:kvaughan@kenmorewa.gov) or by calling collect 425-398-8900.

### **Title VI Statement**

The City of Kenmore, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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.

### **Dates of Publication**

Dates of publication in the Seattle Times and Daily Journal of Commerce (DJC): March 26, 2024, and April 2, 2024.