



City of Kirkland

Request for Qualifications

124th Avenue NE Roadway Improvements & NE

124th Street/124th Avenue NE/Totem Lake Project

Job # 62-17-PW

Issue Date: October 2, 2017

Due Date: October 24, 2017 – 3:00 p.m. (Pacific Time)

REQUEST FOR QUALIFICATIONS

Notice is hereby given that qualifications will be received by the City of Kirkland, Washington, for:

124th Avenue NE Roadway Improvements & NE 124th Street/124th Avenue NE/Totem Lake Project

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Qualifications received later than **3:00 p.m. October 24, 2017 will not** be considered.

A copy of this Request for Qualifications (RFQ) may be obtained from City's web site at <http://www.kirklandwa.gov/>. Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City".

The City of Kirkland reserves the right to reject any and all submissions, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

A firm response that indicates that any of the requested information in this RFQ will only be provided if and when the firm is selected as the apparently successful firm is not acceptable, and, at the City's sole discretion, may disqualify the submission from consideration.

The City of Kirkland 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 insure 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 or national origin, or sex in consideration for an award.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 2nd Day of October, 2017.

Greg Piland
Purchasing Agent

**Project: REQUEST FOR QUALIFICATIONS (RFQ) – CITY OF KIRKLAND
CST0059 – 124th Avenue NE Roadway Improvements & NE
124th Street/124th Avenue NE/Totem Lake**

City of Kirkland is requesting consultants to submit a statement of qualifications (SOQ) specific to the needs of the 124th Avenue NE Roadway Improvements and NE 124th Street/124th Ave/Totem Lake Project (henceforth referred to as the Project) to provide civil engineering design in support of traffic flow improvement and congestion mitigation, right of way acquisition, and assist city in public involvement program to be integrated with the entire design process. This selection process will include both submission of Project-specific SOQs and subsequent interviews of three to four firms. Review of the SOQs will be used to select firms for interviewing, with final selection based upon the interview results. This selection of a design consultant for this Project only involve City of Kirkland staff.

Serviced for this project are generally expected to include support for right of way acquisition, development of Plans, Specifications, and Engineer's Estimates (PS&E) for the Project; development of environmental permitting documentation in accordance with Federal Highway Administration grant requirements; public outreach, input, and involvement in the overall design process; and design support during construction.

Please submit one electronic (PDF format) and five hard copies of your project-specific SOQ no later than 3:00 PM (Pacific) on Tuesday, October 24, 2017.

Project Background

Project will complete design for the NE 124th street and Totem Lake Blvd intersection Improvement Project, together with the widening of 124th Ave Northeast, from NE 124th Street to NE 116th Street. The Project includes widening the roadway from three lanes to five lanes; two travel lanes in each direction and a two-way center turn lane. The Project will include the reconstruction of sidewalks, transit stops, extension of bicycle lanes and improved amenities for pedestrians. In addition, the NE 124th Street and Totem Lake Blvd intersection element will widen the north (southbound) leg to allow a second left-turn lane and extend the right-turn-only lane to become a through-right lane.

Project Statement of Purpose

The primary goals of the City of Kirkland for this Project include design for two project elements.

- NE 124th street /Totem Lake Blvd at 124th Avenue NE intersection Improvement. The intersection element will widen the north (southbound) leg to create a second left-turn lane and extend the right-turn-only lane making a shared through-right lane.
- 124th Ave NE widening, from NE 124th Street/Totem Lake Blvd to NE 116th Street. This element includes widening the roadway from three lanes to five lanes; two travel lanes in each direction and a two-way center turn lane. The Project will include the reconstruction of sidewalks, transit stops, bicycle lanes, and will improve pedestrian.
- Support to the City of Kirkland in pursuing grants and other funding sources for the construction of the planned and designed corridor improvements.
- Support to the City of Kirkland for right-of-way (ROW) acquisition and additional easements.

- Improvements desirable for the corridor as part of this project include lighting improvements, improved bicycle and pedestrian facilities, intersection improvements, modifications and rechannelization, center turn lanes, traffic signal strategies for management and operation of corridor traffic signals.

The project is currently funded through a combination of a Puget Sound Regional Council's (PSRC) Surface Transportation Program (STP) and local funds. A total of funding for design from PSRC is \$1,378,508 for this Project. Prospective design should be aware that the project will be held to federal contract, wage (including consultant audited overhead rate), design, and construction requirements. The City will lead project administration through the Washington State Department of Transportation (WSDOT) and the Puget Sound Regional Council (PSRC).

UDBE Goal

UDBE goal for this project set up from local programs is Nine (9) percent.

Anticipated Scope of Work

As mentioned previously, the City of Kirkland is seeking a design team to provide civil engineering design in support of traffic flow improvement and congestion mitigation. The scope of work is anticipated to include the following general elements:

1. Overall management of project team resources, including multiple subcontracted firms as needed to meet the goals and purposes of the City of Kirkland and this Project. The prime consultant will be responsible for the coordination and management of a Project strategy that will integrate all aspects of and resources applicable to this Project.
2. Development of civil engineering PS&E packages for construction, including:
 - a. Comprehensive and updated survey of the existing corridor within the area of the Project.
 - b. Geotechnical and environmental engineering studies as necessary.
 - c. Arborist assessments of existing street and private trees that may be impacted by improvements.
 - d. Identification and development of supporting documents and materials for environmental permitting and SEPA, including development of mitigation plans.
 - e. Develop and integrate in an on-going fashion input from City of Kirkland departments and staff.
 - f. Coordination between multiple projects in Totem Lake Area
 - g. Developing and executing a flexible strategy for regular dialogue on Project objectives and design decisions with business owners; residential, business, and institution property owners and managers; local neighborhood associations; local interest groups; commuters; and other affected members of the community.
 - h. Developing visual aids and resources for Kirkland City Council presentations and City-wide public events.
3. Support the City in identifying potential construction funding opportunities and subsequently preparing required obligation documentation for construction projects awarded funds from local, state, and federal sources. Consequently, this support is likely to include all forms and documentation specified in the most up-to-date version of the WSDOT Local Agency Guidelines (LAG) manual, including NEPA through the use of the Local Agency Environmental Classification Summary (ECS).
4. Support City staff on holistic approach of storm water design for totem lake area.

Future Scopes of Work

The City of Kirkland may retain services of the successful firm for subsequent Right-of-Way acquisition phase. Qualification for this subsequent phase will be evaluated with this selection process.

Schedule

An approximate schedule for the selection process is provided for reference and availability purposes:

- | | |
|----------------------|--|
| • October 24, 2017 | Consultant Selection Project-Specific SOQs Due |
| • November 8, 2017 | Notifications of Selections for Interview by City |
| • December 4-8, 2017 | Consultant Selection Interviews (subject to City Staff availability) |
| • December 20, 2017 | Notice of Award of Design Consultant |
| • January, 2017 | Notice to Proceed for Design Consultant |

Format of Submittal

The format for the Project-specific SOQ submittal shall be at the discretion of the submitting firm, provided the document provides the minimum required information and follows the guidelines of this section.

Maximum size: not to exceed 20 pages (front and back) in length with page sizes not exceeding 8-1/2 inches by 11 inches. A cover letter, title page, and table of contents will not count against this maximum size requirement.

Minimum content:

1. A statement of your understanding of the various aspects of the Project.
2. A discussion of your firm's approach to this Project.
3. Your identification of critical project elements and a summary of your strategy for successfully integrating and achieving each of those elements for this Project.
4. A summary work coordination plan and schedule(s) describing how the goals, tasks, and other elements of the Project can be expected to be completed during the Project duration.
5. Key personnel, both internal and subcontracted, to be assigned to this Project; this should include their role(s), unique skills, experiences, and qualifications for this Project.
6. A statement describing your experience and examples of successfully completed federally-funded Projects.
7. Examples of similar projects successfully completed through final PS&E by your firm, with an emphasis on recent and related projects. Please also include the names and phone numbers of client references that would be most knowledgeable of your firm's performance on these similar projects. Please verify both name and contact phone number in advance before including this information in the SOQ. References involving past City of Kirkland projects will not be accepted.

Concise, easy-to-read qualifications that minimize the time and costs of production are encouraged.

SOQs will be evaluated and scored by a selection panel of three to five City staff members, who will also conduct checks for the project references submitted. Scoring will be based on the following criteria and relative weighting.

| <u>Criteria</u> | <u>Points</u> |
|---|----------------------|
| Project understanding and proposed strategy for success | 0-20 |
| Approach to project management and delivery | 0-20 |
| Approach to meet DBE Goal | 0-10 |
| Previous experience in similar projects/references including ROW acquisition | 0-30 |
| <u>Expertise of key personnel and/or team partners for identified role(s)</u> | <u>0-20</u> |
| Maximum Points | <u>100</u> |

The SOQ score will not be retained for subsequent interview scoring. Final selection of the successful firm awarded this project contract will be based upon interview scoring.

General Format of Interviews

Interviews will be conducted with three to four firms selected by City staff from those who submit SOQs. The City of Kirkland interview team will consist of three to five staff members directly related to the Project's scope of work.

Each interview shall not exceed one hour and will generally follow this format:

- Consultant presentation, *format optional* (approximately 20 minutes)
- Predetermined interview questions from City Staff (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

Predetermined interview questions from City will be provided to each firm selected for interview within one calendar week of being notified of their selection, along with the scoring criteria and weighting to be used by the panel of City staff interviewers. Questions asked during the open question and answer session will not be provided to the interviewed firm in advance.

Contract Requirements

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, they will terminate negotiations with the top ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new submissions.

Questions

Upon release of this RFQ, all Vendor communications concerning the RFQ should be directed to the City's RFQ Coordinator listed below. Unauthorized contact regarding this RFQ with any other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Firms should rely only on written statements issued by the RFQ Coordinator. The City's RFQ Coordinator for this project is:

Name: Aparna Khanal
Address: City of Kirkland, Public Works
123 5th Avenue, Kirkland, Washington 98033
E-mail: AKhanal@kirklandwa.gov

Qualification Submittal Instructions

Submissions must be received by no later than **3:00 pm PDT on October 24, 2017.**

We prefer that qualifications be submitted by email. Emailed submissions should include "Qualification-Job #62-17-PW" in the subject line and be addressed to: purchasing@kirklandwa.gov. (Emailed submissions must be in MS Word or PDF format and cannot exceed 20MB).

As an alternate to email, qualifications can be mailed or delivered to:

City of Kirkland
Attn: Greg Piland – Job #62-17-PW
123 5th Avenue
Kirkland, WA 98033

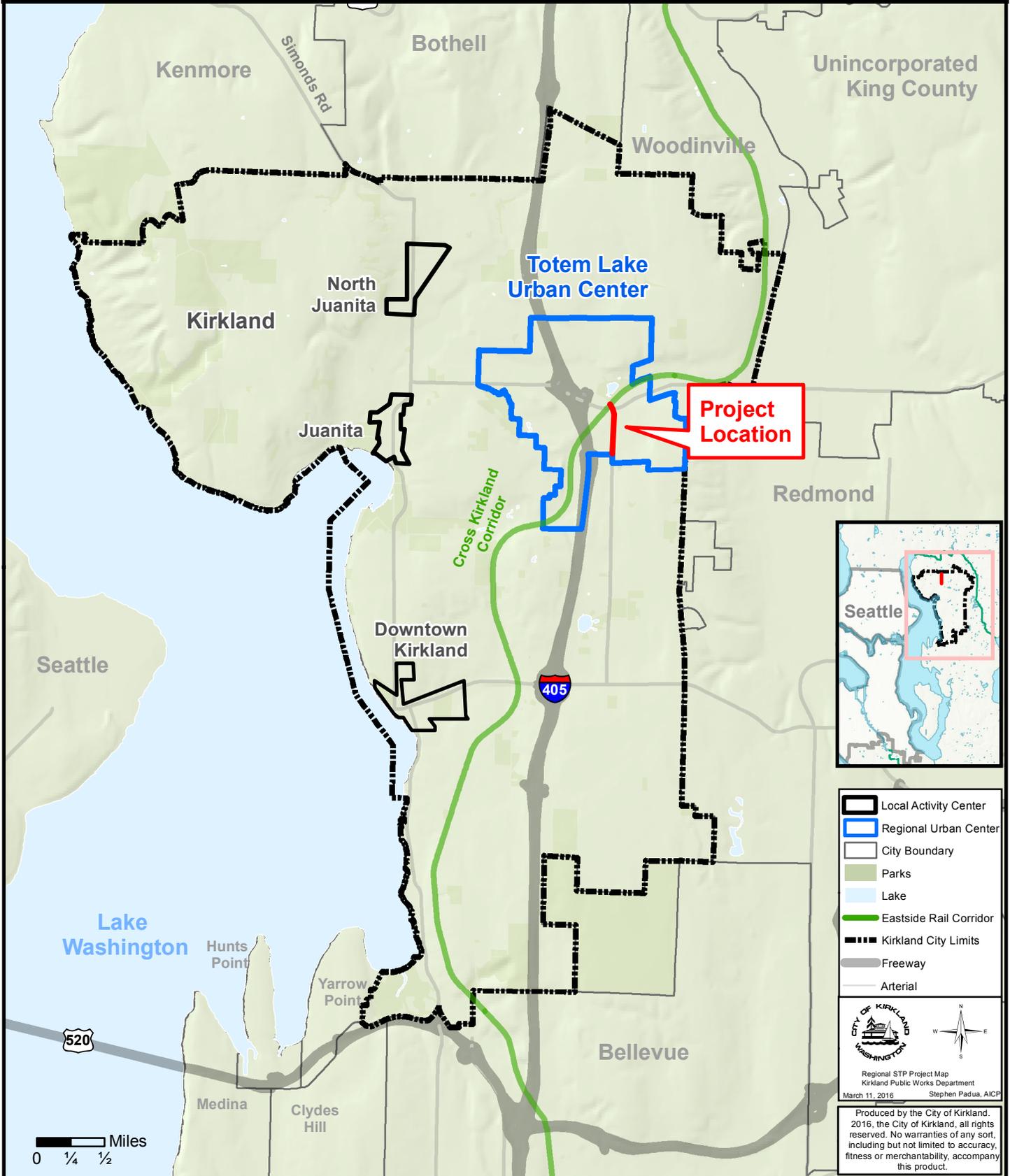
If submitting a paper qualification, the original plus four (4) copies of all qualifications in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope, Construction Inspection and Construction Management Services RFQ. The supplier's name and address must be clearly indicated on the envelope.

Published:

The City of Kirkland 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 insure 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



124th Ave NE Roadway Improvement & NE 124th Street/124th Ave NE/Totem Lake Blvd Intersection Improvements



- Local Activity Center
- Regional Urban Center
- City Boundary
- Parks
- Lake
- Eastside Rail Corridor
- Kirkland City Limits
- Freeway
- Arterial



Regional STP Project Map
 Kirkland Public Works Department
 March 11, 2016 Stephen Padua, AICP

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DEBARMENT & SUSPENSION

Executive Order 12549--Debarment and Suspension

Source: The provisions of Executive Order 12549 of Feb. 18, 1986, appear at 51 FR 6370, 3 CFR, 1986 Comp., p. 189, unless otherwise noted.

By the authority vested in me as President by the Constitution and laws of the United States of America, and in order to curb fraud, waste, and abuse in Federal programs, increase agency accountability, and ensure consistency among agency regulations concerning debarment and suspension of participants in Federal programs, it is hereby ordered that:

Section 1. (a) To the extent permitted by law and subject to the limitations in Section 1(c), Executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and nonfinancial assistance and benefits. Debarment or suspension of a participant in a program by one agency shall have government-wide effect.

(b) Activities covered by this Order include but are not limited to: grants, cooperative agreements, contracts of assistance, loans, and loan guarantees.

(c) This Order does not cover procurement programs and activities, direct Federal statutory entitlements or mandatory awards, direct awards to foreign governments or public international organizations, benefits to an individual as a personal entitlement, or Federal employment.

Sec. 2. To the extent permitted by law, Executive departments and agencies shall:

(a) Follow government-wide criteria and government-wide minimum due process procedures when they act to debar or suspend participants in affected programs.

(b) Send to the agency designated pursuant to Section 5 identifying information concerning debarred and suspended participants in affected programs, participants who have agreed to exclusion from participation, and participants declared ineligible under applicable law, including Executive Orders. This information shall be included in the list to be maintained pursuant to Section 5.

(c) Not allow a party to participate in any affected program if any Executive department or agency has debarred, suspended, or otherwise excluded (to the extent specified in the exclusion agreement) that party from participation in an affected program. An agency may grant an exception permitting a debarred, suspended, or excluded party to participate in a particular transaction upon a written determination by the agency head or authorized designee stating the reason(s) for deviating from this Presidential policy. However, I intend that exceptions to this policy should be granted only infrequently.

Sec. 3. Executive departments and agencies shall issue regulations governing their implementation of this Order that shall be consistent with the guidelines issued under Section 6. Proposed regulations shall be submitted to the Office of Management and Budget for review within four months of the date of the guidelines issued under Section 6. The Director of the Office of Management and Budget may return for reconsideration proposed regulations that the Director believes are inconsistent with the guidelines. Final regulations shall be published within twelve months of the date of the guidelines.

Sec. 4. There is hereby constituted the Interagency Committee on Debarment and Suspension, which shall monitor implementation of this Order. The Committee shall consist of representatives of agencies designated by the Director of the Office of Management and Budget.

Sec. 5. The Director of the Office of Management and Budget shall designate a Federal agency to perform the following functions: maintain a current list of all individuals and organizations excluded from program participation under this Order, periodically distribute the list to Federal agencies, and study the feasibility of automating the list; coordinate with the lead agency responsible for government-wide debarment and suspension of contractors; chair the Interagency Committee established by Section 4; and report periodically to the Director on implementation of this Order, with the first report due within two years of the date of the Order.

Sec. 6. The Director of the Office of Management and Budget is authorized to issue guidelines to Executive departments and agencies that govern which programs and activities are covered by this Order, prescribe government-wide criteria and government-wide minimum due process procedures, and set forth other related details for the effective administration of the guidelines.

Sec. 7. The Director of the Office of Management and Budget shall report to the President within three years of the date of this Order on Federal agency compliance with the Order, including the number of exceptions made under Section 2(c), and shall make recommendations as are appropriate further to curb fraud, waste, and abuse.

Implementation in the SRF Programs

A company or individual who is debarred or suspended cannot participate in primary and lower-tiered covered transactions. These transactions include SRF loans and contracts and subcontracts awarded with SRF loan funds.

Under 40 C.F.R. 32.510, the SRF agency must submit a certification stating that it shall not knowingly enter into any transaction with a person who is proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the SRF program. This certification is reviewed by the EPA regional office before the capitalization grant is awarded.

A recipient of SRF assistance directly made available by capitalization grants must provide a certification that it will not knowingly enter into a contract with anyone who is ineligible under the regulations to participate in the project. Contractors on the project have to provide a similar certification prior to the award of a contract and subcontractors on the project have to provide the general contractor with the certification prior to the award of any subcontract.

In addition to actions taken under 40 C.F.R. Part 32, there are a wide range of other sanctions that can render a party ineligible to participate in the SRF program. Lists of debarred, suspended and otherwise ineligible parties are maintained by the General Services Administration and should be checked by the SRF agency and all recipients of funds directly made available by capitalization grants to ensure the accuracy of certifications.

Additional References

C 40 C.F.R. Part 32: EPA Regulations on Debarment and Suspension.