

**TOWN OF EATONVILLE
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ENGINEERING CONSULTING AND CONSTRUCTION SERVICES
RAINIER AVE AND PENNSYLVANIA AVE FULL DEPTH RECLAMATION
PROJECT**

PURPOSE

The Town of Eatonville requests qualifications from Professional Consulting firms with expertise in design services and project management for roadway transportation and corridor improvement construction projects, with demonstrated expertise for projects funded by the Transportation Improvement Board. Qualified consultants will be considered for the Rainier Ave and Pennsylvania Ave Full Depth Reclamation Design and Construction Engineering of the Project.

DESCRIPTION OF PROJECT

The Rainier Ave and Pennsylvania Ave full depth reclamation project will encompass two separate sections of road. The first on Rainier Ave will be approximately 500 feet from Center St W and progress to the South and have curb placement on one side. This section has a pavement width of 40 feet with two 11-foot travel lanes and a shoulder/parking width of 8ft on both sides. The second section will be Pennsylvania Ave N from Center St. W to Carter St. This section is approximately 600 feet. This section has a pavement width of 22 feet with two 11-foot travel lanes.

Improvements made in conjunction with this project shall consist of a full depth reclamation treatment with new overlay consisting of approximately 1100 feet combined at both locations.

The project improvements as described are in compliance with the goals and objectives of the Town's Transportation Improvement Plan. The plan was adopted in 2019. The selected firm will be responsible for preparation of the Plans, Specifications, and Engineer's Estimate (PS&E) and related tasks required to complete the design of the improvements and providing construction management/administration services during the construction phase of the project.

Project funding will include Transportation Improvement Board grant allocations and the selected Consultant should be prepared to assist the Town in ensuring that all applicable state and local requirements are met to ensure securing the grant funding.

SCOPE OF SERVICES

Design elements include: roadway and pedestrian crossing facilities. The work tasks related to this project include, but are not limited to, the following:

- Review of preliminary planning materials.
- Identification of possible conflicts with existing infrastructure for required project elements. Design for construction of approximately 1100 feet of roadway and parking lanes.
- Design for construction of new ADA pedestrian ramps.
- Environmental planning and preparation of applications, including preparation of all SEPA/NEPA related studies and permit applications.
- Private utility coordination of impacted utilities.
- Preparation of bid and construction documents including plans, contract provisions, quantity estimates and opinion of probable construction costs.
- Bid evaluation and contract award support
- Construction Management and Administration Services.

The below listed services is provided as a guide for the definition of services anticipated for the completion of the project. Upon selection, the consultant will be required to prepare a project specific scope of services to be approved by the Town of Eatonville.

- Design—Provide topographic and base drawing preparation, existing utility information research, prepare design drawings, specifications (contract documents), and Opinion of Probable Construction Cost (“Engineer’s Estimate”).
- Survey—Provide survey services to support design and construction efforts, if needed.
- Environmental Permitting—Research, prepare and submit permit applications. Attend and/or coordinate meetings with environmental agencies as needed.
- Bidding Support—Prepare bid documents, tabulate bids, check apparent low bidder references and prepare contract award recommendation.
- Public Information and Involvement—Prepare informational flyers or meeting notices, assist with public/neighborhood informational meetings, write or review website updates and other related tasks.

- Construction Support—Provide construction administration and observation support, including review of contractor submittals/shop drawings, monthly contractor pay request administration, on-site construction observer and construction record drawing preparation.

CONSULTANT SELECTION CRITERIA

Consultant selection will be based on interviews of the top candidate' firms identified through the RFQ process. A maximum of four (4) firms will be selected to interview based on the submitted RFQs. The successful candidate will be selected based on point values awarded during firm interviews. The following point values will apply: Experience of firm with similar projects (emphasis on TIB requirements), forty (40) points. Expertise of individuals working on the project (emphasis on TIB requirements), forty (40) points, Approach to project, twenty (20) points. Selection of a consultant will be made within fourteen (14) days of the submittal deadline. All consultants submitting a proposal will be notified of our selection. *Please do not contact the Town for status on the selection process.*

Selected consultants may be requested to participate in the Town's interview process prior to a final selection. The interview presentation/components will consist of a 15-minute presentation and 10-minute question and answer period.

CONTENT OF SUBMITTALS

Submittals shall be limited to a total of ten (10) two-sided pages (excluding front and back covers). Five copies of the consultant proposals shall be submitted. **Submittals that exceed the maximum number of pages or have less than five copies will be rejected.** The format shall be as follows:

- A letter of interest signed by a principal of the firm, with a statement of availability to complete the work.
- Qualifications and experience of the staff assigned to the project. Work experience shall be specific to the individual's actual tasks performed on other projects.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- Experience with State Funded project requirements.
- References, including names and telephone numbers of previous clients with similar projects.

TIME LINE FOR SUBMITTALS

The deadline for submission of qualifications is **4:30 p.m., Monday February 28th, 2019.**

If you have questions, please contact Abby Gribi at (360) 832-3361 ext. 105 or e-mail at townadmin@eatonville-wa.gov

Deliver to:

Mike Schaub, Town Mayor
Town of Eatonville
201 Center Street West
Eatonville, WA 98328

The Town of Eatonville encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate forms at 201 Center St W Eatonville WA 98328 M-F 9:00 am – 5:00 pm dates of Publication: February 13, 2019 and February 21, 2019.

The Recipient, 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.