



CITY OF BAINBRIDGE ISLAND

REQUEST FOR QUALIFICATIONS (RFQ)

Sound to Olympics Trail Bridge Project (Phase 3)

I. Project Description

The City of Bainbridge Island (COBI) is soliciting proposals from qualified firms, or partnership of firms, with municipal public works bridge, roadway, non-motorized facility, stormwater, and retaining structure experience to provide planning, permitting, design, and bidding support services for the Sound to Olympics Trail, Phase 3 Project.

II. Background

The Sound to Olympics Trail (STO) is a regional trail system and the COBI segment of the STO trail is included in the Non-Motorized Element of the City's Comprehensive Plan. COBI is concurrently undertaking a project to provide non-motorized improvements on SR305/ Olympic Drive (from Harbor Drive to Winslow Way), which is the Phase 1 of the STO trail. Phase 2 (and 4) of the STO Trail is a separated shared-use path along the east side of the SR305 right-of-way between Winslow Way and High School Road, scheduled for construction in 2017.

This Phase 3 Bridge Project envisions a pedestrian and bicycle grade-separated crossing over SR305 in the vicinity of John Nelson Lane (also known as Vineyard Lane). The proposed bridge and facility will connect the STO trail to Knechtel Way, allowing safe and unimpeded non-motorized access between the neighborhoods east of the highway and the downtown core.

The project will be administered in accordance with the WSDOT Local Agency Guidelines (LAG) and federal law. Contract Plans, Specifications, and Estimates (PS&E) shall be prepared in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction, amendments thereto, and adopted design standards. The proposed bridge and approaches will be designed in accordance with the WSDOT Design Manual.

III. Preliminary Scope of Work

This project is envisioned to locate a bridge near the intersection of SR305 and Vineyard Lane Road for the purpose of selecting an alignment and approaches for a grade-separated pathway over the highway. The selected team will produce concepts for the bridge and connections to the STO trail and city streets. After determining a preferred alternative, the selected team will produce PS&E documents for the bridge and approaches, assist with preparing applications and obtaining permits, and provide bidding and construction support services.

The following Scope of Work indicates the broad areas of consideration:

Preliminary Engineering Phase/Public Outreach – The consultant team will collect existing data and acquire needed survey information in order to prepare base maps. The consultant will assist the City with preparing physical and aesthetic studies, and develop conceptual designs for the approaches to and crossing over the SR305 corridor. The consultant will develop design alternatives, including preliminary cost estimates for each alternative, and involve the public to build consensus for a preferred alignment for the separated grade crossing and approaches to the bridge. Community outreach and engagement is a significant component in determining a preferred alternative for the bridge and facility.

Design Phase – The consultant team will prepare base maps, and develop plans, specifications, and estimates for the selected alternative. The consultant team will assist the City with identifying and obtaining required permits and approvals. A plan for approval will be needed to obtain a development permit from the WSDOT Olympic Region. Permitting includes NEPA and SEPA documentation. 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. The consultant team will provide Amendments and Special Provisions for Division 2 and higher specification sections. COBI will develop general contract requirements (Division 1 and Contract Forms) and assemble the contract documents.

Bid Phase – The consultant team will provide bidding support services, including preparation of a bid item list with cost estimates, responding to bidder requests for information/clarification, and preparing addenda as necessary.

Construction Phase – The City intends to provide for construction administration and inspection. The consultant team will serve in an advisory role for construction administration and provide support services, including attending a 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. All phases will include project management and project coordination tasks.

The City of Bainbridge Island reserves the right to retain the services of the successful firm(s) for any subsequent phases (i.e., right-of-way, construction administration) associated with this project.

IV. Submittal Content

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, double-sided sheets, 12-point font minimum. All pages count towards the page total *except* the covers, introductory letter (two-page maximum), and organizational chart (if included). The proposal shall be organized per the headings as outlined below.

1. **Description of Firm(s)** – Briefly describe the firm’s areas of expertise and other information that helps to characterize the firm(s). Provide the name, title, address, and telephone number of the primary contact for the lead firm.

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, with emphasis on experience with developing projects in accordance with the Local Agency Guidelines (LAG) as published by the Washington State Department of Transportation. Include 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, with emphasis on experience with developing projects in accordance with the LAG.

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

4. **Project Understanding/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 resources the firm could provide to enable collection or verification of data in a timely fashion. Describe how the firm will engage the community, and provide examples of graphic products the team could produce. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges.

V. Evaluation Criteria

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 and organization (5%)
2. Lead consultant firm 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, knowledge of WSDOT LAG Manual and other regulatory requirements (30%)
6. Project understanding and approach (20%)
7. Past Performance/References (5%)

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.

VI. Submittal Deadline

Five (5) copies of the proposal must be received no later than 3:30 p.m. local time, on February 17, 2017 to the following address:

City of Bainbridge Island
Public Works Department
Attn: Mark Epstein – Engineering Project Manager
280 Madison Avenue North
Bainbridge Island, WA 98110

Submittals received after the deadline will not be accepted.

Provide also a PDF digital copy of the submittal to mepstein@bainbridgewa.gov by the deadline.

Questions regarding the project may be directed to Mark Epstein - Engineering Project Manager, City of Bainbridge Island, (206) 780-3721, mepstein@bainbridgewa.gov.

VII. Additional Information

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.

Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island 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 Mark Epstein at mepstein@bainbridgewa.gov or by calling collect (206) 842-2016.

Title VI Statement

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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