REQUEST FOR PROPOSALS
NE “C” STREET RECONSTRUCTION AND NE CEDAR AVENUE ROAD DESIGN CONTRACT

PROJECT DESCRIPTION AND CONSULTANT SERVICES:
The City of College Place is requesting proposals for engineering design services for two related pedestrian/road improvement projects: the NE “C” Street Reconstruction Project and the NE Cedar Avenue Road project.

GENERAL CONSULTANT SERVICES AND DELIVERABLES
The intent of this contract is to obtain the services of a qualified firm that will be responsible for the survey and final design of these two projects to include environmental permitting and right-of-way/easement acquisition. Final designs shall be bid-ready to include final specifications (to include bid requirements, bidding forms, etc.), plans, and engineer’s estimate. Designs, specifications and cost accounting shall be separate for each project.

The proposal shall also include separate and individual options for bid services and construction engineering for each project under this design contract. Bid services shall include advertising, conducting a pre-bid meeting, conducting bid opening, and evaluating bid submittals for conformance to state and Federal requirements. The construction engineering effort shall include conducting a pre-construction meeting, project documentation, tracking and overseeing material acceptance and testing as well as enforcement of ADA standards and preparation of record drawings.

The City will be requiring relocation and/or undergrounding of existing franchise utilities as necessary. The Consultant shall coordinate on behalf of the City in coordinating with franchise utilities and landowners in developing the designs. Undergrounding shall be at the option and cost of the franchise. Specific requirements for each project are further described below.

Specific services and deliverables, including environmental permitting and property acquisitions services for each project are further described in the project sections below.

“C” Street Project
Construction funding has not been identified at this time but may include Federal Surface Transportation Plan and state Transportation Improvement Board funds. As such, the Consultant shall provide property acquisition services and environmental permitting as separate options for the design contract.

This project will completely reconstruct NE “C” Street with a full section road profile to include storm facilities, replacement of water and sewer lines from NE Larch Avenue to College Avenue. Water line will be replaced with 12” ductile lines. Road width is expected to be a minimum of 36’ in width. The “C” Street/Larch Avenue/Lambert Avenue intersection will be redesigned with an option for a roundabout.
or mini-roundabout. Design for the roundabout shall be produced such that it can be separated out for construction under a separate contract if necessary.

Sewer lines will be upsized to 12” between NE Ash Avenue and NE Damson Avenue. Most existing curb, gutter, and sidewalks will be retained. However, failing sections, all intersection curb ramps, driveway ramps and approximately 125’ of extended access curb will be replaced to minimum 5’ wide, ADA standards. New curb, gutter and ADA-compliant 5-foot sidewalks will be constructed where none currently exist. Newly constructed and replaced sections will have transition panels where adjoining the existing 4.5’ wide sidewalk sections.

A Green Tank Irrigation District water line runs along NE “C” Street between NE Larch Avenue and NE Damson Avenue. Design and construction will need to be coordinated around this existing facility to minimize impacts to the line and services.

The regional Burlingame 24” storm line also underlies this stretch of road. Its condition and capacity will be investigated under this contract and replacement designed if warranted. Additional manholes and catch basins will be added where the distance between manholes substantially exceeds 350’.

The south branch of Military Springs enters the project area at NE Danner Lane and runs west to NE Redwood before crossing the street to the south and continuing out of the project area. The line from the NE Redwood intersection to the south through City ROW will be investigated under this contract and replacement designed if warranted.

Overhead franchise utilities line parts of both sides of NE “C” street and design will need to be coordinated with utilities to facilitate relocation where construction conflicts may occur.

**Schedule.** In order to anticipate Federal construction funding requirements, the design as well as the environmental permitting requirements are to be complete by the end of July 2015 with right-of-way/easement acquisition completed by the end of the year (2015). Bids are to be advertised in January and February of 2016 with construction to start by March 2016.

**Elements/Deliverables.** See the attached “NE C Street Preliminary Project Scope” for elements to be addressed in the plans and specifications and noted below. It is expected that design effort under this contract will refine the project scope.

- Construct 2800’ of full section roadway with associated utilities (below).
- Construct 1835’ of sidewalk and replace failing sections.
- Construct 1860’ of sewer line; upsize an additional 940’ of sewer to 12”
- Construct approximately 2800’ of water line.
- Replace 24” storm line if warranted; add manholes where distance between manholes exceeds 350’.
- Provide stormwater facilities to address upstream and street contribution.
- Construct round-about (or alternative intersection redesign) at intersection of “C” Street/Larch Avenue/Lambert Avenue (option).

Since this project introduces curbs to support the proposed sidewalks, the design engineer will need to design stormwater systems to manage runoff redirected by the new curb. In general, it is anticipated
that the Burlingame storm line will have adequate capacity to accommodate stormwater. Current stormwater catch basin configuration shall also be evaluated and modifications included in the design.

Part of the goal of this project is to move sewer services from backyards of lots on the north side of “C” Street between North College Avenue and NE Damson Avenue into the sewer in NE “C” Street. The contract shall include contact and coordination with private landowners in designing the service connections being redirected to connect to the sewer line in NE Cedar Avenue.

Environmental permitting and property acquisition services are to be included as project options since Federal funds may be used to at least partially fund the project. A total of 12 property acquisitions are expected. WSDOT Local Agency Guidelines and Federal permitting and property acquisition requirements are to be followed in providing these services.

The City will be requiring relocation, not undergrounding, where existing franchise utilities conflict with the proposed road or sidewalk. Undergrounding shall be at the option and cost of the franchise. Where existing ROW does not support relocation of utilities behind the proposed sidewalk, the consultant shall identify those areas and coordinate with landowners and franchise utilities on behalf of the City in developing a utility relocation plan (to be incorporated into the plan set) that either relocates the poles behind the sidewalk in easements (typically public utility easements granted by the abutting landowner), undergrounds those utilities, or provides an alternative approach acceptable to the City.

The consultant shall likewise represent the City in coordinating the design with Green Tank Irrigation District.

**Cedar Avenue Project**

It is anticipated that local funds will pay for the design and construction of this project; however, there is a possibility that this projects will be constructed under the same contract as the “C” Street project. This project will require its own stand-alone plans and specifications; however, both designs should be coordinated to ensure there are no project gaps, overlaps or phasing issues.

Cedar Avenue is currently a chip-sealed, curbed road with residences along the west side of Cedar currently being served from a sewer line in the alley to the west. This project will reconstruct Cedar Avenue from NE “A” Street to NE “C” Street with a full section complete with water and sewer utilities and redirect services served by the sewer in the alley to the west to the replaced sewer line in NE Cedar Avenue. This project includes installation of pedestrian facilities to complete gaps as well as reconstruction of failed sections of curb and gutter. The existing culvert over Military Springs (south branch) is to be evaluated for replacement. The project is to be completed within existing City right-of-way and no franchise utility relocations are expected.

**Schedule.** Since there is a possibility this project may be constructed under the same contract as the “C” Street Project, the design as well as the environmental permitting requirements are to be complete by the end of July 2015 with right-of-way/easement acquisition completed by the end of the year (2015). Bids are to be advertised in January and February of 2016 with construction to start by March 2016.

**Elements/Deliverables.** See the attached “NE Cedar Avenue Preliminary Project Scope” for elements to be addressed in the plans and specifications. Property acquisition and overhead franchise utility coordination services are not a part of this contract. Environmental permitting services associated with
state Joint Aquatic Permit Approvals (JARPA) associated with possible culvert improvements are required as a design project option.

**CONSULTANT QUALIFICATIONS**

Desirable consultant qualifications and experience include:

- Stormwater conveyance facility design
- Coordination with franchise utilities and development of integrated utility relocation plans
- Right-of-way acquisition and environmental permitting requirements as dictated by WSDOT Local Agency Guidelines and FHWA requirements
- Preparation of and submission of Joint Aquatic Permit Approvals (JARPA)
- Design of similar type of facilities
- ADA compliance
- Construction testing and management

**PROPOSAL SUBMITTAL**

To be eligible for consideration as the selected consultant please provide the following:

- Three (3) copies of a proposal limited to 10 pages. This number of pages excludes resumes, dividers, proof of liability insurance, and cover sheet. Submittal shall be printed duplex on 8 ½” x 11” papers with margins set at 1” and have a text font of 11 pt or larger (excluding headings and graphics). 11”x17” sheets count as two pages or four if double sided.
- Name of the firm, address, contact person, email address, and phone number
- Project understanding that includes, but is not limited to, approach, scope of work, cost control, relevant experience, and schedule to deliver project. Identify your firm’s familiarity with the project elements and the project area. Note any additional issues that may be of concern.
- Timeline to deliver bid-ready plans and specifications as noted in each of the project descriptions above.
- Submit schedule with City milestones showing consultant-recommended activity to meet design schedule and milestones.
- List of project team members including, title, project responsibilities, experience, licenses, availability, and references. Also, list here any sub-contractors that may be used by your firm for the project evaluation. Include descriptions of three similar projects, which your firm has completed in the past five years. Provide references including contact name, phone number and email address .
- Resumes and availability of personnel for construction management, administration, and inspection. At this time the City would like to leave the option open for consultant construction management/inspection services. If construction services are requested by the City, this proposal may be used as a selection tool for that portion of work
- Proof of liability insurance.
- Any other pertinent information relevant for consideration.
CONSULTANT SELECTION

Proposals will be evaluated by a committee made up of city staff and representatives. Proposals will be evaluated on understanding of project (30%), personnel assigned (20%), qualifications/experience on similar projects /evaluation of references (30%), quality of proposal (20%). Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored consultants. The City will enter into contract negotiations with the selected consultant determined to be best qualified. If negotiations cannot be successfully concluded, the next top ranked or scored firm will be considered and negotiations will be continued with that firm. Upon successful completion of negotiations, the staff will recommend that the contract be approved and awarded by the Council at a regularly scheduled City Council meeting. Work performed under the contract will be on a time and material basis with a negotiated not-to-exceed amount.

SUBMITTAL TIME AND PLACE

Responses to this request must be received by the City Engineer no later than 10:00 a.m. on March 3, 2015 and should be labeled as “NE “C” STREET RECONSTRUCTION AND NE CEDAR AVENUE ROAD DESIGN CONTRACT”. The City reserves the right to cancel or modify this Request for Proposals at any time.

Address questions and submit proposals to:

Robert Gordon, City Engineer
City of College Place
625 S College Ave
College Place WA 99324
509-525-0510
Email: rgordon@ci.college-place.wa.us

General Information. The City of College Place shall not be held responsible for any oral instructions. Any changes to this Request for Proposals will be in the form of an addendum, which will be posted on the City’s website (see http://www.ci.college-place.wa.us/ and follow appropriate links). The City of College Place reserves the right to reject any oral statement of qualifications and/or proposal, to waive any informality or irregularity in any statement of qualification and/or proposal received, and to be the sole judge of the merits of the respective statement of qualifications and/or proposals received. The City of College Place shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

All firms interested in this project (including firm’s employees, representatives, agents, lobbyists, attorney, and sub-consultant(s)) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process.

All contact on this process should be addressed to the authorized representative identified above.

All proposals submitted for the City of College Place are subject to public disclosure requests. Firms submitting a proposal under this Request for Proposal acknowledge and agree to the possible release of submitted material.
NE “C” STREET RECONSTRUCTION PROJECT

PRELIMINARY PROJECT SCOPE

KEY

- Reconstructed Road Surface
- Replaced Sidewalks
- New Sidewalks/Curbs
- New Sidewalk Ramps
- Driveway/Alley Approaches
- 12” Water Line Replacement
- Water Valves
- Sewer Line Replacement
- Sewer Manholes
- Burlingame Storm Line

NOT TO SCALE