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| Issued: | 04/04/2018 and 04/11/2018 |
| Proposals due: | 04/18/2018 by 2:00 PM |

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1. PROJECT INFORMATION

1.1. Project Summary Information

The City of Lynnwood Public Works Department (City) has prepared this Request for Proposal (RFP) to retain an experienced and qualified engineering consulting firm to provide Engineering Services (Services) for the 188th Street SW Flood Wall project. The project is a stormwater capital improvement project related to flood control.

Project Location

The project is located adjacent to the intersection of 188th Ave SW and 55th Ave W in Lynnwood, WA. The project vicinity map is shown on the coversheet of this RFP.

Summary Scope:

Full PS&E for 200LF of low (1.5' +/-) flood wall and a culvert joint repair.

Summary Budget Information:

Design budget = \$61,600 for design and permitting (Planning Level Estimate)
Fund 411, Surface Water Utility

Summary Timeline:

August 2017 to March 2018

Type of contract:

The selected Consultant firm will be expected to enter into a contract with the City using the City of Lynnwood Standard Agreement for Professional Services (Consultant Agreement) using Cost plus fixed fee method of payment. A copy of this agreement can be made available, in advance of the proposal deadline, by the project manager upon request. For more details on Contract Development see Section 3.2 below.

Project Manager

Robert Victor, P.E.
City of Lynnwood
Public Works Department
19100 44th Ave W
Lynnwood, WA 98036
rvictor@lynnwoodwa.gov / 425-670-5216

1.2. Background

The 188th Flood Wall project is the first, highest-priority project in the City of Lynnwood's Scriber Creek Corridor Management Plan (Plan). The Plan, adopted by City Council in 2017, is the resulting engineering guidance document for flood reduction improvements in the Scriber Creek corridor between HWY 99 (SR 99) and 196th Street SW (SR 524) in Lynnwood. The Plan was the primary deliverable from a multi-year study of this section of the corridor called the Scriber Creek Flood Reduction Study (Study).

The Study was initiated to respond to nuisance flooding within a specified section of the Scriber Creek corridor. Prior to the study taking place, a series of culvert improvements were planned at 188th ST SW, 189th ST SW, 190th ST SW and 191st ST SW. While these planned culvert improvements would alleviate localized flooding to some extent within right-of-way, City Staff recognized that the replacement of the culverts had a potential to increase peak flows at other nuisance flooding locations downstream of the planned culverts, most of which are located on private property. The primary goal of the study was to determine the improvements that could be made, through a combination of storage and conveyance improvements, to reduce flooding within the study area of the corridor without increasing the risk of flooding downstream of Scriber Lake.

Since there were several private residences and businesses affected by nuisance flooding in the study area, and it was clear that some form of private/public partnership would need to be developed for some projects, the first phase of the Study was to perform public outreach and project chartering. The City formed a Citizen's advisory group to develop recommendations for overall corridor improvements. These recommendations were outlined in a report that was presented to Council in September 2014. These recommendations acted as a guidance document for the engineering phase of the Study.

Between September 2014 and October 2017, the engineering phase of the Study was performed. The consultant team that worked on the project performed system wide modeling, reviewing both current and several future improvement scenarios, and developed a preferred alternative approach for improving the corridor. The preferred alternative was a group of projects, with an associated implementation order, that could be implemented without increasing the risk of flooding downstream of Scriber Lake. The projects on the list were then scoped and estimated at the planning level. This project list, with associated project summary sheets, as well as the work performed from both phases of the study, are documented in the Plan. Copies of the plan are located on the project page for the Scriber Creek Flood Reduction Study as noted in section 1.3 below.

The first planned project from the Plan is the 188th Street SW Flood Wall project. This project proposes to construct approximately 200 LF of 1.5' high concrete flood wall to achieve additional flood attenuation at the City property located north of 188th Street SW at 55th Ave SW during peak flow events. As part of the design effort, repairs to a section of the 188th Street SW culvert (at 55th Ave W) will be included. If possible, the City would like to consider trenchless methods of repair for the culvert.

1.3. Documents Available for Review

Existing documents for the Project are available at <http://www.lynnwoodwa.gov/City-Services/Engineering-Services/Public-Projects-and-Programs/Storm-Water-Projects/Scriber-Creek-Flood-Reduction-Study.htm>

- Scriber Creek Corridor Management Plan, October 2016.

- Scriber Creek Flood Reduction Advisory Committee Final Report and Recommendations to City Council, July 2014.

1.4. Funding and Programming

Table 1: Project Funding

| Project Phase | Amount | Status |
|----------------------------|-----------|-----------|
| Design | \$40,700 | Allocated |
| Environmental / Permitting | \$20,900 | Allocated |
| Construction | \$199,500 | Allocated |

Table 2: Project Programming

| Project Milestone | Proposed Schedule |
|--|--|
| Consultant Selection | Apr. – May 2018 |
| Contract Negotiations and Approval | May – Aug. 2018 |
| 60 % PS&E | Nov. 16th 2018 |
| Environmental Permitting | Sep. – Feb. 2018 |
| 90% PS&E | Feb. 1 st 2019 |
| 100% PS&E | Mar. 15 th 2019 |
| Bidding | Mar. 19 th – Mar. 30 th 2019 |
| Bid Review and Award | April 2019 |
| Contract Execution and Preliminary Matters | May 2019 |
| Start of Construction | July 1 st , 2019 |
| Project Completion | Sept. 2019 |

2. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

2.1. Project Goals

Project goals include the following:

- Flood reduction actions need to be implemented quickly and successfully.
- The project needs to help restore the holistic functionality of the corridor.
- The improvements should improve the quality of life for those living and working in the corridor.
- Improve aesthetics of the area with the project.

2.2. Project Objectives

Objectives for the Project include:

- The project will consider, and build upon, the prior work performed to develop the Scriber Creek Corridor Management Plan (i.e. Scriber Creek Flood Reduction Study).
- The project will consider the goals, objectives and priorities outlined in the Citizen's Advisory Group recommendations to the extent that it is applicable to the project.
- Expedite design and environmental permitting to allow construction in 2018. The consultant will need to provide proactive, ongoing support to help expedite the permitting process to the extent practical. The extemporaneous, chronological tracking of submittals and correspondence related to environmental permit review is desired. It is desired that any permit reviews and delays are monitored and checked for status in an ongoing and proactive manner.
- Construct a flood wall that will mitigate flooding of 188th ST SW to the 25-year return period.
- Design solutions for the flood wall shall consider need for future maintenance of stream channel, access by equipment, and debris removal due to beaver activity.
- The project will perform a repair to the culvert at 188th. The City will be assessing the condition of the pipe and the location of the repair. Creative technical solutions such as trenchless section, point and/or joint repairs are desired, if possible.
- If an open cut repair is needed, the consultant will be required to develop traffic control plans, detour routes and advance notification signing.
- Find design solutions that can be constructed in an expedient manner so that impacts to traffic on 188th ST SW and bypassing of Scriber Creek can be minimized.
- Utility coordination should be addressed at the beginning of the project, to the extent feasible. The project will consider the need for potholing and/or subsurface utility engineering to minimize utility conflicts.
- The project will go through a documented internal QA/QC process, which shall include at least one (1 ea.) constructability review by the consultant at 90% PS&E.
- The project will inform the public of project status and gain public input into the project during an open house.
- Obtain project permits prior to bid advertisement.
- Consult with appropriate regulatory agencies and City to obtain permits and approval as applicable.

- Meet the project programming mentioned in Section 1.4 to the extent feasible.

2.3. Products and Services

The scope of services solicited in this RFP encompasses work necessary to complete the planning, coordination, design and environmental permitting components of the Project in accordance with State and Local requirements and applicable laws and regulations. The selected consultant will prepare plans, reports, maps, permit applications, specifications, and other supporting documentation required to obtain permits and bid the project. The consultant should be prepared to dedicate the resources and labor needed to deliver the required services in an expedited and/or compressed time frame. The specific scope of work will be developed by the selected consultant with guidance and direction the City and incorporated into the final contract along with the fee estimate and a project schedule. Products and services may include, but are not limited to, the following:

- Project Management and Administration
- Project meetings
- Topographic survey and basemap preparation
- SEPA checklist
- Environmental documentation
- Permit applications
- Geotechnical assessment and report (subsurface, foundation design, dewatering, etc.)
- Utility coordination / Subsurface Utility Engineering (SUE)
- Traffic control plans
- Detour routes and signing
- Aesthetics review and enhancements (if practical)
- Plans, Specifications and Estimates (60%, 90% & Bid Set)
- Constructability review (90% submittal)
- Temporary erosion and sediment control plans
- Stormwater pollution prevention plan
- Stream diversion and bypass pumping plans
- Dewatering plans
- Site restoration and planting plans (as applicable)
- Exhibits for public meetings and outreach materials
- Limited bidding support

2.4. Work Performed by Others

The following items performed by the City, will include, but may not be limited to, the following:

- City will perform stream bypassing and CCTV inspection of the culvert at 188th ST SW. The inspection video will be provided to the consultant as part of the consultant's request for information submittal at the beginning of the project.
- The City project manager will schedule City Staff for requested and/or required meetings.
- The City will provide all available City information to the consultant upon submittal of a written RFI.
- The City project manager will route and track the status of internal City PS&E review.
- The City will perform the mailer, door-hanging, and planning for the Open House.
- The City will manage advertisement and will post PS&E on our online plan center at BXWA.com
- The City will plan and host the bid opening.

3. Submittal Requirements

The purpose of the proposal is to demonstrate the consultant's ability and capacity for supporting the City's successful completion of the Project with respect to project goals and objectives. The following is the format and content requirements for submitted proposals:

3.1. Content and Format Requirements

Submittal Format

Consultant candidates shall provide both one (1 ea.) electronic copy (either on CD or via e-mail attachment under 20mB in size) and six (6 ea.) bound hard-copies of the proposal delivered to City Hall as specified below. Submittals will be limited to twelve (12 ea.) pages of content plus a resume attachment. The general format of the submittal packet should try to stay at 8.5" x 11". However, up to 4 ea. sheets of 11" x 17" sheets will be allowed to incorporate important figures and charts. Please tri-fold any 11" x 17" sheets used. The resume attachment should consist of one (1 ea.) page resumes of key personnel. Please endeavor to be clear and concise with the information presented.

Transmittal Letter

The transmittal letter shall be addressed to the project manager contact identified in Section 3.2 below. The letter shall provide the consultant's primary contact information, list any sub-consultants, and identify the offices where work will be conducted. The letter shall note any exceptions, objections, or requested changes to the RFP or City of Lynnwood Standard Agreement for Professional Services (Consultant Agreement).

PROPOSAL Package

The submitted PROPOSAL shall include the following elements:

1. Project Team:

Identify the members of your team, including sub-consultants (if any), and describe each member's role and responsibilities. Discuss the availability, and projected utilization rates, of key staff to be assigned to the project. Provide an explanation of how the project principal and/or project manager will assure adequate resources are provided to deliver services within project time constraints. Please explain how your firm would respond and adjust to unknowns and address risks with project delivery. For the project manager, please indicate the project managers leadership style and what they perceive as important focus points for successful project management. Please identify the member of the project team that will be performing the constructability review, and their construction experience. Include an organizational chart.

2. Qualifications and Experience:

Describe your team's qualifications and relevant experience related to the products and services required for this project. Specifically highlight the relevant qualifications and experience of the project manager and the permitting lead assigned to the project. Discuss how the project team members qualifications and experience will help assure efficient, effective, quality services will be provided. Discuss the project teams experience successfully working through the regulatory permitting process and the teams approach for managing, documenting and expediting permit applications and reviews. Explain the project teams experience with trenchless pipe repair options.

3. Experience with Similar Projects:

Please provide information regarding the firm, and the project manager's, experience with relevant and/or similar projects. Please include up to three (3 ea.) supporting example projects. Bullet list project scope elements or other descriptors that help elaborate the required project work. Please note and special conditions, constraints, risks, innovations, ideas or project approaches that helped facilitate project design and/or delivery. Please include at least one example of a trenchless repair project (included in 3 ea. limit).

4. Project Understanding and Approach:

Please provide us with a narrative of your firms understanding and approach to this project. Please describe what your firm anticipates will be key requirements, constraints, risks, and critical path items of work. Please explain the techniques, methods, strategies or tools that may be needed to deliver the project objectives given project constraints. Consider outlining ways in which your firm proposes to assure timely delivery and quality assurance. Outline any strengths, abilities, relationships, practices and/or capabilities that the project team proposes to use and how it will benefit project delivery and/or add value to the project. This section is intentionally vague and intended to be an area where the firm can showcase their insight and knowledge of project requirements and sell their ability to actively manage, deliver and add value to the project.

5. References:

Submittals shall include reference information from a minimum of three former clients, preferably government agencies. The reference information must be current and applicable to the projects examples presented in the proposal.

Each reference shall include:

- a. The agency name, address, email address and telephone number for the current contact person of each referenced client.
- b. The dates of the work performed for referenced clients.
- c. A brief summary of the services performed for the referenced clients.

6. Attachments (exclusive of page count):

- a. Staff Résumés - Résumés of key staff, one (1 ea.) page limit

3.2. Deadline for Delivery of Submittals:

The deadline for submission of an PROPOSAL is 2:00 p.m. on April 18th, 2018. Submittals shall be delivered, mailed and emailed to:

City of Lynnwood
Public Works Department
ATTN: Robert Victor, P.E., Project
Manager
19100 44th Ave W, Lynnwood, WA 98036
rvictor@lynnwoodwa.gov

Submittals received by any City office other than the Public Works Department will be rejected and returned unopened. Time is of the essence, and any submittals arriving after the above-referenced submission deadline, whether by mail or otherwise, will not be considered (postmarks will not be accepted in lieu of this requirement). It is the sole responsibility of the consultant candidate to ensure that its proposal is received before the submission deadline.

4. Selection and Contract Development

4.1. Selection Process

The selection process will include both a proposal review process and an interview process for short-listed firms. The review of written proposals will take between 2-3 weeks for the City to review. All firms submitting

proposals will be contacted as to the status of their proposal once short-listed firms have been selected. Proposals will be evaluated based on selection criteria outlined below.

Interviews will be scheduled over the following 1-2 weeks with short-listed firms. Selected firms should plan to have the project principal, project manager to be assigned to the project, and up to three other key project team members and/or subconsultant representatives present during interviews. Interviews will be one hour in length. The format of the interview will be an informal question and answer format. Consultants scheduled for interviews will be provided the list of questions in advance. Firms participating in interviews will be contacted shortly after interviews are held and informed of the City's final selection.

4.2. Selection Criteria

Consultant proposals will be evaluated based on the following selection criteria:

- Experience and qualifications of project team members with a focus on the project manager and environmental lead.
- The consulting firms experience with similar projects, with supporting example projects.
- The environmental leads experience leading permitting efforts on similar projects, with descriptions of anticipated permitting requirements and anticipated permitting timeline constraints.
- The firms experience with various forms of trenchless pipe repair, including some anticipated repair methods that might be anticipated.
- The project team's ability to commit time and resources to delivering the project for bidding in Spring of 2018, including any time saving approaches that the firm thinks could be taken to expedite delivery.
- The project teams experience and ability to conduct a constructability review, focusing on the team member that will be performing this review.
- The project teams approach to delivering the project, including any identified critical path work items, permits needed, approach to permit expediting and management, project scope elements, risks and/or other considerations that would need to be accounted for during project development and delivery.

4.3. City Process for Review and Rating of Proposals

The City's standard process for reviewing and rating proposals proceeds as follows:

1. The City will designate an internal consultant selection committee to evaluate each proposal submitted in response to this RFP.
2. Selection committee members will independently develop an initial rating of each proposal using the evaluation criteria and weighted values.
3. Based on the average initial ratings across all reviewers, the committee will establish a short-list of the candidates to be interviewed. All consultant candidates will be notified of the results of the initial reviews.
4. The committee will typically choose to interview between two and four of the short-listed candidates, depending on the outcome of the initial rating process.
5. Based on the submitted proposals and project goals/objectives, the committee will develop a list of questions to be asked during the interviews. Sample questions for interviews, will be sent to the short-listed candidates in advance of the interviews.
6. Based on the submitted proposals and/or the interview results, the committee will develop a final rating of the interviewed candidates. All consultant candidates will be notified of the results of the final reviews.

4.4. Contract Development

The selected consultant firm will be expected to negotiate and enter into a contract with the City using the City's standard contract. The process typically proceeds as follows:

1. The City will schedule a scoping meeting with the highest-ranking consultant candidate to discuss specific details of the scope of work. At the time of the scoping meeting the consultant shall obtain both a copy of the City's Scope and Fee Preparation Guidelines and an example of the Lynnwood Standard Agreement for Professional Services (Consultant Agreement) for review.
2. The consultant candidate will be asked to enter into an Agreement using the Lynnwood Standard Agreement for Professional Services. The consultant shall review the Standard Agreement and all insurance and bonding requirements noted therein. The City reserves the right to terminate negotiations in cases where the firm declines to use the City's standard contract or accept the conditions of the Standard Agreement.
3. The consultant candidate will be asked to submit a detailed scope of work, schedule, and fee estimate. The scope, fee estimate, contract schedule proposal will need to be consistent with the City of Lynnwood Scope and Fee Preparation Guidelines and provide the requested Work Breakdown Structure (WBS). The scope of work, schedule, and cost proposal will be incorporated into the contract as exhibits.
4. During negotiations the consultant will be required to submit a current WSDOT-audited overhead for both the prime consultant and any applicable subconsultants per the WSDOT Local

Agency Guidelines. Consultants that do not have current WSDOT audited overhead rates may use Safe-Harbor rates.

5. The consultant will also need to provide certified payroll registers for all personnel working on the project for both prime consultants and subconsultants.
6. Fixed Fee rates will be negotiated with the City. For reference the City will follow Local Agency Guidelines procedures for determining equitable Fixed Fee Rates.
7. Prior to entering into a contract with the City the candidate must submit a current City of Lynnwood business license.
8. If applicable, DBE documentation required by the LAG manual need to be submitted.
9. Prior to contract award the City will conduct a background check as needed.
10. If the City is unable to successfully negotiate a satisfactory contract with the highest-rank consultant candidate, the City reserves the right to commence negotiations with the remaining candidates in order of their ranking. This process will continue until either an agreement is reached or the City decides to re-advertise the RFP.

5. General Conditions

5.1 Requests for Supplemental Information

The City reserves the right to require the submittal of additional information that supplements or explains response materials.

5.2 Interpretation of RFP

The consultant candidate is responsible for meeting all the requirements, specifications, and conditions stated in this RFP. If the consultant candidate finds discrepancies in, or omissions from, the RFP, or is in doubt as to the meaning of a portion thereof, a written request for interpretation or correction should be made to the City. Such inquiries shall be directed to the project manager in written format.

Any changes to this RFP will be made and distributed only by written addendum hereto.

5.3 Right to Reject Submittals

The City reserves the unqualified right to reject any and/or all submittals received in response to this RFP, or to waive, at its discretion, any irregularity, which the City deems reasonably correctable or otherwise not warranting rejection of a submittal.

5.4 Cancellation of RFP

The RFP process may be canceled after opening, but prior to award, if the City determines that cancellation is in the best interest of the City for reasons like the following:

1. The services are no longer required.
2. The submittals received did not arrive in open competition, were collusive or were not submitted in good faith.

3. The City determines that its needs can be satisfied through an alternative method.

The City hereby reserves the right to amend or modify this RFP prior to award of a contract, as necessity may dictate, and to reject any and/or all submittals received hereunder. This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation a submittal in response to this RFP. The City reserves the right to accept or reject any or all submittals received because of this RFP, to negotiate with any qualified source or to cancel in part or in its entirety this RFP, if it is in the best interest of the City as determined thereby.

5.5 Reimbursement of Costs

No reimbursement whatsoever will be made by the City for any costs incurred by consultant candidates related to the preparation or presentation of responses to this RFP.

5.6 Notification of Withdrawal of Submittal

A consultant candidate may withdraw its submittal at any time prior to the submission deadline upon formal written notice. Submittals shall become the property of the City after the submission deadline has passed.

5.7 Public Records and Trade Secrets

All submittals received in response to this RFP shall become the property of the City and are subject to disclosure.

5.8 Supplemental Work

The City reserves the right, if determined to be in the best interests of the City, additional follow up tasks and project work may be included as later supplements to the scope of work outlined in this RFP. This may include, but shall not be limited to, any additional studies, reports, planning, design, construction administration and support, and any other tasks related to the development and delivery of this project and/or the Scriber Creek Corridor Management Plan.

5.9 Evidence of Insurability/Business License

If selected the firm must be able to provide proof of insurance and City of Lynnwood business license.

5.10 Contract Audit and Review Process Requirements

All projects are subject to the contract audit and review per local, state and federal requirements.

5.11 Financial Management and Accounting System Requirements

The selected consultant must have in place an adequate financial management and accounting system as required by Federal Acquisition Regulations (FAR) requirements.

5.12 Underutilized Disadvantaged Business Enterprises

Not applicable

5.13 Non-Discrimination Requirements

The City of Lynnwood 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.

5.14 Conflict of Interest

Consultant candidates warrant and covenant that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been used, employed, retained, compensated or been gifted in any manner to solicit or assist in the procuring of the resulting contract in accordance with Lynnwood Municipal Code Section 2.94.040.