



**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
TOLT AVENUE (SR 203) CENTRAL BUSINESS DISTRICT IMPROVEMENTS PROJECT**

The City of Carnation, Washington, is seeking Statements of Qualifications from qualified consultants to provide full **Construction Management Services for the Tolt Avenue (SR 203) Central Business District Improvements Project**, to include a Resident Engineer, construction inspection, quality assurance, and construction administration/documentation services.

PROCUREMENT SCHEDULE:

Solicitation Release	July 21, 2020
Deadline for Questions	August 10, 2020
Submittal Deadline	August 14, 2020, (2:00 PM)
Interviews (if necessary)	Week of August 24, 2020

SUBMIT STATEMENTS TO:

Address: City of Carnation
Attn: Mary Madole, City Clerk
4621 Tolt Avenue
PO Box 1238
Carnation, WA 98014-1238

Email: mary.madole@carnationwa.gov

The City reserves the right to modify this RFQ. Changes will be distributed to known responders.

PROJECT DESCRIPTION:

The City of Carnation is redeveloping four blocks of “main street” in the downtown core to improve safety and create an inviting streetscape which reflects Carnation’s character and heritage. Construction work on this project is expected to include traffic control, grading, storm drainage, bioretention system, asphalt and concrete paving, stamped concrete, sidewalks, channelization, erosion control, landscape planting, installation of a joint utility trench, adjustment of utilities, illumination, and new traffic signals.

Estimated contract duration is from September 2020, through December 2021, plus time for closeout. The term of the contracts resulting from this RFQ will be until project completion, unless terminated earlier in accordance with the City’s contractual policies. The City may, in its sole discretion, extend the contract prior to the expiration of the term of the contract.

ANTICIPATED SERVICES:

The work to be performed by the CM consists of providing full time construction management services including the following:

- Assist the City with contractor selection and Bid Opening process.

- Provide Resident Engineer, General Inspection services related to large arterial improvements, potentially including civil (earthwork, paving, drainage); utilities such as sewer, water (waterline replacement/relocation) and drainage; electrical (traffic signal, street lighting, and power infrastructure); traffic control; landscaping; and urban design. Inspection is on a full-time basis and daily reporting of construction activities is required.
- Assist with the Administration of Contractor progress payments
- Provide oversight, inspection, monitoring, coordination and documentation of Contractor's activities in the construction of the Project; review for compliance with Project plans and specifications; and facilitate project activities requiring coordination and planning with various utilities and public and private stakeholders in the completion of the work.
- Provide overall day-to-day construction management including coordination with City, Contractor, and other departments and stakeholders;
- Act as the Owner's Representative with other Contractors, designers, other public agencies, property owners, and utilities, including conducting meetings on behalf of the City as needed.
- Make technical interpretations of the drawings, specifications and contract documents.
- Evaluate design changes, design clarifications and other requested deviations from approved design and/or coordinate evaluations and interpretations with the appropriate authorities.
- Generate and review Progress Payments, IDR's, Field Memos and other correspondence with the Contractor.
- Manage federal and state grant funding documentation and processing of grant requests.
- Consultant will provide material testing in a state certified Materials Testing Lab.
- Support City staff with public outreach as necessary to inform impacted stakeholders of construction impacts.
- Provide qualified staff to monitor historical and cultural significance of archaeological materials found during excavations.
- Administer monthly Contractor progress payments.

Services that are contracted through this RFQ will conform to requirements outlined in the current WSDOT Local Agency Guidelines Manual.

Proof of Legal Business Name

Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a "Doing Business As" name or nickname in daily business; the City requires the legal name of the company. When preparing all forms, utilize the proper company legal name. Your company's legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State's Office for each state. For the State of Washington, see <http://www.secstate.wa.gov/corps/>

Certification Regarding Lobbying

49 Code of Federal Regulations (CFR) Part 20.110 requires a signed certificate be included with your submittal. To be considered responsive, submittals must contain a signed copy of the attached Federal Lobbying Certification.

Debarment Certification

The Consultant is required to verify that the Consultant, its principals, as defined in 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined in 49 CFR 29.940 and 29.945. The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. To be considered responsive, submittals must contain a completed and signed copy of the attached Federal Debarment Certification.

Americans with Disabilities Act (ADA) Information

The City of Carnation 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 Mary Madole at mary.madole@carnationwa.gov or by calling collect (425) 333-4192.

Title VI Statement

The City of Carnation 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."

The City of Carnation reserves the right to reject any and all proposals and to waive irregularities and informalities in the RFQ process and to select the CM based on qualifications provided without interviews.

RESPONSE MATERIALS AND SUBMITTAL:

Prepare your response as follows, submit four copies. Use the following format and provide all attachments. Failure to provide all information below in the order requested, may cause the City to reject your response

- 1. Letter of interest. Page limit: 1 page single-sided.**
- 2. Mandatory - Proposal Response (see next page). Page limit: 10 pages single-sided.**

Submittal requirements for your response are detailed below.

		Points
1	Project Manager, Resident Engineer, and Inspection Team's Experience	25
2	Experience providing Document Control on Federally funded projects with managing contractor payments, drafting change orders, and processing submittals and RFI's.	20
3	Detail team's experience in managing 3 similar-type projects with utilities in an urban setting.	15
4	Proposed team's experience coordinating with multiple project stakeholders.	10
5	Approach to monitoring cost and managing risk.	15
6	Familiarity with WSDOT/FHWA and City of Carnation Standards	15
7	Past Performance References	0
	Total	100

3. Resumes of Key Staff:

Include the resumes of the major project team members. Include the Project Manager, Resident Engineer, Lead Inspector, and Document Control Lead. Information in the resumes will allow better evaluation of experience but will not be scored. Resumes shall be limited to one page per person and do not count towards the 10-page limit.

4. Attachments:

- Proof of legal business name
- Certification regarding lobbying
- Debarment certification

These Attachments do not count towards the 10-page limit.