



City of Kirkland

Request for Qualifications

Downtown Kirkland and NE 124th Street Pedestrian Safety

Job # 12-24-PW

Issue Date: February 20, 2024

Due Date: March 15, 2024– 4:00 PM (PDT)

CITY OF KIRKLAND

REQUEST FOR QUALIFICATIONS

PROJECT NAME: Downtown Kirkland and NE 124th Street Pedestrian Safety

JOB NUMBER: 12-24-PW

FEDERAL AID NUMBER: HSIP 000S (598)

QUALIFICATIONS DUE: March 15th, 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 NMC129 Pedestrian Safety Improvements – Downtown and NE 124th Street project includes installation of HAWK pedestrian beacon signals, bulb-outs, median extensions, lighting and signal improvements, striping, re-channelization, and curb ramp upgrades along Central Way in downtown Kirkland and NE 124th Street in the Juanita neighborhood.

Both Central Way and NE 124th Street experience a high number of motorized and non-motorized daily trips through these corridors. NE 124th Street connects Interstate 5 to the Juanita neighborhood. Central Way connects Interstate 5 to downtown Kirkland and the marina.

The City and community worked closely in addressing a need for improvements in safety and walkability in these two neighborhoods. The intersection of Central Way and Market Street has experienced accidents involving pedestrians in the past year, one of which was a fatality. The scope of work was closely coordinated with both the 2020 Neighborhood Safety Program and Central Way Preservation projects, as the former installed safety improvements on Central Way in Summer 2021, and the latter will make repairs to the roadway following this project. This project will also replace the existing Rapid Flashing Beacons on NE 124th St with HAWK beacons near the North Kirkland Community Center.

This project is funded through a combination of both federal Highway Safety Improvement Program funds and local matching dollars. Inclusion of federal funding will require the successful firm to adhere to design and documentation requirements consistent with the funding sources

DBE Goal

The DBE goal for this project, determined by WSDOT Local Programs, is zero (0) percent. The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

Scope of Work and Technical Requirements

- Attend preconstruction meeting, construction meetings and provide general correspondence;
- Geotechnical monitoring, materials testing, and special inspections;
- Inspect contractor's work for compliance with construction plans and specifications;
- Assist City in meeting all the requirements of administering a federal grant;
- Maintain Record of Materials (ROM) and other reports and construction documentation;
- Take pre-construction, construction and post-construction photos and/or video;
- Process and review submittals;
- Provide a monthly ledger of quantities for preparation of the monthly pay estimate including lump sum payment breakdowns;
- Coordinate measurements for progress measurements with contractor's representative and generate quantities for progress pay estimates to be produced by the City;
- Monitor contractor's construction schedule and contract working days, and coordinate upcoming work with the contractor;
- Review and make recommendations to the City concerning substantial completion and, if applicable, assessment of liquidated damages;
- Track all observed as-built changes to the construction drawings;
- Prepare daily construction reports, detailing the Construction Contractor's operations performed for each day, records decisions and observations of a general or specific nature in chronological order. Measure quantities of materials installed, log equipment and labor used, and other related items;
- Prepare accurate Field Note Records;
- Track authorized force account work.

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, "Downtown Kirkland and NE 124th Street Pedestrian Safety –Job # 12-24-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.

A project location map (Attachment A) is enclosed to assist you in evaluating this project opportunity.

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. Approach to meet DBE goal	0-10
Maximum Points	100

Selection Process

A selection committee will review qualifications, select finalists and conduct interviews prior to making the final selection of the consultant.

Prior to the commencement of work, the City and the selected consultant will meet to settle contract details. A notice to the consultant of the City's award will constitute notice to proceed. The City is not responsible for any costs incurred by the consultant in the preparation of the response. Once submitted to the City, all qualifications will become public information.

Timeline

The project schedule is as follows:

- February 20, 2024 Request for Qualifications – Advertisement
- March 5, 2024 Deadline for Questions – 5:00 PM
- March 12, 2024 Responses to Questions posted
- March 15, 2024 Statement of Qualifications Due – 4:00 PM
- March 22, 2024 Notifications of Selections for Interview by City
- March 26-29, 2024 Conduct Interviews
- April 5, 2024 Consultant Selection Completion
- May 3, 2024 Notice to Proceed for Consultant

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: James Waihenya, Project Engineer
Address: City of Kirkland, Public Works
123 5th Avenue, Kirkland, Washington 98033
E-mail: jwaihenya@kirklandwa.gov

Contract Requirements

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 James Waihenya at jwaihenyan@kirklandwa.gov or by calling 425-587-3821.

The Consultant and the City will execute a Professional Services Local Agency Agreement for Downtown Kirkland and NE 124th Street Pedestrian Safety including all of the requirements found in the sample agreement in Attachment B.

Terms and Conditions

- A. The City reserves the right to reject any and all qualifications, and to waive minor irregularities in any qualification.

- B. Proposers responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of your qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of your qualifications.

- C. The City reserves the right to request clarification of information submitted, and to request additional information on any submission.

- D. The City reserves the right to award any contract to the next most qualified company, if the successful company does not execute a contract within 30 days of being notified of selection.
- E. Any qualification may be withdrawn up until the date and time set above for opening of the qualifications. Any qualification not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the qualifications have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. A copy WSDOT's Local Agency Agreement is available for review (see attachment B). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the company in preparing, submitting or presenting its response to the RFQ.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated

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 Christian Knight at cknight@kirklandwa.gov or by calling 425-587-3831.

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.”

Dates of publication in the Seattle Times: February 20,2024, and February 27,2024.

In addition to nondiscrimination compliance requirements, the firm ultimately awarded a contract must 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.