

**PUBLIC WORKS DEPARTMENT
TRANSPORTATION SYSTEMS DIVISION
REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES
RENTON ELEMENTARY AND MIDDLE SCHOOL CROSSINGS PROJECT**

The City of Renton (City), in accordance with Policy & Procedure No. 250-02, is soliciting statements of qualifications for A&E Professional Services for the project listed below. The City is seeking consultants with expertise in civil design, construction management, and project management, with offices located in the State of Washington and licensed to do business in the State of Washington. Interested consultants must submit Statements of Qualifications (SOQ) as outlined below.

Project Description

Renton Elementary and Middle School Crossings Project (TIP # 24, 2020-2025). This project will provide for pedestrian improvements at the following Renton school crossings within City of Renton Right-Of-Way (ROW). The design elements include: install RRFB systems with push buttons, a new service cabinet, pedestrian ADA accessible curb ramps, bulb-outs from the sidewalks, a center pedestrian refuge island, crosswalks pavement markings at Maplewood Heights Elementary School, Sierra Heights Elementary School, and McKnight Middle School. The estimated construction cost is \$530,000. The project has thirty (30) working days and mandatory 3% UDBE goals for the construction contract. Calls for bid for the construction contract will be advertised after the obligation of the construction phase that is anticipated to be by the end of September 2020. The estimated bid opening date will be approximately three (3) weeks from the first advertisement date.

Scope of Work

The City intends to select one consulting firm to provide construction management (CM), material testing, and as-needed inspection services. The mandatory consultant UDBE goal for this work is 0%. This work does not include environmental services. Under the direction of the City's Project Manager, Flora Lee, the selected consultant will provide the following:

- Review bid documents (e.g. bid items, bid quantities, measurement and payment specifications) and submittals,
- Construction management, inspection and record keeping services, and material testing in conformance with the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG), Standard Specifications and City of Renton requirements.

Construction support activities provided by others

The following activities will be provided by others, contracted separately with the City:

- Engineering support during construction will be provided by the Engineer of Record.
- Environmental monitoring of the Contractor's construction activities for compliance with all regulatory, environmental permit requirements (if any) will be provided by the City's environmental consultant.
- Inspection will be provided by City's Community and Economic Development (CED) Department. As-needed inspection consultant services will be included in this scope.

Information to be provided in State of Qualifications (SOQ)

In addition to the items listed below, submittals from consulting firms must include the firm name and main phone number; name and e-mail address for Principal-in-Charge and Project Manager; disciplines provided by the firm and total number of employees within Washington State. Similar information shall be provided for any sub-consultants. A Submittal Information Form must be completed and attached to the SOQ for the prime consultant and each sub-consultant (if any). Failure to include a Submittal Information Form will not be evaluated. Refer to WSDOT Local Agency Guidelines, Chapter 31, Appendix 31.92(a) and (b) for the forms. The consulting firms must read and understand the sample Construction Management (CM) scope of work provided in **Exhibit A** and acknowledge the understanding of the CM scope of work in the SOQ. Failure to acknowledge the CM scope of work in the SOQ will not be evaluated. Sample CM scope of work, Exhibit A, is available on the City of Renton website, Rentonwa.gov/bids.

(This link will direct you to the City Clerk's "Call for Bids, Proposals, Qualifications" page. "Construction Management Services – Renton Elementary & Middle School Crossings Project" is listed under the "Request for Qualifications" section.)

Evaluation Criteria

Project Team: (20 points, max.)

The following information must be provided for each team member proposed for this project.

1. Name, current title with firm and current home office location
2. Total years of experience in industry, total years of experience with firm
3. Credentials, training certificates
4. Position proposed for the project and availability in 2020, early 2021

Project Experience: (40 points total, max.)

The firm and team members must have demonstrated experience in each of the following categories for FHWA funded transportation projects that include traffic signal/Rectangular Rapid Flash Beacons (RRFB) projects and/or new construction and have been completed in the State of Washington, within the past five (5) years:

1. Construction management.
2. Record keeping and documentation services.
3. Inspection services.
4. Material Testing services.

Provide a list of no more than three (3) projects that demonstrate the team members' capabilities for each area listed above. Provide a brief description for each project, along with a brief summary of the role(s) each team member had in the project(s). Projects should only be included if one or more team members, especially resident engineer(s) and documentation specialist(s), contributed to the project. Projects describe the firm contributed to the project, without team members specified will receive no points.

Project Delivery: (10 points, max)

For each project listed in the “Project Experience” section above, provide the following information:

1. Successful bid amount and final cost of construction. If the final construction cost was not within the successful bid amount, provide a brief explanation.
2. List the number of working days specified in the original construction contract and actual number of working days utilized upon completion. If the number of working days differ, provide a brief explanation for the difference.

Post Construction Audits: (10 points, max)

Describe the team members’ role in the success of each project listed for the “Project Experience” section above, including passage of WSDOT Project Management Review (PMR) and Federal Highway Administration (FHWA) audits.

1. Provide PMR and FHWA audit results for each project, as applicable. If no audits were performed on any of the projects listed, state this and provide a brief explanation.
2. Provide an explanation if audits resulted in findings.

Completeness and Clarity of SOQ: (20 points, max)

The SOQ must contain all of the required information, organized in a clear manner on a maximum of eleven (11) single-sided pages or less of letter-size sheets of paper, stapled or bound. The format shall be eight and one-half inch by eleven inch (8 ½” x 11”) size pages. The page limit excludes covers, section dividers, cover letter (single page), resumes and “Submittal Information Form(s)”. The font shall be no smaller than 11-font size. In addition, a brochure describing the firm may accompany the SOQ and will not be counted as part of the eleven (11) pages. The firm must provide the acknowledgement to the sample CM scope of work in the SOQ and agree to the complete scope of work and/or provide a brief explanation to any task(s) not feasible for this project or cannot be delivered by the firm.

Consultant Evaluation and Selection Process

After the SOQs have been evaluated, the highest ranked firm(s) will be asked to submit a list of references and interviewed. All firms submitting SOQs will be notified in writing as to their status in the selection process. Final selection of the most qualified firm will be made primarily upon the written SOQs and interview(s).

The City will notify the selected firm in writing, meet with the consultant to reach a complete and mutual understanding of the scope of services, and begin contract negotiations based on the level of effort deemed appropriate for the project. If a satisfactory contract cannot be negotiated, the City will terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm. The process will continue until an agreement is reached or the search is terminated.

Submittal

Please submit four (4) hard copies of the SOQ and one (1) electronic version in PDF format in a USB drive to City of Renton, Public Works, Transportation Systems Division, Attention: Alexandra Taylor, 1055 South Grady Way, 5th Floor, Renton, WA 98057. Please include the RFQ title, “**Construction Management Services – Renton Elementary & Middle School Crossings Project**” on the envelope.

Submittals are due no later than **12:00 p.m. (PST) on Friday, September 18, 2020**. No submittals will be accepted after that date and time. Please plan accordingly. No outside visitors, including UPS and FedEx delivery, are allowed at City Hall due to COVID-19 regulations. For physical delivery, please contact Alexandra Taylor directly via email at ATaylor@Rentonwa.gov or by phone at 425-430-7324 to coordinate drop-off. Faxed submittals will not be accepted.

Any questions regarding the submittal process and/or the technical aspects of the project should be e- mailed to Alexandra Taylor at ATaylor@Rentonwa.gov or by phone at 425-430-7324. Please write the RFQ title in the subject line. Any questions submitted less than five (5) business days of the submittal deadline will not be addressed. Q&A (if any) will be posted on the City of Renton website, www.Rentonwa.gov/bids.

Americans with Disabilities Act (ADA) Information

The City of Renton 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 Alexandra Taylor at ATaylor@Rentonwa.gov or by calling collect 425-430-7324.

Title VI Statement

The City of Renton 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 business 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.

Terms and Conditions

The City may, at its sole discretion, cancel this Request for Qualifications (RFQ), issue a new RFQ, reject any or all Statements of Qualifications (SOQs), seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQ's.

This RFQ does not commit the City to enter into a contract. The City assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

Materials submitted in response to this competitive process shall become the property of the City and will not be returned. All submittals received will remain confidential until the City and the selected Consultant sign any contracts resulting from this advertisement. All submittals are deemed public records as defined in RCW 42.56.