



**CITY OF SAMMAMISH  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR QUALIFICATIONS/PA**

**SE Issaquah-Fall City Road Improvements from  
242<sup>nd</sup> Avenue SE to Klahanie Drive SE**

The City of Sammamish (CITY) Department of Public Works is soliciting interest and qualifications from firms with expertise in Civil and Environmental Engineering, Planning and Design to perform preliminary engineering and prepare final project plans, specifications and cost estimates for the referenced roadway improvement project.

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

**PROJECT DESCRIPTION**

SE Issaquah-Fall City Road is classified as a primary arterial roadway located along the southeastern boundary of the CITY. The majority of the existing roadway within the project limits consists of a two lane paved road with minimal shoulder, open ditches and no pedestrian amenities. There are existing turn pockets at some of the intersections between the project termini.

This project will improve SE Issaquah-Fall City Road to an urban five (5) lane cross section with curb, gutter, sidewalk, bike lanes, landscape strips and a center left turn lane. The work to be performed by the Consultant will consist of preliminary planning and engineering design for improvements to SE Issaquah-Fall City Road from the end of the current five (5) lane roadway section at approximately 242<sup>nd</sup> Avenue SE to just beyond the intersection with Klahanie Drive SE. The planning level total project cost estimate for this project is \$17.3 million. See Attachment A for a project site map.

**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 engineering services necessary for the design of engineering plans, reports and studies required to complete bid documents for this project. The major features to be considered for this roadway improvement project are:

1. Intersection types – roundabout or traffic signal
2. Street landscaping
3. Roadway widening to 5 lanes
4. Curb, gutter and sidewalks
5. Bicycle paths
6. Stream crossing



7. Storm drainage design, including water quality treatment
8. Street lighting
9. Environmental review and permitting
10. Utility coordination
11. Determination of right of way needs and right of way plan preparation
12. Stakeholder outreach and coordination, including three (3) public meetings
13. Research and application for grant opportunities available for this project

While this solicitation does not include project construction phase services, the CITY reserves the right to retain the services of the selected firm(s) for any subsequent construction phase services associated with this project. The CITY also reserves the right to retain the services of the selected firm(s) for design and construction services for continuation of the improvement of Issaquah-Fall City Road from the east terminus of this project to Issaquah-Beaver Lake Road.

The March 1996 Final Environmental Impact Statement for the improvement of this section of Issaquah-Fall City Road is posted on the City's website at:

<http://www.sammamish.us/projects/IssFallCityRoadWidening.aspx> .

**PROPOSED TIMELINE**

Schedule of Events	Date	Notes
Formal Solicitation	December 24, 31, 2015	Advertised in the Seattle Times and DJC
Pre-Submittal Conference (optional)	January 5, 2016; 10:00 - 11:30 AM	Sammamish City Hall SE 801 228 <sup>th</sup> Ave
Deadline for questions	January 11, 2016	Submit to City Project Manager by e-mail only
City response to questions	January 15, 2016	Questions and responses-posted on <a href="http://mrscrosters.org/">http://mrscrosters.org/</a> <a href="http://www.sammamish.us/projects/IssFallCityRoadWidening.aspx">http://www.sammamish.us/projects/IssFallCityRoadWidening.aspx</a> under the Resources heading
Proposals due	January 22, 2016 at 4:00 PM	
Notify short-listed firms	January 27, 2016	
Interview short-listed firms	February 3, 2016	
City selects successful consultant	February 5, 2016	



Complete contract negotiations	February 19, 2016	
Contract Awarded by City Council	March 1, 2016	
Anticipated project start	March 2, 2016	

**MINIMUM QUALIFICATIONS**

Minimum qualifications are required for a Consultant to be eligible to submit a response to this RFQ/PA solicitation. Responses must clearly show compliance with these minimum qualifications. Those that are not responsive to these minimum qualifications will be rejected by the CITY without further consideration.

This project will require a consulting firm/team with the following minimum qualifications and areas of expertise:

- Consultants must have demonstrated expertise and at least five years of multimodal corridor planning, design, engineering and cost and schedule estimating experience in areas that are rapidly urbanizing.
- The Consultant’s Project Manager must have demonstrated experience working with a public agency of similar size to the CITY within the last five years providing satisfactory project management services similar to those expected by the CITY for this project.

**EVALUATION CRITERIA**

Submittals will be evaluated and ranked. Consultants with the top three rankings will be invited to interview. See Attachment B for ranking criteria and descriptions pertaining to this project.

**QUESTIONS/INQUIRIES**

Please direct any questions concerning this RFQ/PA to the CITY’s Project Manager listed in this RFQ/PA. Responders may submit written questions, by e-mail only, to the Project Manager at any time prior to the question deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFQ/PA 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: Andrew Zagars, PE  
 Email Address: [azagars@sammamish.us](mailto:azagars@sammamish.us)

Any questions will be answered in writing and posted on the ~~solicitation project~~ website at: <http://www.sammamish.us/projects/IssFallCityRoadWidening.aspx>~~http://mrscrosters.org/~~. It is the responsibility of individual firms to check this website for any amendments or Q & A’s related to this RFQ/PA.



## **SUBMITTAL INSTRUCTIONS AND REQUIREMENTS**

A Pre-Submittal Meeting will be held on **Tuesday, January 5, 2016 at 10:00 am** at Sammamish City Hall, 801 228<sup>th</sup> Ave SE, Sammamish WA, 98075. CITY staff will be available at that time to discuss the submittal process, answer questions or concerns raised about the solicitation and to clarify issues and technical aspects of the project. All interested firms are encouraged to visit the project site prior to the pre-submittal meeting. Attendance at the pre-submittal meeting is not required in order to be able to submit a proposal in response to this RFQ/PA.

The purpose of the pre-submittal meeting is to permit interested parties to obtain additional information regarding the project or the RFQ/PA process; however, the information given is not intended to amend the solicitation or subsequent contracting documents. Failure to raise concerns over any issues at the pre-submittal meeting opportunity will be a consideration in any protest filed regarding items that were known as of this pre-submittal meeting. Verbal communications expressed at the pre-submittal meeting will not change the solicitation; only a written addendum issued by the CITY to amend or supplement the solicitation will be binding.

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

Please limit proposals to five (5) sheets, 10 pages in length. Pages may be printed double sided.

Provide five (5) bound hard copies, one (1) unbound copy suitable for photocopying and one (1) electronic CD copy of the RFQ/PA response to the Project Manager. All submittal response materials must be received no later than 4:00 PM on January 22, 2016. All proposals must be in a sealed envelope and clearly marked "RFQ/PA Submittal – SE Issaquah-Fall City Road Improvements". No faxed or e-mail proposals will be accepted.

Legal Name (Does not count toward page limit.): 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. This 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/>.

### **Deliver or Mail RFQ/PA Submittals to:**

Andrew Zagars, P.E., Project Manager  
City of Sammamish  
801 – 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
425-295-0566  
[azagars@sammamish.us](mailto:azagars@sammamish.us)  
[www.sammamish.us](http://www.sammamish.us)

**Complete submittals are required to be delivered by 4:00 PM, Monday January 22nd , 2016.**

All costs for developing RFQ/PA 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/PA. 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.

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

This material can be made available in an alternate format by calling 425-295-0500.

**Title VI Statement**

The City of Sammamish, 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 RFQ responders that the City will affirmatively insure 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 proposals 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.

**Publication**

This RFQ/PA will be published as follows:

Seattle Times	December 24, 2015 & December 31, 2015
Seattle Daily Journal of Commerce	December 24, 2015 & December 31, 2015