

City of Lynnwood, Washington  
Request For Proposals  
Consultant Construction Management Services  
**36<sup>th</sup> Avenue West Improvements Project**  
**Response Deadline: 4:00 pm January 19, 2018**

The City of Lynnwood Public Works Department (City) has prepared this Request for Proposals (RFP) to retain an experienced and qualified engineering consulting firm for Construction Management professional services (Services) for the 36th Ave. W. Improvement Project (Project). The City is requesting proposals from consulting firms with expertise, resources, and capabilities in construction management of federally funded and Transportation Improvement Board (TIB) funded transportation capital projects.

**PROJECT OVERVIEW**

The City of Lynnwood (City) proposes improvements to one mile of 36th/35th Avenue West, from Maple Road/179th Street SW to south of 164<sup>th</sup> St SW. The proposed project will add a two-way left turn lane; a traffic signal; a roundabout; continuous curb, sidewalks, and bicycle facilities on both sides of the street for the length of the corridor. The pavement section will be reconstructed to current standards for urban arterials and appropriate adjustments will be made to traffic signal phasing to optimize timing.

The construction for this project includes but is not limited to: select demolition and removal; rehabilitation of the roadway using the full depth reclamation approach and hot mix asphalt; construction of cement concrete sidewalks, curb ramps, curbs and gutters, stormwater systems and detention tanks, block retaining walls, soldier pile retaining walls, utility modifications such as relocation of existing water meters, service lines, hydrants, and water and gas valves; a new traffic signal system at the intersection of 36 Avenue West and Maple Road/179th Street SW and other electrical appurtenances including a service cabinet, electrical lines and junction boxes, a new roundabout at the intersection of 36th Avenue West and 172th Street SW, pavement markings, traffic control, landscaping, wetland mitigation, property restoration, and other miscellaneous work.

Additional background information can be found on the project website: <http://www.lynnwoodwa.gov/City-Services/Engineering-Services/Public-Projects-and-Programs/Streets-Projects/35th-36th-Ave-W-Improvements--Maple-to-Hwy-99.htm>

**PRELIMINARY TIMELINE**

Proposal Submittals Due:	January 19, 2018
Consultant Short-List:	January 26, 2018
Consultant Interviews:	February 2, 2018
Consultant Selection:	February 5, 2018
Consultant Contract Award:	Spring 2018
Construction Start:	Summer 2018
Construction End:	Summer 2019

## SCOPE OF SERVICES

Consultant services for construction management may include resident engineering, contract administration, inspection and testing, as well as other related tasks. The scope of services may include but is not limited to the following tasks:

1. Project Management Services and Pre-Construction Support
2. Document Review and Construction Phase Consultation
3. On-Site Daily Construction Observation, Inspection, and Management
4. On-call Assistance during Construction
5. Assistance with Record Drawings
6. Documentation Control
7. Public outreach
8. Material testing
9. Administrative Office Space
10. Claims/Disputes Support
11. Closeout support

The specific scope of work will be developed by the selected consultant with directions from the City and incorporated into the final contract as an exhibit.

## **DESIRED QUALIFICATIONS**

+ Core team members to include:

- Construction manager (Resident Engineer): with experience managing federally funded contracts that are more than \$7M for cities in Washington State, and contracts that have the following elements: roundabout, traffic signal, full depth reclamation.
- Inspectors: with experience inspecting federally funded contracts that are more than \$7M for cities in Washington State, and contracts that have the following elements: roundabout, traffic signal, full depth reclamation. Inspectors must also have experience with material documentation on federal projects.
- Licensed geotechnical engineer: with experience working on full depth reclamation projects.
- Construction management coordinator: with experience performing contract administration for federally funded project that are more than \$7M for cities in Washington State.

+ Capability of utilizing local agencies' procedures, file system structure, documents (i.e. Change Order Forms, RFI, ROM structure) and other WSDOT LAG's forms as approved.

## **CONTENT & FORMAT OF PROPOSAL SUBMITTALS:**

The proposal, including executive summary, shall not be more than 20 single-sided, single-space, typewritten, 8 ½" x 11" pages. Font size is 12-point minimum. The content should be presented in the following order:

- a) **Executive Summary**: Include key elements of the proposal, an overview of the project team, contact information (physical address of office location, and project manager's email address and phone number). **[10 pts]**
- b) **Qualifications / Experience of Construction Manager (Resident Engineer)**: Provide up to three (3) project examples for the proposed Construction Manager that demonstrates how his/her experience match against the **desired qualifications**. Include client's name, project's completion date and roles/responsibilities for each project. *Note: information may be used for reference check.* **[40 pts]**
- c) **Qualifications / Experience of Project Team**: List all personnel (excluding the construction manager) for the project team and their role/responsibility on the project. Provide up to three (3) project examples for each core team member (excluding the construction manager) to demonstrate how his/her related

qualifications and experience match against the desired qualifications. Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of the core team member on those project(s). [40 pts]

- d) **Project Management Approach:** Describe your approach to successfully manage this project. [10pts]

**Submittal:** Three (3) bound copies delivered to the address below, and one (1) electronic copy of the proposal shall be submitted to project manager via email:

Ngan Ha Yang, PE  
19100 44<sup>th</sup> Ave W, Lynnwood, WA 98036  
[nyang@lynnwoodwa.gov](mailto:nyang@lynnwoodwa.gov)

**SELECTION PROCESS:**

The City will select one or more firms from the submitted proposals for an interview. Selected firms will be notified by January 26, 2018. Interviews will likely be scheduled to take place on February 2, 2018.

Any firm failing to submit information in accordance with the procedures set forth in the RFP may be subject to disqualification. The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by email by the City as soon as practical.

This project may involve Federal funds and local match dollars. Therefore, all prospective consultants and vendors are advised that federally funded projects will be held to Federal EEO requirements, Title I and Title V of the Americans with Disabilities Act of 1990, and Title VII of the Civil Rights Act of 1964.

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 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.

The City of Lynnwood, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commit 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 Ngan Ha Yang at [nyang@lynnwoodwa.gov](mailto:nyang@lynnwoodwa.gov) or by calling (425) 670-5209.

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