



CITY OF SUMNER & PACIFIC

**REQUEST FOR QUALIFICATIONS
FOR**

Construction Administration Services

February 2014

**CITY OF SUMNER & PACIFIC
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION
ADMINISTRATION SERVICES**

INTRODUCTION

The City of Sumner and Pacific are requesting qualifications for construction administration of three (3) projects. The projects are:

- 1) 136th/Valentine Corridor Improvement Project
- 2) Stewart Road Corridor Improvement Project
- 3) Stewart Road Trail

BACKGROUND AND DISCUSSION

- 1) 136th/Valentine Corridor Improvement Project (FEDERAL FUNDS): Reconstruction of 1.5 miles of roadway from 24th street (south) to County Line Road (north) from two lanes to three lanes. Other improvements include a new signal at 24th street, revised signal at Stewart, sidewalks, illumination, a shared-use path, stormwater conveyance, channelization and landscaping.
- 2) Stewart Road Corridor Improvement Project (TRANSPORTATION IMPROVEMENT FUNDS): Reconstruction of Stewart Roadway from SR 167 to Valentine Road, from two (2) lanes to four (4) lanes with a two-way left turn lane. This work will include a new signal at Thornton Ave, storm drainage conveyance, water and sewer utility work.
- 3) Stewart Road Trail (PUBLIC WORKS TRUST FUNDS): Construction of an Interurban Extension between SR167 and Valentine Ave paralleling Stewart Road Corridor Improvement Project.

For the projects above, we will be selecting one (1) administrative team. We want the team to include inspector(s), a file specialist(s) and a project manager. The project manager will work alongside the city staff to manage the project; the file specialist will make sure that each project is ready for auditing (producing and tracking all needed documents); and the inspector(s) will need to be familiar with each city's standards, be able to coordinate office and field involvement and have knowledge of funding sources required paperwork. The projects will have separate consultant contracts due to differences in funding sources.

CONSULTANT QUALIFICATION

The Statement of Qualifications (SOQ) should include detailed information regarding the Consultant's experience on similar projects. Submit five (5) hard copies of the SOQ along with a PDF and please limit the SOQ to twenty (20) total pages without the optional brochure.

Please include a statement to the effect the consultant's project lead and key team members, as well as sub consultants, will not be replaced without prior approval of the City. The Consultant's qualifications should include the following information:

- a. List at least five (5) but no more than seven (7) projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference. Federally Funded projects need to be emphasized.
- b. Provide resumes of no more than five (5) key members of the proposed project team and no more than four key members of each sub consultant who will work on this project. Each resume should be limited to no more than one (1) page in length.
- c. Of the referenced projects, list the involvement of the proposed project team members for who resumes have been submitted.
- d. Familiarity with relevant codes of both cities, and the grant funding agencies.
- e. The consultant may submit a brochure or narrative discussion, not to exceed two (2) 8.5" x 11" single sided pages, that provides any further information describing the firm's qualifications for this project (not included in the 20 pages).
- f. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project (not included in the 20 pages).

Selection Procedure: After the deadline for acceptance of proposals, the Cities will evaluate Technical Qualifications and determine rankings based upon materials submitted and oral interviews using the selection criteria. If a contract cannot be negotiated with the top ranked firm, the City will contact the firm with the next ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Selection Criteria: The Consulting Team selected for this project should have demonstrated experience in construction administration. Selection shall be based on the following:

- a. Consultant's understanding of the Cities' desires and general approach to the project as demonstrated in the project description and scope of work.
- b. Completeness of the work included in the Proposal.
- c. Consultant's experience with projects of similar complexity and function.
- d. Qualifications of the Consultant's staff assigned to this project.
- e. Demonstrated ability of the Consultant to perform high quality work, to control costs, to meet schedules, and approach to this project.
- f. Demonstrated understanding of relevant funding source requirements..

Interviews of the top firms will be conducted in person. References will be solicited and their feedback will be incorporated into the scores for the interview.

Written proposals will be reviewed and evaluated by an Evaluation Committee which may be comprised of, but not limited to, City staff, appointed or elected officials, and other planning or environmental professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

Submittal Deadline: Five (5) hard copies and one (1) electronic copy of the Technical Proposal must be forwarded to the attention of Charles Ted Hill, PE, Associate City Engineer, at the following address by 10:00 a.m. on March 28th, 2014:

City of Sumner
1104 Maple Street
Suite 260
Sumner, WA 98390

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

Proposal Contact Person: All questions regarding this solicitation should be directed to Charles Ted Hill, PE, Associate City Engineer, at (253) 299-5703.

The City of Sumner 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 consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit statement of qualifications 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.