



REQUEST FOR QUALIFICATIONS (RFQ)

McDonald Creek Culvert Replacement (at Eagle Harbor Dr)

I. Project Description

The City of Bainbridge Island (COBI) is soliciting proposals from qualified firms, or partnership of firms, with municipal public works roadway and storm water design experience to provide permitting and design services for the McDonald Creek Culvert Replacement (at Eagle Harbor Dr.) project.

II. Background

The existing Eagle Harbor Dr. crossing consists of a 24-inch diameter concrete culvert, approximately 180-feet long and 24-feet deep. In the City's 2016 Island-wide Deep Culvert Assessment report, the McDonald Creek culvert was identified as needing to be replaced. Large longitudinal cracking along the top of the culvert and sections of misaligned pipe contributed to its "critical" overall rating. The fish habitat in McDonald Creek at this location is rated low with no fish species mapped.

III. Scope of Work

This project consists of replacing the existing culvert with one of the same diameter and location, preferably by trenchless construction techniques. The selected design team will produce contract plans, specifications, and estimates (PS&E) prepared in accordance with the current State of Washington Standard Specifications for Road, Bridge, and Municipal Construction and the City's Design and Construction Standards. The selected team will also 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:

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. Permitting includes SEPA and JARPA documentation. 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 Special Provisions and the City will develop general contract requirements 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, responding to 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. Proposal Content

The submittal shall include the following information:

1. **Brief Description of Firm(s)** – 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.
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.
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 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
2. Lead consultant firm experience
3. Project manager experience and qualifications
4. Technical team experience and qualifications
5. Project understanding and approach
6. Past Performance/References

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. Proposal Deadline

Three (3) copies of the proposal must be received no later than 3:30 PM local time, on Thursday, February 16, 2017 to the following address:

City of Bainbridge Island
Public Works Department
Attn: Chris Munter, PE
280 Madison Avenue North
Bainbridge Island, WA 98110

Submittals received after the deadline will not be accepted.

Questions regarding the project may be directed to Chris Munter, (206) 780-3720, cmunter@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. 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 Chris Munter at cmunter@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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