



CITY OF SAMMAMISH

REQUEST FOR QUALIFICATIONS

CONSTRUCTION ENGINEERING AND MANAGEMENT SERVICES FOR:

Sammamish-WSDOT-King County ITS Improvement Project (CM-9917-029)

Phase 1a: 228th Ave NE-Sahalee Way NE-SR 202

Phase 1b: Traffic Management Center

The City of Sammamish is soliciting qualifications from experienced consulting firms to provide construction engineering and management services for Sammamish-WSDOT-King County ITS Improvement Project.

Five (5) copies of your proposal must be submitted on or before **4:00 pm (local time) on, Tuesday, May 12, 2020**. Proposals shall be sent in a sealed envelope and clearly marked: "Proposal – Sammamish-WSDOT-King County ITS Improvement Project (Construction Engineering and Management Services)" in the lower left corner. Responses may be mailed or hand delivered to the City of Sammamish:

Attn: Isabel Diaz, P.E.
City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075-9509

Proposals received after such time will be returned unopened. Please direct any questions concerning this Request for Qualifications to the Public Works' Project Manager listed in this RFQ. Proposing firms may submit written questions by e-mail only to the Project Manager at any time prior to the date in the Proposed Timeline. Any oral communications will be considered unofficial and non-binding on the City. Questions regarding this Request For Qualifications should be directed to Isabel Diaz, P.E., Senior Traffic Engineer, by email only at idiuz@sammamish.us.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Submittal Requirements*. Evaluation of the Submittals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below.



DESCRIPTION OF PROJECT

Phase 1a:

Sammamish: The ITS project furnishes and installs fiber optic communications from NE 12th PI to the northern city limits. Adaptive Signal Control Technology (ASCT) for the signals on 228th Ave NE from NE 12th PI to NE 37th Way will be installed.

King County: The ITS project furnishes and installs fiber optic communications from the northern Sammamish City limits to SR 202 and provides communication equipment to connect the King County and WSDOT Traffic Management Centers (TMCs) to a new City of Sammamish TMC.

WSDOT: The ITS project provides interconnection on SR 202 from 244th Ave NE to 192nd Dr NE to bring them onto the WSDOT Central system, installs a trunk on SR 202 from Sahalee Way NE to 244th Ave NE and a communication hub to the NW Region's Traffic Buster communication network. The intersections will be equipped with traffic video cameras.

Phase 1b:

A Traffic Management Center (TMC) will be created in the Sammamish City Hall with equipment and communication installed to provide connection to WSDOT's Traffic Buster's System.

Both phases of project have received Federal CMAQ funding from the 2018 PSRC Countywide Grant Funding Competition (federal aid number CM-9917(029)).



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Schedule:

Proposed timeline for each phase of the project is summarized below:

SCHEDULE OF EVENTS	DATE/ DURATION
Phase 1A (ITS)	
Anticipated Contract Award	April 21, 2020
Anticipated Construction Start	May 2020
Anticipated Project Closeout	April 2021
Construction Working Days	50
Phase 1B (Traffic Management Center)	
Advertisement (First Time)	April 21, 2020
Advertisement (Second Time)	April 28, 2020
Advertisement (Third Time)	May 5, 2020
Bid Opening	May 21, 2020
Anticipated Construction Start	July 2020
Anticipated Project Closeout	April 2021
Construction Working Days	50

SCOPE OF WORK

Professional services anticipated to be performed by the consultant include the following elements:

1. Provide construction management support, project administration, and inspection to ensure execution of construction activities in accordance with project plans, contract provisions, and WSDOT Local Agency Guidelines for federal funded projects
2. Review, monitor, and log contracting documentation for each phase of the project, including contractors and subcontractors written contracts and Statements of Intent to Pay Prevailing Wages
3. Prepare project files and documentation for each phase of construction per WSDOT Local Agency Guidelines
4. Facilitate separate preconstruction conferences for each phase of the project and weekly meetings with the contractors and subcontractors, City of Sammamish, WSDOT, King County, and PSE staffs, and others associated with the projects and prepare associated documents including agendas, sign-in sheets, and meeting minutes
5. Provide on-site construction observation and documentation during the anticipated construction period, track and maintain files for Inspector Daily Reports, daily quantities of work performed, contractor time for labor, weekly statement of working days, equipment, and materials used in accordance with the requirements of the WSDOT Local Agency Guidelines for federal funded projects
6. Take photographs or videotapes before, during, and after construction



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7. Coordinate with City Project Manager, WSDOT, King County, PSE, and Contractor representatives, and other municipal employees the various needs of each of the project phases and issues that may arise during the course of the Contract
8. Conduct on-site Contractor employee interviews as required and prepare employee interview reports
9. Conduct DBE on-site reviews and monitor DBEs During Construction
10. Gather and review source documentation for each type of material to be used, Qualified Product Lists, and Requests for Approval of Materials (RAM) submittals
11. Provide a quality assurance program to ensure all materials and workmanship incorporated is in conformity with requirements of approved plans and specifications
12. Coordinate required testing of materials with WSDOT Qualified Testers per WSDOT Local Agency Guidelines
13. Gather and provide all documentation required for certification of materials installed by Contractor, WSDOT Local Forces, and PSE, including Manufacturer's Certificates of Compliance and Certificates of Material Origin per WSDOT Local Agency Guidelines and contract specifications
14. Verify and inspect all materials to meet FHWA Buy America Requirements. Inspect and document the sources of steel and iron, including mounting hardware, providing Certifications of Materials Origin
15. Provide monthly progress reports with measurements of work performed under each bid item and necessary documentation to support payment in accordance to WSDOT Standard Specifications and WSDOT Construction Manual, Chapter 10
16. Prepare change orders and backup documentation necessary for approval, including need for the change, detailed justification of the cost and/or adjustments to working days
17. Assist with managing contract claims, if needed
18. Prepare necessary documents for project completion including, but not limited to, punch lists, record drawings including locations of materials, physical completion letters, and requests for WSDOT final inspection and acceptance
19. Prepare all necessary final certifications and reports to complete project phases, including final estimate, Comparison list of Preliminary and Final Quantities, Certified Final Bill for Utility Agreement, Record of Material Samples and Tests, Materials Certifications, Affidavits of Wages Paid of Contractors and Subcontractors
20. Document final records of the work performed on the Contracts including field books, inspector's record of field tests, Project Engineer's and inspector's diaries, all invoices, weigh bills, truck measurements, quantity tickets, receiving reports, field office ledgers, mass diagrams, cross-sections, computer listings, and work profiles.
21. Verify the prime contractors and all subcontractors on the projects have paid the required industrial insurance and medical-aid premiums and provide printed verification statements
22. Confirm Contractors payments are entered in the WSDOT Diversity Compliance System on a monthly basis

SUBMITTAL REQUIREMENTS

The submittal is limited to a maximum number of fifteen (15) double-sided pages. The letter of transmittal, if submitted, is included in the above page count. If desired, resumes of proposed team members may be included in an appendix that is not included in the above stated page limit. Pertinent experience for team members should be covered in the body of the proposal as the appendix may or may not be reviewed for scoring.



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1. Project Approach
2. Project Team, including subconsultants. Provide information demonstrating the team’s organizational structure, reporting relationships between individual team members, and the physical location of the office(s) from which the work will be performed.
3. Firm expertise and experience with similar projects. Include the following:
 - Project name
 - Location and project costs
 - Brief description of the project
 - Firm’s role in the project
 - Project Team member roles in the project
 - Project reference and contact phone number
4. Qualifications of the proposed Project Team members, including any subconsultants proposed, and their availability. Include examples of relevant project work, including Federally Funded projects, projects involving fiber optic cable installation, signal and electrical installation, and IT services for ITS project.

SELECTION PROCESS AND EVALUATION CRITERIA

Pursuant to State and Federal regulations, a qualifications-based selection process will be used to select a consultant for the services. It is anticipated that selection will be made from the submitted proposals; however, the City reserves the right to call for interviews. A committee of City personnel will evaluate and rate the proposals to these criteria:

EVALUATION CRITERIA	WEIGHT
Project Understanding & Approach	10
Qualifications/Expertise of Project Manager	15
Qualifications/Expertise of Team	30
Relevant Federal Funded Project Experience	30
Familiarity with WSDOT/FHWA standards	15
TOTAL	100

The City of Sammamish encourages disadvantaged, minority, and women-owned consultant firms to respond. This is a federally funded project that consultant will be held to Federal EEO requirements. Consultants will also be held to ADA and Civil Rights language for the employing Agency.

The WSDOT Disadvantaged Business Enterprise (DBE) program, approved by FHWA determined that setting an Underutilized Disadvantaged Business Enterprise (UDBE) goal for consultants on this project is not appropriate. No UDBE goal was assigned to this contract.

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 bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined



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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 Sammamish does not discriminate on the basis of disability in the admission or access to, or treatment in, its programs or activities. Requests for assistance or accommodation can be arranged by contacting Isabel Díaz, Senior Traffic Engineer at 425-295-0575 or by e-mail at idiuz@sammamish.us.

SELECTION SCHEDULE

Event	Date
RFQ Issued	April 21, 2020
Submittal Deadline	May 12, 2020
Proposal Review	May 13 - 18, 2020
Final Selection *	May 19 - 21, 2020
Scope & Budget Development/Negotiations	May 22 - 29, 2020
Contract Approval by City Council	June 16, 2020
Execute Contract	June 17, 2020

* If necessary, Interviews will be conducted at this time

TERMS AND CONDITIONS

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

This solicitation for Consultant Services does not obligate the City of Sammamish to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Sammamish to accept or contract for any expressed or implied services. Furthermore, the City of Sammamish reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.

Materials submitted in response to this competitive procurement shall become the property of the City of Sammamish and will not be returned. All submittals received will remain confidential until the City and the successful consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

DISTRIBUTION

This Request for Qualification is published on The Seattle Times and on Daily Journal of Commerce for these dates: April 21, 2020; April 28, 2020; May 5, 2020.