



## **CITY OF BAINBRIDGE ISLAND**

# **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Sound to Olympics Trail Project, Phase 2**

#### **I. Project Description**

The City of Bainbridge Island (COBI) is soliciting proposals from qualified firms, or partnership of firms, with municipal public works roadway, non-motorized facility, stormwater, and retaining structure experience to provide planning, permitting, design (PS&E), and bidding support services for the Sound to Olympics Trail, Phase 2 Project.

#### **II. Background**

The Sound to Olympics Trail (STO) is included in the Non-Motorized Element of the City's Comprehensive Plan.

In 2009 the developer of the Vineyard Lane residential development constructed a non-motorized bridge at Ravine Creek. This improvement provided a facility to connect pedestrians and cyclists to Cave Avenue.

Currently the City is undertaking a project to provide non-motorized improvements on SR305/Olympic Drive (from Winslow Way to Harbor Drive). This project is the phase 1 of the STO trail.

In February of this year the City received notice of award of Federal Surface Transportation Program Grant funding for Phase 2 of the STO Trail.

Refer to the project website at [www.ci.bainbridge-isl.wa.us](http://www.ci.bainbridge-isl.wa.us) to review the Grant Application.

#### **III. Preliminary Scope of Work**

This project is envisioned to study the SR305 corridor between Winslow Way and High School Road for the purpose of: Selecting an alignment for a separated pathway along the corridor and solidifying concepts for connections or branch trails, Design the north-south running separated pathway along this section, and the construct a portion of the STO trail from Winslow Way to the existing non-motorized bridge near Vineyard Lane. The following Scope of Work indicates the broad areas of consideration.

Preliminary Engineering – The consultant team will assist the City with developing conceptual designs for non-motorized connectivity along the S305 corridor, developing design alternatives, and engaging the public to build consensus for a preferred alignment for a north-south separated pathway within the State’s right-of-way.

Design Phase – The consultant team will develop plans, specifications, and estimates for the selected alternative. It is anticipated that civil engineering, geotechnical engineering, landscape architecture, structural engineering, and surveying services will be needed for design. The consultant team will assist the City with obtaining permits and approvals as needed. A plan for approval will be needed to obtain a development permit from Olympic Region. Permitting includes NEPA and SEPA. Biological and cultural/ historical consulting may be needed to support permitting. The consultant team will assist the City with providing exhibits for obtaining right of access and or temporary construction easements as needed. WSDOT standard specifications will be used. COBI will assemble the contract documents including formatting and assembling specifications and develop general contract requirements.

Construction Phase – The consultant team will provide construction support services. The City intends to provide for construction administration and inspection. The consultant team will serve as an advisory role for construction administration and provide support services including; attending pre-construction meeting, attending meetings on site as needed, field observation, sub contracting materials testing and special inspection services, submittal review, requests for information, and other work.

A more detailed final scope of work, project timeline and budget will be developed with the selected consultant firm.

#### **IV. Proposal Content**

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, single sided, 12-point font minimum. All pages count towards the page total except the cover, introductory letter, and organizational chart (if included). The proposal shall be submitted in the format as outlined below.

1. **Brief Description of Firm** – Describe your firm’s areas of expertise and other information that helps to characterize the firm. Provide the name, title, address, and telephone number of the primary contact.
2. **Project Manager’s Experience** – Identify the project manager who will be responsible for this project. List the project manager’s relevant experience and similar work, emphasis on; experience with developing projects in accordance with the Local Agency Guidelines (LAG) as published by the Washington State Department of Transportation, including references.
3. **Personnel** – Describe the project team including name and office location of key personnel including subs. Describe key personnel’s proposed roles and responsibilities on this project, and relevant related experience, emphasis on: experience with developing projects in accordance with the LAG.

A successful team will consist of the following professionals with related experience: Licensed Civil Engineer, Licensed Structural Engineer, Licensed Geotechnical Engineer, and expertise in NEPA development through approval as defined by the LAG.

4. **Project Approach** – Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe how the firm will be able to collect or verify field data in a timely fashion. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges.

#### **V. Additional Information**

Questions regarding the project may be directed to K. Chris Hammer, PE, PMP - Engineering Manager, City of Bainbridge Island, (206) 780-3740, [chammer@bainbridgewa.gov](mailto:chammer@bainbridgewa.gov).

The WSDOT's Local Agency Standard Consultant Agreement for professional services will be utilized for this project.

In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws, regulations, and procedures in the conduct of the work specified herein. The consultant selected will be required to meet City and State Professional Service Agreement and insurance requirements. Please refer to the LAG Manual for the Local Agency Standard Consultant Agreement. This includes furnishing audited personnel and overhead rates and obtaining WSDOT verification and approval in accordance with the LAG Manual. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.

**VI. Proposal Deadline** Five (5) copies of the proposal must be received no later than 3:30 p.m. local time, on Friday, April 7, 2014 to the following address:

City of Bainbridge Island  
Public Works Department  
Attn: K. Chris Hammer, P.E., PMP – Engineering Manager  
280 Madison Avenue North  
Bainbridge Island, WA 98110

Qualifications packages received after the deadline will not be considered.

#### **VII. Selection Process**

Proposals will be ranked on qualifications and the City of Bainbridge Island may choose to interview the top ranked firms. However, at its discretion, the City of Bainbridge Island may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the basis of the following factors:

1. Proposal format (5%)
2. Consultant firm(s) experience (10%)

3. Project manager experience and qualifications (15%)
4. Technical team experience and qualifications (15%)
5. Project manager and team experience with Federal Funded projects and knowledge of WSDOT LAG Manual and other requirements (40%)
6. Project understanding and approach (15%)

Selected references will be contacted.

A selection committee appointed by the City of Bainbridge Island will assist with firm evaluations. The City of Bainbridge Island will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach an agreement, the City of Bainbridge Island will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. The City of Bainbridge Island reserves the right to reject all submittals and not award a contract as a result of this request.

The City of Bainbridge Island is committed to a program of equal opportunity regardless of race, color, creed, sex, age, national origin, or the presence of any sensory, mental, or physical disability.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect.

The City of Bainbridge Island, 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 ensure 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.

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