



**CITY OF SAMMAMISH
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR QUALIFICATIONS/PROJECT APPROACH

**SE Issaquah-Fall City Road Improvements Phase II from
Klahanie Drive SE to SE Issaquah-Beaver Lake Rd**

The City of Sammamish (CITY) Department of Public Works is soliciting interest and qualifications from firms with expertise in Civil and Environmental Engineering, Planning, Design and Construction to perform preliminary engineering and prepare final project plans, specifications and cost estimates for the referenced roadway improvement project.

The CITY reserves the right to amend terms of this "Request for Qualifications/Project Approach" (RFQ/PA), to circulate various addenda, or to withdraw the RFQ/PA at any time, regardless of how much time and effort consultants have spent on their responses.

PROJECT DESCRIPTION

SE Issaquah-Fall City Road is classified as a primary arterial roadway located along the southeastern boundary of the CITY. The majority of the existing roadway within the project limits consists of a two lane paved road with paved shoulders, open ditches and no pedestrian amenities. There are existing turn pockets at some of the intersections between the project termini.

This project will improve SE Issaquah-Fall City Road (IFCR) to an urban three (3) lane cross section with curb, gutter, sidewalk, bike lanes, landscape strips and a center left turn lane. The work to be performed by the Consultant will consist of preliminary planning and engineering design for improvements to SE Issaquah-Fall City Road from the end of the current five (5) lane roadway section (currently under construction, IFCR phase I) at, and northeast of, the Klahanie Drive SE intersection to the intersection of SE Issaquah-Beaver Lake Rd. The planning level total project cost estimate for this project is \$11 million. See Attachment A for a project site map.

PRELIMINARY SCOPE OF WORK

The following is a preliminary scope of services that will be refined during contract negotiations with the selected Consultant. The scope of services will include all engineering services necessary for the design of engineering plans, reports and studies required to complete bid documents for this project. The major features to be considered for this roadway improvement project are:



1. Roadway widening to 3 lanes
 - a. Initial design shall verify that 3 lanes is needed for future growth projections and modeling
2. Intersection analysis and design:
 - a. Roundabout or traffic signal at SE Issaquah-Beaver Lake Rd
 - b. Roundabout, traffic signal, Pedestrian/Bicycle crossing at Endeavor Elementary School
3. Sight Distance
4. Street landscaping
5. Curb, gutter and sidewalks
6. Bicycle paths/lanes
7. Storm drainage design, including water quality treatment
8. Street lighting
9. Environmental design review and permitting
10. Utility coordination
11. Determination of right of way needs and right of way plan preparation, and acquisition as needed.
12. Stakeholder outreach and coordination, including three (3) public meetings
13. Six (6) anticipated City Council presentations
14. Research and application for grant opportunities available for this project

While this solicitation does not include project construction phase services, the city intends to retain the services of the selected firm(s) for any subsequent construction phase services associated with this project. All subsequent work to this Scope of Work is dependent on the satisfactory performance of the Consultant team.

PROPOSED TIMELINE

Schedule of Events	Date	Notes
Formal Solicitation	October 1 & 8, 2019	Advertised in the Seattle Times and DJC
_____Optional_____ Pre-Submittal Meeting	Wednesday, October 16, 2019; 10:30 – Noon	Sammamish City Hall 801 228 th Ave SE
Deadline for questions	October 22, 2018, 5PM	Submit to City Project Manager by e-mail only
City response to questions	October 25, 2019	Questions and responses will be posted on the project website listed below under Questions/Inquiries.



Proposals due	Wednesday, October 30, 2019 at 4:00 PM	
Notify short-listed firms	November 6, 2019	
Interview short-listed firms	November 12, 2019	
City selects successful consultant	November 15, 2019	
Complete contract negotiations	November 26, 2019	
Contract Awarded by City Council	December 3, 2019	
Anticipated project start	December 4, 2019	

MINIMUM QUALIFICATIONS

Minimum qualifications are required for a Consultant to be eligible to submit a response to this RFQ/PA solicitation. Responses must clearly show compliance with these minimum qualifications. Those that are not responsive to these minimum qualifications will be rejected by the CITY without further consideration.

This project will require a consulting firm/team with the following minimum qualifications and areas of expertise:

- Consultants must have demonstrated expertise and at least five years of multimodal corridor planning, design, engineering, construction, and reliable cost and schedule estimating experience in areas that are rapidly urbanizing.
- The Consultant’s Project Manager must have demonstrated experience working with a public agency of similar size to the CITY within the last five years providing satisfactory project management services similar to those expected by the CITY for this project.

EVALUATION CRITERIA

Submittals will be evaluated and ranked based on the criteria listed below. The top three-ranked Consultants will be invited to interview. A more detailed scope of work will be provided at the time of invitation.

- Qualifications, experience, and availability of the Project Manager and key personnel on similar projects



- Technical expertise in successfully designing a project that can be permitted and constructed while minimizing long term risks, operations, and maintenance costs and needs
- Team's previous working relationships and/or relevance to teaming on this project
- Project approach to efficiently deliver a high quality product on schedule and budget
- Experience with public outreach and stakeholder management
- Past performances/references
- Stability and tenure of design team within respective firms

QUESTIONS/INQUIRIES

Please direct any questions concerning this RFQ/PA to the CITY's Project Manager and alternate contact listed in this RFQ/PA. Responders may submit written questions, by e-mail only, to the Project Manager and alternate contact at any time prior to the question deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFQ/PA with other CITY employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding on the CITY.

Project Manager: Sam Park, PE
Email Address: spark@sammamish.us
Alternate Contact: Andrew Zagars
Email Address: azagars@sammamish.us

Any questions will be answered in writing and posted on the *project website under the Attachments heading* at: <https://www.sammamish.us/government/departments/public-works/current-projects/issaquah-fall-city-road-phase2/>

It is the responsibility of individual firms to check this website for any attachments, amendments or Q & A's related to this RFQ/PA.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

An Optional Pre-Submittal Meeting will be held on **Wednesday, October 16 at 10:30 am** at Sammamish City Hall, 801 228th Ave SE, Sammamish WA, 98075. CITY staff will be available at that time to discuss the submittal process, answer questions or concerns raised about the solicitation and to clarify issues and technical aspects of the project. All interested firms are encouraged to visit the project site prior to the pre-submittal meeting. Attendance at the pre-submittal meeting is not required in order to be able to submit a proposal in response to this RFQ/PA.

The purpose of the pre-submittal meeting is to permit interested parties to obtain additional information regarding the project or the RFQ/PA process; however, the information given is not intended to amend the solicitation or subsequent contracting documents. Failure to raise concerns over any issues at the pre-submittal meeting opportunity will be a consideration in any protest filed regarding items that were known as of this pre-submittal meeting. Verbal communications expressed at the pre-submittal meeting will not change the solicitation; only a written addendum issued by the CITY to amend or supplement the solicitation will be binding.



It is the obligation and responsibility of the Consultant to learn of addendums, responses, or notices issued by the CITY relative to this RFQ/PA.

Please limit proposals to five (5) sheets, 10 pages in length. Pages may be printed double sided.

Provide two (2) bound hard copies, one (1) unbound copy suitable for photocopying and one (1) USB flash drive copy (or electronic CD copy) of the RFQ/PA response to the Project Manager. All submittal response materials must be received no later than 4:00 PM on October 30, 2019. All proposals must be in a sealed envelope and clearly marked "**RFQ/PA Submittal – SE Issaquah-Fall City Road Improvements Phase II**". No faxed or e-mail proposals will be accepted.

Legal Name (Does not count toward page limit.): Submit a certificate, copy of web-page or other documentation from the Secretary of State (or Washington State Department of Revenue/Licensing if you are a sole proprietor) in which you incorporated that shows your legal name as a company. This can be verified through the State Corporation Commission in the state in which you were established, which is often located within that Secretary of State's Office. For the State of Washington, see: <http://www.secstate.wa.gov/corps/> .

Deliver or Mail RFQ/PA Submittals to:

Sam Park, P.E., Project Manager
City of Sammamish
801 – 228th Avenue SE
Sammamish, WA 98075
spark@sammamish.us
www.sammamish.us

Complete submittals are required to be delivered by 4:00 PM at the date listed in the proposed timeline.

All costs for developing RFQ/PA response submittals are the obligation of the Consultant and are not chargeable to the CITY. All proposals and accompanying documentation will become the property of the CITY and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is provided in writing to the CITY's Project Manager listed in this RFQ/PA. Proposals cannot be withdrawn after the published close date.

The CITY reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the CITY, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by calling 425-295-0500.



Title VI Statement

The City of Sammamish, 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 RFQ responders that the City will affirmatively insure 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 proposals 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.

Publication

This RFQ/PA will be published as follows:

Seattle Times	October 1, 2019 & October 8, 2019
Seattle Daily Journal of Commerce	October 1, 2019 & October 8, 2019