

<Request for Qualifications>

City of Carnation Request for Qualifications Tolt Avenue/SR 203 Corridor Plan

The City of Carnation is soliciting statements of qualifications (SOQ) from qualified consulting firms to provide professional services for planning, landscape architecture, urban design, traffic engineering, and civil engineering (planning level) for the Tolt Avenue/SR 203 Corridor, from Tolt Hill Road to NE 60th Street.

Project Description

The Tolt Avenue/SR 203 Corridor Plan project will set a comprehensive vision for the corridor and provide design guidelines for future redevelopment. The primary purpose of the project is to strengthen the sense of Tolt Avenue/SR 203 as the community's "main street" with pedestrian-friendly, character enhancing treatments. Improving the multi-modal functions of the corridor and connecting streets and roads is also an important objective. The final deliverable will be a plan that identifies context sensitive solutions, priorities, project costs, and funding opportunities for each potential phase of redevelopment. Key components to be analyzed include:

- Multi-modal transportation—pedestrian, bicycle, transit, and vehicular safety, mobility, and accessibility—context sensitive solutions for improving the corridor with enhanced sidewalks, curb extensions, crossing treatments, bicycle facilities, and transit stop improvements
- Parking configuration within the right-of-way
- Intersection improvement opportunities to facilitate pedestrian crossings and good ingress/egress to businesses, including but not limited to intersection control requirements and needs (vehicular and pedestrian), crosswalk markings, signing, and median treatments
- Community connectivity—enhancing access to, from and across the SR 203 corridor
- Integration of natural drainage systems and low impact development opportunities
- Streetscape enhancements, including trees, landscaping, wayfinding elements, paving treatments, furnishings, and other related character enhancing recommendations

Statement of Qualifications Requirements

Submittal Package Elements

Each SOQ is limited to 10 double-sided pages – 20 pages total (excluding front and back covers and dividers), and should include the following information:

1. Project Team: describe your team organization (including sub-consultants), expertise and experience with similar projects including planning and design of public streets and corridors.

2. Proposed Approach: provide a description of your approach to completing the corridor plan including proposed tasks and the anticipated milestones and project schedule. (Note: the plan must be completed by December 31, 2012.)
3. Qualifications of Project Manager and Key Team Members: describe the relevant experience of the individuals assigned to the project, including any sub-consultants, each key team member's role, commitment and availability. Indicate the proposed project manager and their specific qualifications and experience relative to the project.
4. Project Experience: Highlight three relevant projects and provide the following information.
 - Project name
 - Location
 - Brief description of the project and how it is similar to the Tolt Avenue/SR 203 Corridor Plan project
 - Firm's role on the project
 - Reference and contact information (name, agency and phone number) for the project
5. Other experience and qualifications relative to :
 - Description of the prime consultant's experience working with the public sector and elected officials.
 - Prime consultant's experience and familiarity with relevant codes and standards

Submittal Requirements

Five copies of the SOQ package must be received on or before 3:00 p.m. on September 13, 2011. SOQs can be mailed to the City of Carnation City Hall, PO Box 1238, 4621 Tolt Avenue, Carnation, WA 98012-1238.

SOQs shall be sent in a sealed envelope and clearly marked:

"Statement of Qualifications – Tolt Avenue/SR 203 Corridor Plan" in the lower left corner.

Questions regarding this solicitation should be directed to Ken Carter, City Manager, (425) 333-4192, ext. 15 or email kenc@ci.carnation.wa.us.

Evaluation Criteria

The City has developed the following criteria to be used in evaluating and ranking the most qualified firm:

1. Approach to achieving the project objectives (25 points)
2. Experience in multi-modal transportation planning and design (20 points)
3. Relevant experience working with the community and elected officials(20 points)
4. Project Manager's experience and expertise relevant to the project (15 points)
5. Familiarity with relevant codes and WSDOT and City of Carnation standards (10 points)
6. Proposed team organization and qualifications (5 points)
7. Experience in municipal design and construction (5 points)

Consultant Selection Schedule

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

August 2011	Request for Statements of Qualification
September 13, 2011, 3:00 p.m.	Deadline for submittal of Statements of Qualification
Sept. 14, 2011 - Sept. 21, 2011	Submittal evaluation/Selection of Firms (Short-list)
Week of October, 10, 2011	Consultant Interviews
Week of October, 17, 2011	Final Selection
November 17, 2011	Complete Contract Negotiations
December 6, 2011	City Council Approval and Execution of Agreement

Terms and Conditions

The City of Carnation reserves the right to reject any and all SOQs and to waive irregularities and informalities in the submittal and evaluation process. The City reserves the right to award a contract solely on the written qualification submittal. The City also reserves the right to short-list and request oral interviews with the highest ranked firms for the purpose of expanding on the written responses.

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 SOQ. 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 30 days after the award of the project.