



**CITY OF SAMMAMISH  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS**

**Sahalee Way Corridor Improvements**

**Due: September 28, 2023, at 2:00 PM PDT**

The City of Sammamish Department of Public Works (CITY) is soliciting interest from firms with expertise in Civil engineering and multi-modal transportation planning to provide analysis and conceptual design to improve Sahalee Way NE from NE 28<sup>th</sup> Place north to the city limits. Additional services to provide complete design and construction engineering may be added later through supplemental agreements.

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

By submitting a Statement of Qualifications, the CONSULTANT is indicating they have read and agree with the contract terms of the CITY's Professional Service's contract, [linked here](#).

**PROJECT DESCRIPTION**

The work to be performed by the consultant consists of preliminary engineering and project planning, public outreach, environmental review and permitting, and preparation of plans, reports, and cost estimates up to the 30% design level. The CITY has allocated approximately \$1.5 million for this work. Work beyond 30% design level and construction is not currently funded.

Additional scopes of work may be added through task order negotiation to provide design work beyond the 30% level or construction support including construction management.

## **Preliminary Scope of Work**

The following is a preliminary scope of services that will be refined during contract negotiations with the selected CONSULTANT. The scope of services will include all services necessary for development of plans and estimates up to the 30% design level including, but not limited to, the following:

- Preparation of a corridor study that evaluates the whole north end of the Sahalee Way / 228<sup>th</sup> Avenue NE corridor from NE 12<sup>th</sup> PI to north city limits. The report will analyze traffic projections from the updated forecast travel demand model and recommend alternatives for improving the corridor in an initial phase, the baseline consideration being a 3-lane road cross section accommodating vehicles, transit and non-motorized users between NE 28<sup>th</sup> PI to north city limits.
- Present the report to City Council to help inform its selection of a final road cross section, intersection improvements and features that meet the city's level of service requirements and standards.
- Assist with community engagement and up to two public open houses to obtain resident feedback and summarize findings for City Council.
- Provide City Council with phasing alternatives that increase construction funding flexibility. These may include options to prioritize individual intersection improvements and road features or modified corridor limits that may attract grant funding opportunities.
- Develop a 30% level design (geometric design review and approval) after City Council confirms scope and limits, presumably between NE 28<sup>th</sup> PI and north city limits.
- Provide grant application support.



• **PROPOSED TIMELINE**

Schedule of Events	Date	Notes
Formal solicitation	Sept 7 & 14, 2023	Advertised in the Seattle Times and Daily Journal of Commerce
Deadline for questions	Sept 21, 2023, by 2:00 PM PDT	Submit questions in .pdf form to City Project Manager <u>by e-mail only</u> . Questions will be answered as soon as possible.
City final response to questions	Sept 25, 2023	Questions and responses will be posted on the project website listed below under Questions & Answers
Proposals due	<b>Thursday, Sep 28, 2023, by 2:00 PM PDT</b>	Proposals must be emailed and received prior to posted date/time.
City selects successful consultant	Oct 19, 2023	
Complete contract negotiations	Nov 9, 2023	
Contract awarded by City Council	Nov 21, 2023	Will be extended to next available Council Meeting if additional negotiation time is needed.

**EVALUATION CRITERIA**

Submittals will be evaluated and ranked based on the criteria below. Point values assigned to each section are listed in the parentheses. Information on cover letters and resumes will not be considered for scoring in the following criteria. The maximum consultant score is 100 points.

Evaluation Criteria	Total Points
Demonstrates a thorough understanding of the preliminary scope of work and the tasks required. Demonstrates design excellence and understanding of specific corridor improvement issues including traffic demand modeling, city standards, level of service requirements and public engagement. Demonstrates record of skillful presentations serving public engagement and city council meetings.	40



Qualifications of key personnel and project team, and alignment with the specific tasks to which they will be assigned.	25
Experience with projects of similar scope and scale.	25
Overall quality content and responsiveness to RFQ requirements.	10
<b>Other</b>	
Please submit a minimum of three (3) specific references, including name of client, mailing address, telephone number, email address and contact person, which demonstrate the firm's and sub-consultants' experience and expertise in performing work similar to this project. References may be checked only for the highest-scoring firms. References will not be scored but will be used to verify qualifications, which may affect the rating of the respondent.	Not Scored

Interviews are not expected as part of this selection process, but the CITY reserves the right to interview consultants if needed to determine the top candidate.

The CITY may consider the following additional factors when selecting the top consultant:

- Responsiveness to solicitation and addenda requirements
- Professionalism of Statement of Qualifications
- Compliance with statutes and rules relating to contracts or services
- Staff availability for the project
- Information provided during reference checks
- Resumes

**QUESTIONS/INQUIRIES**

Please direct any questions concerning this RFQ to the CITY’s Project Manager and alternate contact listed in this RFQ. Only written questions will be considered. Submit questions in the form of a .pdf document attached to e-mail. Questions received after the deadline identified in the Proposed Timeline may not be considered. Unauthorized contact regarding this RFQ with other CITY employees may result in disqualification of a



submittal. Any oral communications will be considered unofficial and non-binding on the CITY.

Project Manager: Jed Ireland, P.E.  
Email Address: [jireland@sammamish.us](mailto:jireland@sammamish.us)

Alternate Contact: Doug van Gelder, P.E.  
Email Address: <mailto:dvangelder@sammamish.us>

Questions will be answered in writing and posted on the project website's advertisement section at: [www.sammamish.us/business/bidding/](http://www.sammamish.us/business/bidding/). It is the responsibility of individual firms to check this website for any amendments or Q&As related to this RFQ.

### **SUBMITTAL INSTRUCTIONS AND REQUIREMENTS**

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. The submittal must be formatted as follows:

Please limit proposals to no more than five (5) sheets, 10 pages in length (not including front and back covers and resumes). Pages may be printed double sided. All proposal sheets beyond the first four (5) sheets will be ignored and their content will not be considered during the evaluation process.

- Submitted as an 8.5" x 11" sheet. Sheets may be double sided. Text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized, text (font) size must be no smaller than 8 points.

Email the copy of the RFQ response to the Project Manager. Proposals are due at the time listed above in the Proposal Timeline section. It is up to the consultant to confirm that the email has been received by the CITY. The CITY will not open the email or attachments until after the submittal deadline, so the CITY cannot confirm acceptance of the attachments. All submittals must have the following subject line for the submittal:

***Submittal: Sahalee Way Corridor Improvements SOQ, [Firm's Name]***

Faxed, mailed or hand delivered proposals will not be accepted.

Additional information required with your submittal package:

(Does not count toward page limit)

- E-mail address and phone numbers for the individual designated as the contact person for the proposal,
- Cover letter signed by authorized personnel (no more than one page),



- Resumes for proposed project manager and key personnel on the project team (max one page per resume).

Legal Company Name: Submit a certificate, copy of web page, or other documentation from the Secretary of State (or Washington State Department of Revenue/Licensing if you are a sole proprietor) in which you incorporated that shows your legal name as a company. It can be verified through the State Corporation Commission in the state in which you were established, which is often located within that Secretary of State's Office. For the State of Washington, see <http://www.secstate.wa.gov/corps/>.

It is the obligation and responsibility of the CONSULTANT to learn of addendums, responses, or notices issued by the CITY relative to this RFQ.

**Email RFQ Submittals to:**

City of Sammamish  
Jed Ireland, Senior Project Engineer  
[jireland@sammamish.us](mailto:jireland@sammamish.us)

And Cc:  
Doug van Gelder, City Engineer  
[dvangelder@sammamish.us](mailto:dvangelder@sammamish.us)

**Complete submittals are required to be delivered by the date and time (Pacific Daylight Time) listed above in the Proposed Timeline section.**

Submittals received after the date and time will not be considered. It is the responsibility of the CONSULTANT to ensure submittals are delivered and received by the CITY by the date and time listed in the Proposed Timeline section. No exceptions will be made for any proposals that are not received by the CITY prior to the specified time.

All costs for developing RFQ response submittals are the obligation of the CONSULTANT and are not chargeable to the CITY. All proposals and accompanying documentation will become the property of the CITY and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is provided in writing to the CITY's Project Manager listed in this RFQ. Proposals cannot be withdrawn after the published close date.

The CITY reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the CITY, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

**OTHER INFORMATION**

## **Proposed Personnel**

The CONSULTANT agrees to provide all professional personnel necessary to perform the scope of work, including key individuals named in the CONSULTANT's RFQ submittal. These key personnel shall remain assigned for the duration of the project, unless otherwise agreed to in writing by the CITY. In the event the CONSULTANT proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The CITY shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project and will not unreasonably withhold approval of staff changes.

## **Sammamish Business License**

The selected firm, and each of its sub-consultant firms in cases where a team is formed, will be required to obtain a Sammamish business license prior to performing any work for the CITY and to maintain the license throughout the project's life. Business license information can be found at [www.sammamish.us/permits-regulations/business-portal/doing-business-in-sammamish/](http://www.sammamish.us/permits-regulations/business-portal/doing-business-in-sammamish/).

## **Public Records**

Submittals received as a result of this RFQ and the resulting score sheets may be posted to the project web page.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, the CITY shall maintain the confidentiality of CONSULTANT's information marked confidential or proprietary. If a request is made to view CONSULTANT's proprietary information, the CITY will notify CONSULTANT of the request and of the date that the records will be released to the requester unless CONSULTANT obtains a court order enjoining that disclosure. If CONSULTANT fails to obtain the court order enjoining disclosure, the CITY will release the requested information on the date specified.

The CITY's sole responsibility shall be limited to maintaining the above data in a secure area and to notify CONSULTANT of any request(s) for disclosure for so long as the CITY retains CONSULTANT's information in the CITY's records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by CONSULTANT of any claim that such materials are exempt from disclosure. The CITY reserves the right, if it deems action to be in the best interest of the CITY, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by or through the CONSULTANT shall be grounds for non-consideration. If submittals are rejected, the CITY further reserves the right to investigate and negotiate



with the next ranked CONSULTANT in order of ranking or to reject all consultants and re-solicit for additional firms.

### **Right to Debrief**

The CONSULTANT will have the right to a debrief about their SOQ submittal from the CITY. The debriefs will not take place until after the contract has been awarded. The CITY will notify all submitters at that time that they are able to begin scheduling a debrief. Debriefs will only discuss the proposer's SOQ.

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

The CITY, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits 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 Jed Ireland at [jireland@sammamish.us](mailto:jireland@sammamish.us) or by calling 425-295-0563.

### **Title VI Statement**

The City of Sammamish, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### **Publication**

This RFQ will be published as follows:

Seattle Times	September 7 & September 14, 2023
Seattle Daily Journal of Commerce	September 7 & September 14, 2023