

City of Carnation

Request for Proposal

SR 203/Tolt Avenue Central Business District Improvements

East Eugene Street to East Rutherford Street

Project Number: 2014-01

The City of Carnation is soliciting proposals from qualified consulting teams to provide professional services for design and potentially construction assistance for the SR 203/Tolt Avenue Central Business District Improvements project.

PROJECT BACKGROUND

Tolt Avenue is SR 203 within the City of Carnation and serves as the City's main street and the heart of the community. In 2004 PSRC, recognizing the importance of the rural cities, prepared a corridor plan for the entire length of SR 203 (Fall City to Monroe), and subsequently awarded the City a grant in 2007 for further development of specific concepts along the corridor. Through this effort, community outreach was conducted and design concepts were developed producing the Tolt Avenue Action Plan, which was completed in February 2013. The action plan presented conceptual improvements for a series of segmented projects extending along the entire corridor, of which, the Central Business District (CBD) was one of the identified segments.

In January 2014 the City received an award notice of Federal Surface Transportation Program Grant funds for the design of the CBD project.

PROJECT DESCRIPTION

Proposed Tolt Avenue CBD improvements are anticipated to include street, sidewalk, and utility reconstruction for approximately 1,350 linear feet of Tolt Avenue between East Eugene Street and East Rutherford Street in accordance with the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG).

Key Project Elements

- Street grading and paving
- Curb and gutter improvements
- Sidewalk and pedestrian shared-use walkways
- Streetscape and site furnishings
- Street signing and pavement markings
- Storm drainage infrastructure improvements
- Undergrounding of existing overhead utility lines
- Street and pedestrian illumination
- WSDOT channelization plan approval

Anticipated Design Services

Preliminary and final engineering design services and other work including, but not limited to:

- Surveying and basemapping
- Preparation of bid documents and technical specifications, per WSDOT LAG
- Preparation of construction plans
- Construction cost estimates
- Geotechnical analysis
- Cultural resource study
- Stormwater analysis and drainage design
- Pavement evaluation and design
- Street and pedestrian illumination design
- Traffic signal design/modifications
- Agency coordination and existing utility adjustment
- Underground conversion of existing overhead utility lines
- Environmental documentation and permitting
- Community involvement support
- Landscape and urban design
- Funding application preparation and assistance
- Temporary construction easement documentation and acquisition support

Anticipated Deliverables

The design contract will include project management; geotechnical work; survey and other documents and negotiations per the WSDOT LAG manual; environmental approvals and permitting; preparation of contract plans and specifications, and engineering estimates; WSDOT channelization plans; cultural resource study; and bidding assistance. Project deliverables include:

- Project schedule
- Contract documents, including Special Provisions, an engineer's cost estimate, and contract plans including the WSDOT channelization plans for 30%, 60%, 90%, 100% and final documents
- Environmental technical information, survey, stormwater reports, geotechnical investigations, channelization plans to meet WSDOT requirements, SEPA, NEPA, permitting, and public outreach materials

Project Schedule

Project design, construction documents, and permit/approvals completed by November 2015.

PROPOSAL ELEMENTS

The submittal shall be limited to 10 double-sided pages (20 pages total), 11-point font minimum. All pages count towards the total except the introductory letter and front and back covers. The proposal shall be submitted in the format as outlined below.

1. Description of Team and Relevant Experience: Describe your team's areas of expertise and relevant experience for addressing the key elements and design requirements of the project. Provide the name, title and telephone number of the primary reference contact on relevant project experience.
2. Project Manager's Experience: Identify the proposed project manager and list their relevant expertise, similar work experience, and experience with federally-funded projects in accordance with the LAG as published by the WSDOT. Include up to three project references, including name, agency, and phone.
3. Key Team Personnel Experience: Describe the project team including name and office location of key personnel including subconsultants. Describe key personnel's proposed roles and responsibilities on this project and relevant experience.
4. Project Understanding and Approach: Describe the key tasks and requirements that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe particular challenges that you foresee this project presenting and your approach for addressing those challenges.

SUBMITTAL REQUIREMENTS

Five copies of the proposals must be submitted on or before 3:00 PM on September 18, 2014. Proposals can be mailed to the City of Carnation, 4621 Tolt Avenue, PO Box 1238, Carnation, Washington 98014-1238.

Proposals shall be sent in a sealed envelope and clearly marked: Proposal for SR 203/Tolt Avenue Central Business District Improvements.

Questions regarding this solicitation should be directed to Ken Carter, City Manager, (425) 333-4192, or kenc@carnationwa.gov.

ADDITIONAL INFORMATION

Tolt Avenue Action Plan is available for review at www.carnationwa.gov.

The WSDOT's Local Agency Standard Consultant Agreement for professional services will be utilized for this project.

In submitting a proposal, the respondent agrees to comply with all applicable federal, state, and City of Carnation laws, regulations, and procedures in the conduct of the work specified herein. The consultant selected will be required to meet city and state Professional Service Agreement and insurance requirements. Please refer to the LAG Manual for the Local Agency Standard Consultant Agreement. This includes furnishing audited personnel and overhead rates and obtaining WSDOT verification and approval in accordance with the LAG Manual.

SELECTION PROCESS AND EVALUATION CRITERIA

Proposals will be ranked on qualifications and the City will interview at least the top three ranked firms. Firms will be evaluated on the basis of the following factors:

- Team’s relevant experience (15%)
- Project manager experience and qualifications (15%)
- Team experience with federally-funded projects and knowledge of WSDOT LAG Manual and other requirements (35%)
- Key team member experience and qualifications (20%)
- Project understanding and approach (15%)

SELECTION SCHEDULE

The City’s proposed schedule for consultant selection, subject to change, is as follows:

- August 27, 2014: Request for Proposal issued
- September 18, 2014: at 3:00 pm: Deadline for submittal proposal
- October 1, 2014: Preliminary selection of firms (shortlist, if necessary)
- October 2, 2014: Notification of firms chosen for interviews (City option)
- October 16, 2014: Consultant interviews (City option)
- October 29, 2014: Final selection of design team
- November 26, 2014: Execution of agreement

TERMS AND CONDITIONS

The City of Carnation reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for consultant services does not obligate the City of Carnation to pay any costs incurred by respondents in the preparation and submission of a proposal. This solicitation does not obligate the City of Carnation to accept or contract for any expressed or implied services. Furthermore, the City of Carnation reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute a contract within thirty (30) days after the award of the proposal.

The Recipient, 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 26 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.

Dates of publication, August 27, 2014 and September 3, 2014.