



**City of Ridgefield, WA
Request for Qualifications**

P21001: Pioneer Street Extension Design

<p><u>Request for Qualifications Information:</u></p> <p>Contact Person: Julia Denton Email Address: Julia.Denton@ci.ridgefield.wa.us Contact Phone: 360-857-5048</p> <p>Questions Due: December 9, 2020 at 4 p.m. Submittals Due: December 22, 2020 at 4 p.m.</p>	<p><u>Submit Submittals to:</u></p> <p>Attn: Julia Denton, Procurement Specialist 230 Pioneer Street (City Hall) PO Box 608 Ridgefield, WA 98642</p> <p>Or Bids@ci.ridgefield.wa.us</p>
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Table of Contents

Section 1: Instructions and Contract Information 2

 A. Request for Qualifications 2

 B. Introduction/Background 3

 C. Scope of Work 3

 D. Approximate Timeline 3

 E. Information 4

 F. Addendum 4

 G. General Information Form 4

Section 2: Proposal Submittal And Evaluation Information 5

 A. Submittal Requirements & Procedure 6

 B. Evaluation Process 6

 C. Evaluation Criteria 7

 E. Award of Contract 8

 F. Solicitation General Terms and Conditions 9

Attachments:

Project Location Map

Section 1: Instructions and Contract Information

A. Request for Qualifications

The City of Ridgefield is seeking qualifications from highly qualified firms to provide all pre-construction design services, as well as construction engineering and inspection associated with the Pioneer Street Extension Project. Activities to be completed under this project shall include all design, survey and permitting work necessary to develop a complete plan set and specifications and on-call oversight of the construction. Work shall begin as soon as possible and be fully complete by July 9th, 2021.

Request for Qualifications packets may be examined at: <https://ridgefieldwa.us/government/city-departments/finance-department/current-projects/> or a copy for viewing may be requested by contacting Julia Denton, Bids@ci.ridgefield.wa.us or 360-857-3557.

Questions or Requests for Clarification must be sent to Julia Denton, Procurement Specialist, via email to Bids@ci.ridgefield.wa.us and be received by 4:00 p.m. on **Wednesday, December 9, 2020**. Incomplete or late inquiries may not be considered.

Submittals must be received by the City no later than 4:00 PM (Pacific Time) **Tuesday, December 22, 2020**. Submissions received after the specified time will not be accepted. The City of Ridgefield is not responsible for delays in delivery. Official delivery time shall be documented by City affixed time/date stamp.

Submittals may be delivered via mail, e-mail or hand delivery to: Attn: Julia Denton, Procurement Specialist, City of Ridgefield, 230 Pioneer Street City Hall, PO Box 608, Ridgefield, WA 98642. Submittals shall be in a sealed envelope, and clearly marked "**P21001: Pioneer Street Extension**".

The City of Ridgefield is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities.

The City of Ridgefield 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 in 49 CFR part 26, will be afforded full opportunity to submit qualification statements 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.

The City reserves the right to cancel this request or reject any and all Submittals or to waive any minor formalities of this call if the best interest of the City would be served.



Julia Denton, Procurement Specialist

B. Introduction/Background

The City of Ridgefield, incorporated in 1909, is a rapidly growing community located in northern Clark County, Washington approximately 10 miles north of Vancouver, Washington. Over the next 20 years, the City of Ridgefield expects to grow to a population of over 20,000 persons with an employment base of over 13,000 jobs.

The City has received a BUILD grant from the Federal Highway Administration (FHWA) to expand and extend Pioneer Street from 65th Ave east to a new roundabout and then extend south to the intersection of South 5th Avenue and Union Ridge Parkway, creating a major new arterial road connecting Interstate 5 to the Ridgefield Junction area.

Due to the restrictions of the grant, the project plans and bid documents must be complete by July 9, 2021.

C. Scope of Work

The City of Ridgefield (City) is seeking qualification statements from qualified, licensed engineering firms for all pre-construction design services and construction engineering and inspection services associated with the Pioneer Street Extension Project. Activities to be completed under this project shall include all design, environmental assessment, archeological assessment, survey, Right of Way Acquisition and documentation and permitting work necessary to develop a complete construction bid package, construction engineering and inspection services

The project under this solicitation will be federal, state and locally funded and as such all rules, regulations, statutes and policies whatsoever required by the funding source must be followed including but not limited to Disadvantaged Business Enterprise (DBE) goals and the requirements thereof.

The City goals for this project are as follows:

- o 30% Plans – Due March 19th
- o 50% Plans – Due May 7th
- o 90% Plans & Specifications – Due June 18th
- o Final Contract Plans & Specifications – Due July 9th

D. Approximate Timeline

Solicitation Issued:	Tuesday, December 1, 2020
Questions Due:	Wednesday, December 9, 2020 at 4 p.m. PST
Addendum Due:	Monday, December 14, 2020
Submittals Due:	Tuesday, December 22, 2020 at 4 p.m. PST
Interviews (if needed):	Tuesday, December 29, 2020

Council Approval (if needed): **Thursday, January 14, 2021**
Estimated Notice to Proceed: **Wednesday, January 20, 2021**

E. Information

Questions, substitution, clarification or contract changes requests must be sent to Julia Denton, Procurement Specialist, via email to Bids@ci.ridgefield.wa.us and be received by 4:00 p.m. on **Wednesday, December 9, 2020**. Incomplete or late inquiries may not be considered.

F. Addendum

It is the sole responsibility of the proposer to learn of Addenda, if any. Such information may be obtained at: <https://ridgefieldwa.us/government/city-departments/finance-department/current-projects/>. The City of Ridgefield accepts no responsibility or liability and will provide no accommodation to proposers who fail to check for addendums and submit inadequate or incorrect responses. The final Addenda is expected to be released no later than **Monday, December 14, 2020**.

G. General Information Form

The general information form, on the next page, is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. This form must be signed by a person authorized to submit submittals and enter into contract negotiations on behalf of your firm. **Failure to submit this form may result in your Submittal being deemed non-responsive and rejected.**

Section 2: Proposal Submittal And Evaluation Information

General Information Form

P21001: Pioneer Street Extension

The proposer, under penalty of perjury, hereby certifies that said person(s), firm, association, LLC, or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted. To be considered for this project, the submittals must be completed in accordance with this solicitation and this cover sheet must be attached.

The proposer shall insert the number and date of each Addendum received; leave blank if none received. Proposer is responsible for verifying the actual number of addenda issued prior to submitting a Submittal.

No.____ Date: _____ No.____ Date: _____ No.____ Date: _____ No.____ Date: _____

Authorized Official (Signature)

Date

Print Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address

City, State, Zip

Phone Number

Fax Number

E-Mail Address

Federal Tax ID #

A. Submittal Requirements & Procedure

Submittal Requirements: Submittals should be concise and only include information requested.

- Minimum font size: 12 point
- Any charts, graphs, table of organizations, etc., must be of readable size
- Maximum number of pages shall be 15 single-sided 8.5" x 11" pages.

Submittal Procedure: If delivered by mail, four (4) copies of the Submittal shall be submitted in a sealed envelope and labeled:

P21001: Pioneer Street Extension

Proposals may be delivered via email to Bids@ci.ridgefield.wa.us or via mail to:

Attn: Julia Denton, Procurement Specialist
City of Ridgefield
230 Pioneer Street City Hall
PO Box 608
Ridgefield, WA 98642

- Hand delivery is not encouraged, as Ridgefield City Hall is currently closed.
- All proposals must be delivered and received by City Hall by the time/date listed.
- Proposals submitted by Fax will not be accepted.
- City PO Box mail is usually collected once each business day at 10 a.m. Mail received after that time will not be collected until the next business day, and therefore possibly not received by the City by the due date and time.
- Proposers shall allow enough time for delivery to occur. Official City time/date stamp shall be the sole means used to determine time/date of receipt/acceptance of submittals.
- Submittals received after the listed date and time will not be accepted. The City of Ridgefield is not responsible for delays in delivery.
- **No hourly rates, costs or fees, whatsoever, may be submitted with your submittal.**

B. Evaluation Process

The City will determine the most qualified firm based on the evaluation criteria listed below using predetermined weights and the responsiveness of the Submittal. A subsequent round of interviews may be used to evaluate finalists.

The City reserves the right to conduct interviews of a short list of proposers. If the City decides to conduct interviews, the interview sessions will be evaluated in a manner similar to the response. Topics covered in the interview session shall include the topics

listed under the “Evaluation Criteria” section plus any additional, relevant topics which may arise during both the formal presentation and the question and answer portions of the interview. If interviews are conducted and if your firm is selected for an interview, you will be contacted by the City for next steps.

C. Evaluation Criteria

These instructions were prepared to aid in Submittal development. They also provide for a structured format so reviewers can systematically evaluate several submittals. The Submittal package must include all the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each Submittal shall include:

1. Firm Profile

Proposing consultants shall include a brief profile of their firm(s). This profile should provide an overview of the firm’s areas of expertise (specifically transportation), its history, primary market area, the current availability of firm personnel to complete the proposed project. If the proposing firm uses a sub-consultant, each participating firm should provide a firm profile. This section is intended to familiarize the City with the proposing consultant firms.

2. Professional Qualifications and Expertise of Key Personnel

The project manager must be highly skilled at managing transportation projects and FHWA requirements to ensure that they are delivered within scope, according to schedule, and within budget. The submittal should also discuss how the project manager would consistently ensure high quality of work and their proven performance and experience in managing and delivering transportation projects in an expedited process. Discussion of other key personnel (task leaders) including expertise and experience in design of asphalt oriented transportation projects, and construction engineering and observation on projects.

3. Recent Experience with Similar Projects

This section of the submittal should contain brief descriptions of the consultant’s recent and successful past performance on agreements with governmental entities and private industry for the type of work described above. For each project, the consultant should provide a brief description of what services were provided and the outcome of the projects. In addition, the project manager, start and end dates (actual and planned), and the total dollar value (actual and planned) of each project should be provided.

4. Project Approach

The submittal must include a brief section on the approach to be taken with this project to complete plans and specifications prior to July 9, 2021. This section should discuss the concept and type of plans, specifications and estimate package necessary for this nature of project.

5. References

Submittals must provide at least three (3) references for similar projects. References should also be recent (within the last 2 years) or current clients. References for sub-consultants (if applicable) should be relevant to the proposed role of these services. Provide the name, title, organization, and telephone number for each reference listed.

D. Evaluation Scoring

The City's choice of Consultant will be made by evaluating the Submittal submitted. Each Submittal received in response to this Solicitation will be evaluated and scored as follows:

1. Firm Profile (25 weighted factor)
2. Qualifications and Experience (25 weighted factor)
3. Recent Experience with Similar Projects (15 weighted factor)
4. Project Approach (25 weighted factor)
5. References (10 weighted factor)

E. Award of Contract

Once selected, the City will negotiate a scope of services and a fee that is fair and reasonable as noted above. The City will attempt to reach a final agreement with the highest scoring responding proposer. However, the City may, at its sole discretion, terminate negotiations and reject the Submittal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the next highest scoring proposer and may continue on, in the same manner, with remaining the proposers until an agreement is reached.

The successful consultant (s) shall enter into a Washington State Department of Transportation professional services agreement with the City, which can be found at: <https://wsdot.wa.gov/LocalPrograms/LAG/CAI.htm> along with the Local Agency Guidelines (LAG) requirements. These terms and conditions (T&C's) are meant to be non-negotiable per LAG's. This solicitation and the successful Proposer's response shall be incorporated in and become a part of the final contract.

Award of the contract shall be made with reasonable promptness by giving verbal and written notice to the proposer whose Submittal best conforms to the request, receives the highest score through the evaluation process, and which will be the most advantageous to the City. It is the intent of the City to award a contract on a fair and competitive basis. All performance and technical standards stated in the solicitation must be met as a condition of Submittal acceptance.

In the event that a proposer has concerns with said Contract, they must address those concerns within question timeframe. Requests to modify the Contract after the solicitation's closing date and time will not be considered. The City will consider all concerns but is not obligated to change any part of said terms & conditions.

For contract exceeding \$100,000, upon successful completion of contract negotiations, a recommendation will be forwarded to City Council for approval. Until approved by City Council, no contract can be executed and no award is final.

F. Solicitation General Terms and Conditions

Reimbursement

The City will not reimburse proposers for any costs involved in the preparation and submission of responses to this Solicitation or in the preparation for and attendance at subsequent interviews. Furthermore, this Solicitation does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to request any Proposer to clarify their Submittal or to supply any additional material deemed necessary to assist in the evaluation of the Proposer.

City Business License

Pursuant to Ridgefield Municipal Code Chapter 5.04 Consultants will be required to get a City of Ridgefield business license endorsement when performing work within the City of Ridgefield, unless allowable exemptions apply, for additional information, please visit: <https://ridgefieldwa.us/businesses/business-license/>.

eVerify

Consultant shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Contract. Consultant shall ensure all Consultant employees and any sub-consultant(s) assigned to perform Work are eligible to work in the United States. Consultant shall provide verification of compliance upon City request. Failure by Consultant to comply with this subsection shall be considered a material breach.

Cooperative Purchasing

The Washington State Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this RFP, Firms/Suppliers agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City of Ridgefield incurring any financial or legal liability for such purchases. The City of Ridgefield agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City of Ridgefield is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

Public Records and Proprietary Material

Proposers should be aware that any records they submit to the City or that are used by the City even if the proposers possess the records may be public records under the Washington Public Records Act (RCW 42.56). The City must promptly disclose public

records upon request unless a statute exempts them from disclosure. Proposers should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific.

Proposers should clearly mark any record they believe is exempt from disclosure.

Upon receipt of a request for public disclosure, the City will notify the solicitation proposer of any public disclosure request for the proposer's Submittal. If the proposer believes its records are exempt from disclosure, it is the proposer's sole responsibility to pursue a lawsuit under RCW 42.56.540 to enjoin disclosure. It is the proposer's discretionary decision whether to file such a lawsuit. However, if the proposer does not timely obtain and serve an injunction, the City will disclose the records, in accordance with applicable law.

Project Location Map

The work in yellow is completed. The proposal will be for the work shown in dark lines.

