



**CITY OF KENMORE
REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ NO.: 25-C3104**

2025-2027 Construction Management Services
Submittal Date: **March 14, 2025, 3:00 PM PST**

Request for Qualifications Information:

RFQ Number: 25-C3104

RFQ Title: 2025-2027 Construction Management Services

Date Issued: February 19, 2025

Contact Person: John Vicente

Email Address: jvicente@kenmorewa.gov

Submittals Due: March 14, 2025 3:00 PM PST

Dates of Publication: Seattle Times and Daily Journal of Commerce, Wednesday, February 19 and Monday, February 24, 2025.

Submit Qualifications to:

Address: City of Kenmore
Attn: John Vicente
18120 68th Ave NE
Kenmore, WA 98028

On Envelope, note the RFQ Title and Number

Proposals may also be submitted electronically to bids@kenmorewa.gov. Please indicate in the subject line the RFQ number and title.

NOTICE

Notice is hereby given that the City of Kenmore, Washington (the City) seeks Statements of Qualifications (SOQ) in response to this Request for Qualifications (RFQ) No. 25-C3104. An SOQ submitted in response to **RFQ No. 25-C3104** must be filed with the City at the physical address and submittal due date and time noted above.

SCOPE OF SERVICES

The scope of services will include construction support for transportation projects.

This task may include, but not be limited to: Construction observation & inspections, materials testing, project record keeping, submittal review, daily tracking, responding to Requests for Information (RFI), public outreach, preparation of payments, punch lists preparation and verification, claim resolution.



Projects

The City is expecting several projects to be let out for bid in 2025, 2026, and 2027. The following projects are expected to be included under this on-call service contract however, projects underlined may not be awarded depending on funding availability and internal resources:

1. 61st Ave NE Sidewalk Replacement Project, Phase 1: Sidewalk will be replaced on the east and west side of 61st Avenue NE between NE 190th St and 60th Avenue NE with new sidewalk relocated to preserve as many trees as possible. Sidewalk panels on 61st Place NE from 60th Avenue NE to the northern city limits will be replaced. In addition to replacing sidewalk panels, the following will also be included in the project:
 - A 2-inch grind and HMA overlay
 - New bike lanes.
 - Rectangular Rapid Flashing Beacon (RRFB) at 193rd St, 60th Ave, and 200th St Intersections.
 - New storm drainage
 - Intersection improvements at 193rd St and 60th Ave NE
 - Permanent closure of the NE 193rd "slip lane" onto 61st Ave NE
2. 80th Ave NE Ped/Bike Project: This project builds approximately 1,175 LF of new sidewalks on both sides of 80th Ave NE between NE 179th Pl and NE 185th St (the Tolt water line corridor) with buffered bike lanes on both sides. This project also includes a flashing crosswalk at NE 177th Pl, NE 179th Pl, and NE 182nd Pl. This project will also add bicycle crossing features at State Route 522 and connect the bike lanes on 80th Ave NE to the Burke Gilman Trail.
3. Arrowhead Sidewalks Project: This project builds approximately 2,050 LF of new sidewalks on the west side/south side of NE Arrowhead drive from NE 151st St to 64th Ave NE. The project will also include one rectangular rapid flashing beacon (RRFB), narrowing of street crossings, additional school zone signage, and several traffic calming features such as chicanes or speed humps.
4. BGT/SR522 Accessibility Project: This project will provide an American's with Disabilities Act (ADA) connection to the Burke Gilman Trail/Log Boom Park. Work also includes updating the gateway sign entering Kenmore at the west border.
5. 61st Ave NE Sidewalk Repair Project (FEMA): This project will repair and restore stability the east side of 61st Ave NE between NE 181st St and NE 190th St from Cha Thl Creek (Tributary 0056).
6. NE 181st St Sidewalk Project: This project builds approximately 615 LF of new sidewalks on south side of NE 181st Street from 61st Ave to 63rd Ave.
7. NE 192nd St Culvert Replacement and Sidewalk Project: This project will replace and existing pipe culvert and replace with a fish passable culvert. Work will also include approximately 350 LF of new sidewalk east of 75th Ave NE to 75th Ave NE intersection.



8. Lower Swamp Creek Bridge Replacement Project: This project will replace the bridge crossing Lower Swamp Creek at NE 175th St and 80th Ave NE. Work will include removal of existing bridge, installation of a temporary bridge, new bridge, and in-water work.

Project information for the projects above can be found at: <https://www.kenmorewa.gov/our-city/projects/current-projects>

Additional project may be awarded if advertised for bids occurs prior to the end of 2027.

Project Information

To assist those consultants interested in submitting qualifications to the City for this project, additional information has been prepared and is posted on the Builder's Exchange and the City's website. In addition, the City will host a presentation providing an overview of the projects listed above, attendance is optional and not a condition for consideration.

Presubmittal Meeting (Optional)

Date: March 6, 2025 from 1:00-4:00 PM

Location: Kenmore City Hall, 18120 68th Ave NE, Kenmore WA

Preliminary Project Timeline

Construction Start with approximate duration:

61 st Ave NE Sidewalk Replacement Project, Phase 1	May 2025	6 months
80 th Ave NE Ped/Bike Project	Spring 2026	6 months
Arrowhead Sidewalks Project	Summer 2026	4 months
BGT/SR522 Accessibility Project	Spring 2026	4 months
61 st Ave NE Sidewalk Repair Project (FEMA)	Spring 2026	3 months
NE 181 st Sidewalk Project	Summer 2026	3 months
NE 192 nd Culvert Replacement/Sidewalk Project	Spring 2027	6 months
Lower Swamp Creek Bridge Replacement Project	Winter 2027	4 months

Funding

Funding for this project will come from WSDOT Ped/Bike Program, Safe Routes to Schools Program, state earmarks, local funds. The NE 192nd Culvert Project and the Lower Swamp Creek Bridge Project are **federally funded**.

DBE Goals

The NE 192nd Culvert Project and the Lower Swamp Creek Bridge Project are federally funded and have an assigned DBE Goals as follows:

- Lower Swamp Creek Bridge Project: 19%
- NE 192nd St Culvert Project: no goal



The selected consultant will be required to submit their DBE participation plan or good faith effort documentation prior to contracting.

Scope of Work

The Scope of Work is expected to include, but not be limited to, the following tasks:

- Construction Contract management – Resident Engineer, Office Engineer, Documentation Control
- Constructability review
- Construction observation & inspections
- Apprenticeship tracking
- Materials testing
- Project record keeping
- Responding to Requests for Information (RFI)
- Assist in utility coordination
- Punch lists preparation and completion
- As built plan tracking and review

RFQ EVALUATION COMPONENTS/CRITERIA

Submittal Requirements

SOQs shall be submitted in .pdf format on **1** USB flash drive to the City at the address noted 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 the SOQ. The SOQ shall not be delivered by facsimile transmission or other telecommunication or electronic means. Questions related to this RFQ may be directed to **John Vicente, Engineering Director, jvicente@kenmorewa.gov**. Questions via phone will not be accepted.

The SOQ shall be limited to single spaced, typewritten pages (min. 11 point font) and shall be no more than **10** pages single sided (not including cover pages) on 8½" x11" pages. Supplemental information, such as brochures and resumes, may be submitted 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 name and address, E-mail 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 these projects. Explain your quality assurance/control process and your company's typical procedures for ensuring compliance with plans and specifications.



- 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/or 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.

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 not. The City reserves the right to interview as many firms as it wishes. Interview criteria for the evaluation will be:

- Team's experience working together
- Team's project approach
- Company's practices
- Team's communication skills

Selection Schedule (tentative):

- Proposals due: March 14, 2025
- Proposal evaluations: March 17 – March 21, 2025
- Interview dates: March 26th 1:00 PM - 4:00 PM (Primary) March 25th 3:00 PM – 5:00 PM (if needed), 2025
- Consultant Selection: Week of April 1, 2025

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 e-mail 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.

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 the



City will affirmatively ensure that 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.

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. In the event that 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: Each project will be individually contracted. The City's Standard contract (available upon request) will be used for non-federally funded work. Projects noted above that have federal funds will be a cost plus fixed fee contract (in accordance with 23 CFR Section 172.9) utilizing the WSDOT Local Agency A&E Professional Services Consultant Agreement.