

CITY OF CHELAN – PUBLIC WORKS DEPARTMENT

REQUEST FOR QUALIFICATIONS for JOHNSON AVE AND SANDERS ST INTERSECTION IMPROVEMENTS PROJECT

The City of Chelan Public Works Department is requesting interested firms to submit their qualifications for professional traffic design and engineering services for the Johnson Ave and Sanders St Intersection Improvements Project.

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

Project Description

The intersection of E Johnson Ave and Sanders St is a 4-way stop controlled intersection. Each leg of the intersection has a different roadway section and consists of pedestrian bulb-outs on each corner. The work to be performed by the consultant may include, but not be limited to the following:

- 1. Completion of an Intersection Control Evaluation (ICE)*
- 2. Pre-design/Public Outreach*
- 3. Permitting Assistance*
- 4. Survey*
- 5. 60%, 90%, and Final Plans, Specifications, and Cost Estimate*

The City of Chelan retains the right to retain the services of the successful firm(s) for any subsequent phases associated with this project.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

1. Qualification of Proposed Project Manager
2. Qualifications/Expertise of Firm
3. Ability to meet Schedule(s)
4. Approach to project
5. Familiarity with WSDOT Standards
6. Approach to public outreach
7. Past Performance/References

Submittal

Qualifications will only be accepted from firms that can demonstrate having had a broad background and extensive experience in the field of Traffic Intersection Design & Engineering, and the ability to perform any/all projects of similar complexity.

Please submit five (5) copies of your response no later than Wednesday March 27, 2019 at 5:00 p.m..

Submittals should be marked “**Johnson Ave and Sanders St Intersection Improvements Project**” and be addressed to:

City of Chelan
ATTN: Jake Youngren, Public Works Director
135 E Johnson Avenue
PO Box 1669
Chelan, WA 98816

SELECTION

The selection process shall be in accordance with standard practices, and a selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 13672 (affirmative Action to Ensure Equal Employment Opportunity), to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation), and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope of work. If deemed necessary by the committee, up to three firms may be invited for interviews. Interviews may be located at the City Hall office. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the project’s needs and special challenges, and the sponsor’s special concerns.
2. Degree of interest and responsiveness shown in undertaking the project.
3. Overall quality of the response.
4. Demonstration of ability to meet the Public Works Department needs.

The City of Chelan reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate, but are unable to agree upon a detailed scope of work or cost of contract.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. Cost and fee information shall be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No informational meeting will be scheduled, but additional information may be provided upon request.

Phone: (509) 682-8030 or e-mail: jyoungren@cityofchelan.us

INCURRING COSTS

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City of Chelan. The City of Chelan reserves the right to reject any or all submittals.

Each consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.