



**City of Kirkland**  
**Request for Qualifications**  
**Central Way Preservation**  
**Project**  
**Job # 54-19-PW**

**Issue Date: October 23, 2019**

**Due Date: November 14, 2019 – 4:00 p.m. (Pacific Time)**

## REQUEST FOR QUALIFICATIONS

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

### Central Way Preservation Project

File with Financial Operations Manager, Finance Department, 123 - 5<sup>th</sup> Ave, Kirkland WA, 98033

Qualifications received later than **4:00 p.m. November 14, 2019 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 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 23<sup>rd</sup> Day of October 2019.**

Greg Piland  
Financial Operations Manager

**Project:       REQUEST FOR QUALIFICATIONS (RFQ) – CITY OF KIRKLAND  
STC0060400 – Central Way Preservation**

City of Kirkland is requesting consultants to submit a statement of qualifications (SOQ) specific to the needs of the Central Way Preservation Project (henceforth referred to as the Project) to provide civil engineering design in support of resurfacing Central Way from Market Street to 6<sup>th</sup> Street. 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.

Services for this project are generally expected to include development of Plans, Specifications, and Engineer's Estimates (PS&E) for the Project by a Washington State licensed Engineer; 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 one hard copy of your project-specific SOQ no later than 4:00 PM (Pacific Time) on Thursday, November 14, 2019.

**Project Background**

This project includes the planning, pre-leveling, and overlay of approximately 0.6 mile of Central Way from Market Street to 6<sup>th</sup> Street. This project will also include repair of damaged sections of pavement, broken curb, gutter and sidewalk, replace and upgrade curb ramps to meet ADA requirements, install traffic detection loops, restripe pavement markings and add bicycle lanes where they can be accommodated.

The project is funded in part through a combination of a Puget Sound Regional Council's (PSRC) Surface Transportation Program (STP) and local general government funds and shall be constructed in accordance with WSDOT Local Agency Guidelines. Prospective design consultants should be aware that the project will be held to federal and state contract, wage (including consultant audited overhead rate), design, and construction requirements. Prospective consultants shall have all administrative documents, including audited overhead rates, current and on file with WSDOT Audit Office. 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 zero (0) percent.

**Anticipated Scope of Work**

As mentioned previously, the City of Kirkland is seeking a design team to provide civil engineering design in support resurfacing Central Way from Market Street to 6<sup>th</sup> Street. 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. Updated survey of the existing corridor within the area of the Project.
  - b. Geotechnical and environmental engineering studies as necessary.
  - c. Identification and development of supporting documents and materials for NEPA, SEPA, shoreline and related environmental documentation, if necessary.
  - d. Develop and integrate in an on-going fashion input from City of Kirkland departments and staff.
  - e. Coordination between multiple City of Kirkland projects and private developments along project alignment
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).

No Right of Way acquisition is anticipated in this project and it is anticipated that this project scope is categorically exempt under SEPA.

### **Schedule**

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

- November 5, 2019 Questions due
- November 8, 2019 Answers provided
- November 14, 2019 Consultant Selection Project-Specific SOQs Due
- December 6, 2019 Notifications of Selections for Interview by City
- January 6-10, 2020 Consultant Selection Interviews (subject to City Staff availability)
- January 20, 2020 Notice of Award of Design Consultant
- February 2020 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 15 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.

<b><u>Criteria</u></b>	<b><u>Points</u></b>
Project understanding and proposed strategy for success	0-25
Knowledge of federal documentation requirements	0-25
Previous experience in similar projects	0-30
<u>Expertise of key personnel and/or team partners for identified role(s)</u>	<u>0-20</u>

**Maximum Points**

**100**

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:** George Minassian  
**Address:** City of Kirkland, Public Works  
123 5<sup>th</sup> Avenue, Kirkland, Washington 98033  
**E-mail:** [GMinassian@kirklandwa.gov](mailto:GMinassian@kirklandwa.gov)

### **Qualification Submittal Instructions**

Submissions must be received by no later than **4:00 pm PDT on November 14, 2019.**

We prefer that qualifications be submitted by email. Emailed submissions should include "Qualification-Job #54-19-PW" in the subject line and be addressed to: [purchasing@kirklandwa.gov](mailto: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 #54-19-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, Engineering Consulting Design 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***

Certification Regarding Suspension, Debarment, Ineligibility or Voluntary Exclusion

Pursuant to 2 CFR 200.213, the Contractor, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the Contractor is unable to certify, they must provide an explanation as to why they cannot prior to signing of any agreement. The Contractor shall provide immediate written notice to the City if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances, or have received notice that they have been suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in 2 CFR 180.

The Contractor agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction. Pursuant to 2 CFR 180.330, the Contractor is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements. The Contractor agrees that it will include this clause without modification in all lower tier covered transactions.

### **Public Disclosure**

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document

is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.