

REQUEST FOR QUALIFICATIONS

Job No. 39-12-PW



CITY OF KIRKLAND

to provide

Design Consultant Services

for the

CROSS-KIRKLAND CORRIDOR INTERIM TRAIL

Submittals due 4:00 pm PDT, October 19, 2012

The City of Kirkland (hereinafter referred to as the "City" or "Owner") is seeking a design consultant (A/E) firm (hereinafter referred to as the "Firm" or "Offeror") to provide professional services for a rails-to-trails conversion project.

Project Description

The City purchased 5.75 miles of railroad corridor from the Port of Seattle in April of 2012 with the intent to utilize the corridor as a transportation link consistent with the city Active Transportation Plan. This corridor bisects the city and runs from the south city limits to a point near the north-eastern boundary of the city. The future vision for a fully built-out corridor will be determined through a separate master planning process at a later date. In the meantime, the city has secured funding sufficient to remove the existing rails and equipment in order to develop an interim trail that will provide for limited uses while the master planning and funding for a permanent trail are pursued.

Project Scope

The project scope encompasses the following components:

Rail Removal

1. Develop PS&E's for removal of existing railroad equipment from the right-of-way (rails, ties, signal equipment, and any other existing rail items not designated to remain. This work will result in a graded ballast surface ready for conversion into a compacted gravel surface trail that matches the existing rail bed width (8-10 feet).
 - a. It is the City's desire that removed rail and associated equipment be re-used or recycled to the maximum extent possible.
 - b. Certain items may remain (such as items of historic value) and these items will be identified through the design process.
2. Develop PS&E for all at-grade crossing with these improvements being limited to those necessary to provide pedestrian/traffic safety, in consultation with the City Traffic Engineering Group. The intention of this work will be to have it completed at the same time as the rail removal work.

The City also desires to remove the rails and associated equipment, including the at-grade crossings, as soon as is practical. Submissions by the Offerer shall address schedule strategies for accomplishing this.

Interim Trail

1. Develop PS&E's for an all-weather, gravel surfaced interim trail that are suitable for advertising to construction contractors. The following considerations shall be accommodated.

- a. The rail bed width prepared in the previous phase (Rail Removal) of 8-10 feet width shall be the dimensions utilized during design. Minimizing impacts to critical areas, waterways, and other sensitive areas shall be a high priority.
- b. Trail access, parking, landscaping, pedestrian amenities, shall be considered, but dealt with at a minimal level in this Interim Trail design.
- c. The local electricity utility, Puget Sound Energy (PSE) is currently developing a new transmission corridor in the city. The preferred alignment is expected to utilize the northeastern section of the corridor. PSE holds an easement along the entire corridor. Coordination with the utility will be a component of the planning and design process.
- d. Other utilities exist within the corridor. Coordination with and the protection of each will be required to the maximum extent possible. The known utilities include:
 - i. A 96" sewer transmission main (King County Metro)
 - ii. Fiber optic/telecommunications (various providers)
 - iii. Electricity and gas (PSE)
 - iv. City utilities (water, sewer, surface water, etc.)

In addition, the City may consider engaging the selected firm to provide construction support services. This possible additional service shall not be addressed in this SOQ and may be addressed at a later time.

Project Funding

The project is funded by a combination of State, Federal, and Local funds. Inclusion of the federal funding will require adherence to design, documentation, and construction requirements consistent with the funding source(s). The budget available for the PS&E phase is approximately \$475,000. The following funding sources will be used to support the project:

Amount	Title
\$2,000,000	State Funding PWTF
\$1,070,000	Federal Funding CMAQ
\$530,000	Local Funding

TOTAL: \$3,600,000

Project Timeline

A high-level schedule was developed to aid the City Council in their decision to move forward with the project. The Consultant shall indicate their approach to meeting this schedule and identify any opportunities or constraints to consider in meeting this schedule. Rail removal must be complete by July 2013 and construction must be substantially complete by April 2014.

Work Item	Calendar Quarter					
	Q4 2012	Q1 2013	Q2 2013	Q3 2013	Q4 2013	Q1 2014
<i>Rail Removal (environmental, design, bidding)</i>						
<i>Rail Removal (construction)</i>						
<i>Interim Trail (environmental)</i>						
<i>Interim Trail (design, bidding)</i>						
<i>Interim Trail (construction)</i>						

Offeror’s Contact Information & Addenda

The City is committed to reducing costs and facilitating quicker communication by using electronic means to convey information. Those interested in submitting a Statement of Qualifications are encouraged to provide contact information to Barry Scott, Purchasing Agent, at **bscott@kirklandwa.gov**. Providing contact information will allow the City to provide notification if an addendum to the RFQ is issued or the RFQ is cancelled. Those who choose not to provide contact information are solely responsible for checking the City’s website for any issued addenda or a notice of cancellation.

The City of Kirkland (hereinafter referred to as the “City” or the “Owner”) reserves the right to reject any or all proposals, or to withhold the selection of firms for any reason it may determine, or to waive or decline irregularities in any submittal.

Interpretation or corrections of the RFQ documents will be made only by written addendum, which will be mailed or delivered via e-mail to each offeror on record. The City is not responsible for any other explanations or interpretations of the RFQ and/or RFQ documents

Qualifications Submission Requirements

All submittals must be in conformance with the requirements set forth in this RFQ. Submittals should be 8-1/2" x 11" format and shall not exceed ten (10) double-sided pages. The front cover, back cover, and a maximum two-page cover letter may be in addition to the ten (10) page limit. As a minimum the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm's identification of the critical work elements and how your team would address these issues.
- A discussion of your firm's approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project. References from past City of Kirkland projects will not be accepted.

Submittals

Qualifications titled "**RFQ – Cross-Kirkland Corridor Interim Trail**" may be submitted as an e-mail attachment in PDF or MS Word format to:

purchasing@kirklandwa.gov.

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted,

OR

One (1) unbound original and four (4) digital storage devices (CD or USB Flashdrive) in PDF or MS Word format mailed or delivered to:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
Job # 39-12-PW
123 5th Avenue
Kirkland, WA 98033

Contact:

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email:

Aaron McDonald, P.E.
Project Manager
E-mail: amcdonald@kirklandwa.gov
Fax: 425-587-3844

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between Offerors or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Offeror's proposal being removed from consideration.

Offerors shall submit questions by fax to Aaron McDonald at 425-587-3844 no later than October 11, 2012 at 4:00pm PDT.

Any cost incurred by Offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Offeror.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned.

Project Contract

The Offeror will be required to use the WSDOT Local Agency Standard Consultant Agreement (Form 140-089EF) and accept all language contained within. Any Offeror that has significant reservations concerning using this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ
- Past successful trail projects of 1 mile or more in length located in an urban area that demonstrate experience; mitigating/protecting sensitive areas, working with adjacent landowners, working with interested parties (such as Neighborhood Associations), working with utility easement holders
- Understanding of project scope and project requirements including:
 - Experience working with federal funding sources and federal funding documentation requirements
 - Understanding of required permits and the permitting process with a federal funded project
 - Discussion of firm's approach to the project, including the rail removal process and the process of designing the interim trail including suggested trail surfaces, fill retention strategies, critical area protection, crossing/trail connections, and other items as appropriate.
- Ability to meet the project schedule, within budget
- Expertise of key personnel – provide a biography, educational background, number of years with this firm/other firms, and three (3) project references with contact information. Also discuss other responsibilities assigned to key staff and their availability for this project.
 - Proposed use of sub-consultants – the City desires to work with firms having the majority of specialized services in-house. If sub-consultants are proposed, explain how the work process and communication between the Firm and the sub-consultant will be managed. Discuss the sub-consultants experience and availability for the project.
- Response of references from past similar projects.

Short List/Final Selection Procedures

After review of the submittals by the Owner's Selection Committee, the three (3) highest ranked firms will be notified and invited to participate in a short list/final selection phase. It is intended that the final selection phase will include the following steps:

- Notification: Written notification of the three top-ranked firms.
- Presentation/Discussion:
A 1-hour presentation/discussion question and answer period will be scheduled and conducted at Kirkland City Hall. The Offeror will be given 20-minutes for a presentation. The remaining time will be reserved by the City for questions.
- Final Ranking:

After the presentations and discussions are completed, the Selection Committee will rank the firms interviewed. The qualifications proposal and presentation/discussion will be weighted equally and be scored as follows:

Component	RFQ/Presentation Score
Responsiveness to the RFQ	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

- **Negotiation/Scope Development:**
The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal.

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

- **Final Selection:**
Once an agreement is reached with a preferred A/E firm, the Owner's Purchasing Agent will provide a professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.

Proposed Timeline for RFQ/Consultant Selection

An expected timeline for the advertisement and selection process is provided below:

Task	Date/Deadline	Time
RFQ Advertised/Issued	October 1, 2012	
Questions to Owner Submitted by	October 11, 2012	4pm PDT
Questions & Answers Released	October 15, 2012	Noon PDT
RFQ Submitted by	October 19, 2012	4pm PDT
Interviews	October 29, 2012	TBD
Scope and Fee negotiation	TBD	
Contract Awarded/Executed	TBD	
Notice to Proceed	November 2012	

END RFQ
CONSULTANT SELECTION