



**CITY OF SAMMAMISH
DEPARTMENT OF PUBLIC WORKS**

REQUEST FOR QUALIFICATIONS

Construction Management Services

2022 Capital and Maintenance Programs Projects

Due: April 7, 2022, at 2:00 PM PDT

The City of Sammamish Department of Public Works (CITY) is soliciting qualifications from experienced firms to provide Construction Management services for the projects listed below. The CITY will be selecting a single consultant to manage both projects.

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

By submitting a Statement of Qualifications, the CONSULTANT is indicating they have read and agree with the contract terms of the CITY's Professional Service's contract, Attachment B.

PROJECT DESCRIPTION

This contract is primarily for Resident Engineering and administration services on two CITY funded capital project programs: 2022 Pavement Program – Street Overlays and 2022 ADA Barrier Removal Improvements and will utilize the CITY's Professional Services contract.

The work to be performed by the CONSULTANT consists primarily of construction management services and documentation necessary to complete the overlay and ADA improvements projects mentioned above, see Attachment A for a vicinity map. These projects will soon be advertised for construction. Assuming the bids are within budget, the overlay project will repave two streets in the Klahanie neighborhood and includes ADA

curb ramp retrofits, grinding, striping and electrical improvements. The 2022 ADA Barrier Removal project will retrofit curb ramps and sidewalks along and near 228th Avenue SE and Issaquah Pine Lake Road in high vehicle and pedestrian locations. This work consists of flatwork retrofits and signal improvements.

The CITY will provide an internal inspector for this work and is seeking resident engineering and construction administration support and additional effort as needed to support the City's inspector.

Additional scopes of work may be added through task order negotiation to provide construction management support for other City projects throughout the year.

Additional scopes of work may be added through task order negotiation to assist the City with developing and improving construction management documentation forms and updating public work standards and specifications.

This contract pertains to work that will occur in 2022. This contract may be renegotiated and renewed for up to two additional calendar years.

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 services necessary for construction management required to complete construction for projects. The work to be performed by the construction management firm consists of providing full-time construction management services including the following:

- Provide Resident Engineer services related to roadway resurfacing improvements and ADA improvements, including grinding, paving, patching, sealing, concrete curb ramp improvements, utility adjustments, striping, loop installation, signal improvements, traffic control, and other roadway and sidewalk related work. Inspection will mainly be provided by the City, coordination with the City's Capital Projects Inspector is required. Some supplemental inspection support to be provided by the consultant may be necessary.
- Assist with the administration of contractor progress payments.
- Provide oversight, monitoring, coordination, and documentation of contractor's activities in the construction of the project; review for compliance with project plans and specifications; and facilitate project activities requiring coordination and planning with various utilities and public and private stakeholders in the completion of the work.
- Provide overall day-to-day construction management including coordination with CITY, contractor, and other departments and stakeholders.

- Act as the Owner's Representative with other contractors, designers, other public agencies, property owners, and utilities, including conducting meetings on behalf of the CITY as needed.
- Make technical interpretations of the drawings, specifications, and contract documents.
- Evaluate design changes, design clarifications and other requested deviations from approved design and/or coordinate evaluations and interpretations with the appropriate authorities.
- Generate and review Progress Payments, Field Memos, and other correspondence with the contractor.
- Support CITY staff with public outreach as necessary to inform impacted stakeholders of construction impacts.
- Administer monthly contractor progress payments.
- Provide other support as needed and as defined by Task Order for construction related activities and general civil engineering.

The CITY plans to utilize existing CITY contract agreements for geotechnical specialized inspection testing.

Services that are contracted through this RFQ will conform to requirements outlined in the current WSDOT Local Agency Guidelines Manual.

Anticipated personnel:

- Resident Engineer (part time, est. 2-3 days a week)
- Construction Administrator (part time)



PROPOSED TIMELINE

| Schedule of Events | Date | Notes |
|--|---|---|
| Formal solicitation | Mar 17 & 24, 2022 | Advertised in the Seattle Times and Daily Journal of Commerce |
| Deadline for questions | Mar 31, 2022, by 2:00 PM PDT | Submit questions in .pdf form to City Project Manager <u>by e-mail only</u> . Questions will be answered as soon as possible. |
| City final response to questions | Apr 1, 2022 | Questions and responses will be posted on the project website listed below under Questions & Answers |
| Proposals due | Tuesday, Apr 7, 2022, by 2:00 PM PDT | Proposals must be emailed and received prior to posted date/time. |
| City selects successful consultant | Apr 12, 2022 | |
| Complete contract negotiations | Apr 20, 2022 | |
| Contract awarded by City Council | May 3, 2022 | Will be extended to next available Council Meeting if additional negotiation time is needed. |
| Construction Timeline: 2022 Pavement Program – Overlay | | |
| Anticipated construction award by City Council | May 3, 2022 | |
| Anticipated construction start | May 16, 2022 | |
| Anticipated construction substantial completion | Nov. 4, 2022 | |
| Construction Timeline: 2022 Barrier Removal Improvements, City Funded | | |
| Anticipated construction award by City Council | May 3, 2022 | |
| Anticipated construction start | Jun. 20, 2022 | |
| Anticipated construction substantial completion | Aug. 31, 2022 | |



EVALUATION CRITERIA

Submittals will be evaluated and ranked based on the criteria below. Point values assigned to each section are listed in the parentheses. Information on cover letters and resumes will not be considered for scoring in the following criteria. The maximum consultant score is 100 points.

- 25 pts - Qualifications of Resident Engineer
- 25 pts - Experience of firm providing document control following federally funded project procedures with managing contactor payments, drafting change orders, processing submittals, responding to RFIs, and other documents as required by the LAG Manual.
- 20 pts - Detail proposed team's experience in managing 3 similar type projects in an urban setting. A minimum of one (1) example must be a state or federally funded overlay. A minimum of one (1) example must include ADA curb ramp retrofits. Please do not use City of Sammamish projects for more than one (1) example project.
- 15 pts - Familiarity with WSDOT/FHWA and City of Sammamish standards.
- 15 pts - Approach to monitoring contract costs, staffing, and managing risk.

Interviews are not expected as part of this selection process, but the CITY reserves the right to interview consultants if needed to determine the top candidate.

The CITY may consider the following additional factors when selecting the top consultant:

- Responsiveness to solicitation and addenda requirements
- Professionalism of Statement of Qualifications
- Compliance with statutes and rules relating to contracts or services
- Staff availability for the project
- Information provided during reference checks
- Resumes

QUESTIONS/INQUIRIES

Please direct any questions concerning this RFQ to the CITY's Project Manager and alternate contact listed in this RFQ. Only written questions will be considered. Submit questions in the form of a .pdf document attached to e-mail. Questions received after the deadline identified in the Proposed Timeline may not be considered. Unauthorized contact regarding this RFQ 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: Jim Grueber, P.E.
Email Address: jgrueber@sammamish.us

Alternate Contact: Doug van Gelder, P.E.
Email Address: dvangelder@sammamish.us

Questions will be answered in writing and posted on the project website's advertisement section at: <http://www.sammamish.us/rfq-cmservices>. It is the responsibility of individual firms to check this website for any amendments or Q&As related to this RFQ.

SUBMITTAL INSTRUCTIONS AND REQUIREMENTS

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. The submittal must be formatted as follows:

Please limit proposals to no more than five (4) sheets, 8 pages in length (not including front and back covers and resumes). Pages may be printed double sided. All proposal sheets beyond the first four (4) sheets will be ignored and their content will not be considered during the evaluation process.

- Submitted as an 8.5" x 11" sheet. Sheets may be double sided. Text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized, text (font) size must be no smaller than 8 points.

Email the copy of the RFQ response to the Project Manager. Proposals are due at the time listed above in the Proposal Timeline section. It is up to the consultant to confirm that the email has been received by the CITY. The CITY will not open the email or attachments until after the submittal deadline, so the CITY cannot confirm acceptance of the attachments. All submittals must have the following subject line for the submittal:

Submittal: Sammamish Construction Management Support SOQ, [Firm's Name]

Faxed, mailed or hand delivered proposals will not be accepted.

Additional information required with your submittal package:

(Does not count toward page limit)

- E-mail address and phone numbers for the individual designated as the contact person for the proposal,
- Cover letter signed by authorized personnel (no more than one page),
- Resumes for proposed project manager and key personnel on the project team (max one page per resume).



Legal Company Name: 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. It 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/>.

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

Email RFQ Submittals to:

City of Sammamish
Jim Grueber, Senior Project Engineer
jgrueber@sammamish.us

And Cc:
Doug van Gelder, City Engineer
dvangelder@sammamish.us

Complete submittals are required to be delivered by the date and time (Pacific Daylight Time) listed above in the Proposed Timeline section.

Submittals received after the date and time will not be considered. It is the responsibility of the CONSULTANT to ensure submittals are delivered and received by the CITY by the date and time listed in the Proposed Timeline section. No exceptions will be made for any proposals that are not received by the CITY prior to the specified time.

All costs for developing RFQ 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. 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.



OTHER INFORMATION

Proposed Personnel

The CONSULTANT agrees to provide all professional personnel necessary to perform the scope of work, including key individuals named in the CONSULTANT's RFQ submittal. These key personnel shall remain assigned for the duration of the project, unless otherwise agreed to in writing by the CITY. In the event the CONSULTANT proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The CITY shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project and will not unreasonably withhold approval of staff changes.

Sammamish Business License

The selected firm, and each of its sub-consultant firms in cases where a team is formed, will be required to obtain a Sammamish business license prior to performing any work for the CITY and to maintain the license throughout the project's life. Business license information can be found at www.sammamish.us/permits-regulations/business-portal/doing-business-in-sammamish/.

Public Records

Submittals received as a result of this RFQ and the resulting score sheets may be posted to the project web page.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, the CITY shall maintain the confidentiality of CONSULTANT's information marked confidential or proprietary. If a request is made to view CONSULTANT's proprietary information, the CITY will notify CONSULTANT of the request and of the date that the records will be released to the requester unless CONSULTANT obtains a court order enjoining that disclosure. If CONSULTANT fails to obtain the court order enjoining disclosure, the CITY will release the requested information on the date specified.

The CITY's sole responsibility shall be limited to maintaining the above data in a secure area and to notify CONSULTANT of any request(s) for disclosure for so long as the CITY retains CONSULTANT's information in the CITY's records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by CONSULTANT of any claim that such materials are exempt from disclosure. The CITY reserves the right, if it deems action to be in the best interest of the CITY, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by or through the CONSULTANT shall be grounds for non-consideration. If



submittals are rejected, the CITY further reserves the right to investigate and negotiate with the next ranked CONSULTANT in order of ranking or to reject all consultants and re-solicit for additional firms.

Right to Debrief

The CONSULTANT will have the right to a debrief about their SOQ submittal from the CITY. The debriefs will not take place until after the contract has been awarded. The CITY will notify all submitters at that time that they are able to begin scheduling a debrief. Debriefs will only discuss the proposer's SOQ.

Americans with Disabilities Act (ADA) Information

The CITY, 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 Jim Grueber at jgrueber@sammamish.us or by calling 425-295-0566.

Title VI Statement

The City of Sammamish, 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 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.

Publication

This RFQ will be published as follows:

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|-----------------------------------|---------------------------|
| Seattle Times | March 17 & March 24, 2022 |
| Seattle Daily Journal of Commerce | March 17 & March 24, 2022 |