

City of Lynnwood, Washington  
Request for Qualifications (RFQ)  
Consultant for Construction Management Services  
**196<sup>th</sup> Street SW (SR 524) Improvements Project**  
**Response Deadline: 4:00 PM on September 5, 2019**

The City of Lynnwood Public Works Department (City) has prepared this Request for Qualifications (RFQ) to retain an experienced and qualified engineering consulting firm to provide Construction Management services (Services) for the 196<sup>th</sup> Street SW (SR 524) Improvement Project (Project). The City is requesting Statement of Qualifications (SOQ) from consulting firms with expertise, resources, and capabilities in construction management of federally funded and Washington State Transportation Improvement Board (TIB) funded transportation capital projects. A WSDOT mandatory 9 % Underutilized Disadvantaged Business Enterprise (UDBE) goal has been set for the successful candidate awarded to the Construction Management Services contract. Submittal of a UDBE Participation Plan is required. The CM Services contract is anticipated to begin in December of 2019 and end in late 2022.

**PROJECT OVERVIEW**

The City proposes improvements to approximately 0.7 miles of 196<sup>th</sup> Street SW (SR 524) from 48<sup>th</sup> Avenue West to 36<sup>th</sup> Avenue West. The improvements are needed to accommodate future growth envisioned for City Center and to create an enhanced pedestrian environment with a boulevard appearance.

**The proposed improvements** include expanding the existing five-lane roadway to seven lanes by adding Business Access and Transit lanes in each direction. The existing center left-turn lane will be replaced by a landscape median, limiting left-turn access. Three intersections within the project limits will be reconfigured to allow U-turns. Pedestrian facilities will be improved on both sides of the street, consisting of wider sidewalks with street trees. Overhead to underground utility conversion is proposed including 8,500 LF of joint utility trench in various configurations. New illumination is proposed along the corridor and new intersection signals at all four intersections within the project limits. A new enclosed stormwater conveyance system, including large detention pipes for flow control, is proposed to accommodate the roadway improvements. A full replacement of the water and sewer utility systems within the project boundaries are proposed, including approximately 7,000 LF of new or replaced water main for a complete parallel system and approximately 5,500 LF of new or replaced sewer main and sewer lateral connections.

**The construction for this project** includes but is not limited to: select demolition and removal; grading, hot mix asphalt; construction of cement concrete sidewalks, curb ramps, curbs and gutters, stormwater systems and detention tanks, block retaining walls, illumination system, 4 new traffic signal systems, other electrical appurtenances including a service cabinet, electrical lines and junction boxes, overhead to underground utility conversions, waterline and sewer line work, pavement markings, traffic control, landscaping, irrigation system, 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/196th-St-SW-Improvements--48th---37th-Ave.htm>

## **PRELIMINARY TIMELINE**

### Construction Management Services contract:

City Advertisement of RFQ for CM Services:	August 7 <sup>th</sup> and 14 <sup>th</sup> , 2019
Consultant SOQ Submittal Due:	September 5, 2019
City Notification of Consultant Short-List:	September 17, 2019
Consultant Interviews:	October 14 <sup>th</sup> – 16 <sup>th</sup> , 2019
City Notification of Consultant Selection:	October 18, 2019
Scope and Fee Negotiations:	October 18 <sup>th</sup> – November 14 <sup>th</sup> , 2019
Council Work Session:	December 2, 2019
Council Business Meeting (Council Approval):	December 9, 2019
Consultant Contract Notice of Award:	December 10, 2019

### Construction contract:

City Advertisement of Invitation to bid:	November 19 <sup>th</sup> and 26 <sup>th</sup> , 2019
Bid Opening:	December 17, 2019
Council Work Session:	January 21, 2020
Council Business Meeting (Council Approval):	January 27, 2020
Construction Contractor Notice of Award:	January 28, 2020
Construction Contractor Notice to Proceed:	February 25, 2020
Anticipated Construction Start:	March 2020
Construction Working Days:	650
Anticipated Construction End:	October 2022

## **SCOPE OF SERVICES**

Consultant services for construction management will 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
2. Pre-Construction Support
3. Document Review and Construction Phase Consultation
4. On-Site Daily Construction Observation, Inspection, and Management
5. On-call Assistance during Construction
6. Assistance with Record Drawings
7. Documentation Control
8. Public relations / outreach
9. Material testing
10. Administrative Office Space
11. Claims/Disputes Support
12. Closeout support
13. Construction bid review and analysis
14. Approach to meet 9% UDBE goal (UDBE participation Plan)

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 based on WSDOT Standard Specifications that are more than \$5M for cities in Washington State, and contracts that

have the following elements: high density utilities in a major arterial, roadway with high traffic volume, traffic signal, joint utility trench, stormwater detention, water and sewer mains and services, HMA, WSDOT Limited Access.

- + Inspectors: with experience inspecting federally funded contracts based on WSDOT Standard Specifications that are more than \$5M for cities in Washington State, and contracts that have the following elements: high density utilities in a major arterial, roadway with high traffic volume, traffic signal, joint utility trench, stormwater detention, water and sewer mains and services, HMA, WSDOT Limited Access. Inspectors must also have experience with material documentation on federal projects.
- + Licensed geotechnical engineer: with experience working on subgrade compaction and testing and HMA overlay in WSDOT Limited Access areas.
- + Construction management coordinator: with experience performing contract administration for federally funded project based on WSDOT Standard Specifications that are more than \$5M for cities in Washington State.

Consultant shall be capable of utilizing local agencies' procedures, file system structure, documents (i.e. Change Order Forms, RFI, ROM structure) and other WSDOT LAG forms as required.

#### **CONTENT, FORMAT, AND EVALUATION CRITERIA OF SUBMITTALS:**

The SOQ, including executive summary, shall not be more than 20 single-sided, single-space, printed, 8 ½" x 11" pages. Single-sided 11" x 17" pages are acceptable but will count as two (2) pages. Font size is 12-point minimum. Submittal of additional information regarding the candidate's firm is discouraged and will not be reviewed. The submittal will be evaluated and scored based on the following content which should be presented in the following order:

- a) **Executive Summary**: Include key elements of the SOQ, an overview of the project team, contact information (physical address of office location, and project manager's e-mail address and phone number). **[10 points]**
- 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 will be used for reference check.* **[30 points]**
- 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). **[30 points]**
- d) **Project Management Approach**: Describe your approach to successfully manage this project. **[10 points]**
- e) **Public Outreach**: Describe your proposed methods and goals for Public Outreach. **[10 points]**
- f) **UDBE Participation Plan**: Describe your approach to meet the 9% consultant UDBE Goal for Construction Management Services. **[10 points]**

**SUBMITTAL:**

The SOQ shall be submitted to the City in PDF text-searchable format via e-mail no later than 4:00 PM on September 5, 2019 as follows:

An electronic copy shall be e-mailed to the following address by providing either a link to download the submittal or the submittal can be sent as an e-mail attachment (e-mail attachment file size limit is 20 MB) to: [EDuleba@lynnwoodwa.gov](mailto:EDuleba@lynnwoodwa.gov)

**SELECTION PROCESS AND REQUIREMENTS:**

The City will select two or more firms from the submitted SOQs for an interview. Non-selected and selected firms to be interviewed will be notified by e-mail (with interview instructions) no later than September 17, 2019. Interviews are scheduled to take place on October 14<sup>th</sup> - October 16<sup>th</sup>, 2019. (See Preliminary Timeline)

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the RFQ schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the Qualifications. The City reserves the right to reject any and all Qualifications 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 e-mail by the City as soon as practical.

This project involves 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.

**Title VI Statement:**

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.

**Americans with Disabilities Act (ADA) Information:**

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 e-mailing Erin Duleba at [EDuleba@lynnwoodwa.gov](mailto:EDuleba@lynnwoodwa.gov) or by calling (425) 670-5227.

<b><u>PUBLISHED:</u></b>	Everett Herald	August 7, 2019 & August 14, 2019
	Daily Journal of Commerce	August 7, 2019 & August 14, 2019