

CITY OF KIRKLAND
REQUEST FOR QUALIFICATIONS
PROJECT NAME: 108th Ave. NE Transit Queue Jumps Phase 1 & 2
JOB NUMBER: 17-24-PW
FEDERAL AID NUMBER: STBGUL-2051(289)
QUALIFICATIONS DUE: April 5, 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 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.

Project Description

The project includes the design and construction for the 108th Avenue NE northbound Transit Queue Jumps from north of NE 62nd Street to north of NE 68th Street (Phase 1) and from north of 53rd Street to north of NE 60th Street (phase 2). This Request for Qualification (RFQ) is to solicit 30% design of the project. Upon completion of consultant services for design and PS&E preparation, the contract may be supplemented for final design and construction engineering services, at the discretion of the City.

The project includes widening the roadway, adding northbound bus lane, replacing bicycle lane and sidewalk within project alignment. A typical modified road section includes 11' bus lane, 4' planter, 5' replaced bike lane, 1' tactile strip and 5' sidewalk, supported by retaining walls.

To accommodate the new transit lane, existing traffic signal system will be modified at NE 68th St & 108th Ave NE and NE 60th St & 108th Ave NE, underground utility lids and catch basins will be adjusted as needed within the project area, new LID storm water system improvements are expected to meet permitting requirements, and overhead power and communication line relocation is expected to accomplish project scope.

The project is funded by a combination of local funds, state grant and federal funding for a total of \$3,500,000.00. 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 DBE goal for this project, determined by WSDOT Local Programs, is twenty-one (21) percent.

Scope of Work and Technical Requirements

In general, the selected consultant is expected to develop Plans, Specifications, and Estimates (PS&E) for 30% design of the above referenced project. The scope of work may include the following:

1. Investigate the project area and gather information and records necessary for engineering design. This may require multiple meetings and site visits with City staff. Perform topographic survey and identify all existing utilities to prepare a

- project base map. Prepare a geotechnical report. Research property easements and boundaries.
2. Prepare a preliminary design letter to describe the design elements, identify potential challenges of the current design concept, and describe deliverables and schedule.
 3. Prepare 30 Percent Plans and Estimate of the selected design option for the City to review. The design shall adhere to City of Kirkland, State and Federal standards.
 4. Permitting support: Present the City with potential permitting challenges and permitting strategies. Identify and prepare all necessary federal (i.e. NEPA completion), state and local permits needed for the design option. (Excluding construction-related permits).

The design needs to meet requirements and standards of FHWA, FTA, WSDOT, King County, and City of Kirkland.

Timeline

The project schedule is as follows:

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|---------------------|--|
| • March 4, 2024 | Request for Qualifications – 1 st Advertisement |
| • March 14, 2024 | Request for Qualifications – 2 nd Advertisement |
| • March 25, 2024 | Deadline for Questions – 5:00 PM |
| • March 29, 2024 | Responses to Questions posted |
| • April 5, 2024 | Statement of Qualifications Due – 4:00 PM |
| • April 12, 2024 | Notifications of Selections for Interview by City |
| • April 19-24, 2024 | Conduct Interviews |
| • May 3, 2024 | Consultant Selection Completion |
| • May 31, 2024 | Notice to Proceed for Design Consultant |
| • January 2025 | Estimated end date for 30% Design Consultant |

Submittal

The format of your Statement of Qualifications will be at your discretion but shall be **limited to twenty (20) pages single-sided or ten (10) pages double-sided, not including a cover sheet.** However, at a minimum, it should include the following:

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 outlining your firm's plan to the DBE goal.
7. A statement describing your experience and examples of successfully completed federally-funded Projects.
8. 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.

9. 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.**
10. Emailed qualifications should include, "108th Avenue NE Transit Queue Jumps – Job # 25-23-PW" in the subject line and be addressed to purchasing@kirklandwa.gov.
11. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the RFQ. Include the address of the principal place of business, mailing address, phone numbers, emails, and primary contact person.
12. To be evaluated, qualifications must address all requirements and instructions contained within.
13. Provide all references and materials required by the RFQ instructions within.

Evaluation Criteria

Points

1. Firm qualifications/Expertise of key personnel	0-25
2. Ability to meet schedule	0-10
3. Approach to project	0-25
4. Familiarity with WSDOT/FHWA standards	0-15
5. Past Performance/References	0-15
6. <u>Approach to meet DBE goal</u>	<u>0-10</u>
Maximum Points	100

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. And also this material can be required by emailing Minna Yan at myan@kirklandwa.gov or by calling 425-587-3801.

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 Minna Yan at myan@kirklandwa.gov or by calling 425-587-3801.

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.