

CITY OF KIRKLAND  
REQUEST FOR QUALIFICATIONS  
PROJECT NAME: NE 68th St Pedestrian and Bicyclist Safety Improvements  
JOB NUMBER: 18-24-PW  
FEDERAL AID NUMBER: HSIP-2072(006)  
QUALIFICATIONS DUE: July 3, 2024 no later than 4:00 p.m. Pacific Time  
QUALIFICATIONS SUBMITTED TO: Purchasing Agent (see Submittal section)

Public notice is hereby given that the City of Kirkland (City) has issued the above-mentioned Request for Qualifications (RFQ). This RFQ is to solicit proposals from a qualified firm or individual to develop plans, specifications, and estimates for the above referenced project. This agreement will be for approximately 12 months duration with the option for the City to extend it for additional time and money if necessary.

An expanded 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 "Doing Business with the City". All active projects can be found under the opportunities tab. The full RFQ additionally contains but is not limited to: Anticipated Scope of Work, General Format for Interviews, and Schedule.

### **Project Description**

The work will consist of engineering design for two project locations along NE 68th St. The first project is in the vicinity of the intersection of 112th Ave NE at NE 68th Street. Improvements include:

- Modifications to the existing median island;
- Lighting and ADA improvements;
- Installation of an RRFB (Rapid Rectangular Flashing Beacons); and
- Installation of (two) speed radar signs on the east/westbound approaches to the new crosswalk.

The second project is a systemwide improvement on NE 68th Street from 104th Ave NE to 108th Ave NE. Specific elements include:

- Modification/removal of existing median islands;
- Travel lane width reduction to extend the bike lane in the westbound approach of NE 68th from 106th Ave NE to 108th Ave NE;
- Installation of bike green markings; and
- Signage revisions to eliminate redundant signs and replacement of signs no longer meeting retro-reflectivity requirements.

The project is funded by a combination of local funds and federal funding. Inclusion of federal funding will require the successful firm to adhere to design and documentation requirements consistent with the funding source, including Federal EEO 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 WSDOT coordination. The City of Kirkland reserves the right to retain the services of the successful firm(s) for any subsequent phases (R/W, CN) associated with this/these project(s).

A zero mandatory DBE goal has been assigned and a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop an SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

### **Submittal**

The following general requirements are mandatory for all qualifications. Qualifications submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

- Qualifications must be received by no later than 4:00 PM PST on July 3, 2024.
- All qualifications sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB. This is the required submission format.
- Emailed qualifications should include, "NE 68th St Pedestrian and Bicyclist Safety Improvements – Job # 18-24-PW" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov).

- All qualifications must include:
  - Legal name of the organization, firm, individual or partnership submitting the RFQ
  - Address of the principal place of business, mailing address, phone numbers, emails, and primary contact person
  - Include name of Principal-in-Charge, Project Manager, and number of employees in each firm proposed to project
- To be evaluated, qualifications must address all requirements and instructions contained within.
- Provide all references and materials required by the RFQ instructions within.
- Maximum page count for qualifications is 20 pages single-sided, excluding front and back covers or section break pages.

Any questions regarding this project should be directed to Kimberly Coraza at KCoraza@kirklandwa.gov by 5:00 PM on June 21, 2024. Responses to questions will be posted on City’s website on June 26, 2024.

Consultant selection will be based on the following criteria and weighting:

<b><u>Evaluation Criteria</u></b>	<b><u>Points</u></b>
1. Qualifications/Expertise of key personnel	0-25
2. Ability to meet schedule	0-20
3. Approach to project	0-25
4. Familiarity with WSDOT/FHWA standards	0-15
5. Past Performance/References	0-15
<b>Maximum Points</b>	<b>100</b>

**Contract Requirements and Fees**

If your qualifications are accepted, the following fees and requirements will be due upon award, prior to issuance of a contract:

1. Compliance with Law/City of Kirkland Business License
  - Consultant must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
  - The Consultant shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.
2. Insurance
  - Consultant’s insurance should be consistent with the requirements found in the sample document of “Professional Service Agreement” on City’s website, also shown as Attachment B.

The Consultant and the City will execute a Professional Services Agreement for NE 68th St Pedestrian and Bicyclist Safety Improvements including the requirements found in the sample agreement in Attachment A.

**Americans with Disabilities Act (ADA) Information**

The City of Kirkland 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 Kimberly Coraza at KCoraza@kirklandwa.gov or by calling (425) 587-3244.

**Title VI Statement**

The City of Kirkland, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.” Please reach out to the Title VI Coordinator of City of Kirkland for additional information by email titlevicoordinator@kirklandwa.gov and phone (425) 587-3831.

Dates of publication in The Seattle Times and Daily Journal of Commerce on June 11th and June 18th, 2024  
Kathi Anderson, City Clerk