

**THE CITY OF KELSO
REQUEST FOR PROPOSAL
FOR
ENGINEERING CONSULTING SERVICES
WEST MAIN REALIGNMENT PROJECT – PHASE 2**

PURPOSE

The City of Kelso (City) is seeking letters of interest and statements of qualifications from firms and teams capable of providing engineering design, survey, right-of-way support services, environmental documentation, geotechnical, project management, and related services associated with the West Main Street Realignment Project - Phase 2.

PROJECT DESCRIPTION

The purpose of the West Main Realignment Project – Phase 2 is to complete the design and construction of the roadway widening and other improvements along the Catlin Street portion of the West Main Street Realignment Project to improve safety, reduce congestion, and enhance visual elements.

The overall project has been the realignment of West Main Street from the Allen Street Bridge to the intersection of West Main and Cowlitz Way. The overall corridor realignment project began design in 2009, proceeded through preliminary design of the overall corridor, and the City obtained environmental clearances for the entire corridor design. Phase 1 was broken out as a separate project for right-of-way acquisition and construction. Phase 1 included work from the west side of the Allen Street Bridge through the crossover to Catlin at 4th Avenue. From 4th Avenue to Cowlitz Way (SR 4), Catlin was restriped to a three-lane section. Construction of Phase 1 was completed in 2013.

Phase 2 will complete the street widening along Catlin Street segment of the realignment project through the Cowlitz Way intersection. Environmental clearances were obtained as part of the original project, but the prior document requires re-evaluation to satisfy federal funding requirements. General project components include work from the Catlin Street/4th Avenue intersection to approximately 700 feet west of the Cowlitz Way intersection (work west of the intersection along SR 4 is generally anticipated to be limited to restriping and modifications to accommodate the final lane configuration on Catlin). Roadway widening is assumed to include five lanes with an additional turn lane at the Cowlitz intersection, sidewalks, bicycle lanes, roadway illumination, stormwater management, landscaping, and traffic signal work as needed. There will be substantial property impacts resulting from the widening that will result in complete acquisitions of several properties.

The services shall consist of completion of the roadway design based on the approved alignment and concept developed during Phase 1. Work will include roadway design, environmental document updates, right-of-way acquisition, public involvement support, and preparation of Plans, Specifications, and Engineer's Estimate (PS&E), and related tasks required to complete the corridor improvement.

The consultant selected for the design phase of work may be asked to continue work with the City on other phases of the West Main Realignment Project, including construction management.

This project contains Federal funds and may contain Transportation Improvement Board (TIB) Grant funds or other fund sources. Consultants should be prepared to meet all applicable federal, state, and local requirements.

SCOPE OF SERVICES

The below listed services is provided as a guide for the definition of services anticipated for the completion of the project. Upon selection, the consultant will be required to prepare a project specific scope of services to be approved by the City.

- **Pre-Design Services** - Review preliminary planning materials, including the existing reports. Verify and finalize the final design concept. Update cost estimates and present recommendations to the City for review and approval.
- **Design** - Provide topographic and base drawing preparation, existing utility information research, and contract documents. Design elements include, but are not limited, to the following:
 1. Right-of-way plans for acquisition of rights-of-way.
 2. Completion of the arterial improvements including bicycle lanes.
 3. Sidewalk on both sides of the roadway including cement concrete curb and gutter.
 4. Visual enhancements and street fixtures reflecting the urban environment.
 5. Illumination and intersection signalization.
 6. Stormwater facilities in accordance local, state, and federal standards.
 7. Private utility coordination for undergrounding and/or relocation of impacted utilities.
 8. Bid and construction documents including plans, contract provisions, quantity estimates, and Opinion of Probable Construction Costs.
- **Survey** – Survey services to support design and construction efforts, as needed.
- **Environmental Documentation** – Research and prepare all SEPA/NEPA related studies, documents and submit permit applications. Attend and/or coordinate meetings with environmental agencies as needed.
- **Easement and Right-of-Way Acquisition Support** – Coordinate with the City and evaluate additional easement and/or right-of-way and relocation needs. Research, prepare, and submit legal descriptions, exhibits, and related documents to City. Appraise, negotiate, acquire parcels as needed, and prepare deeds in accordance with state and federal acquisition requirements.
- **Bidding Support** – Prepare bid documents, provide responses to bidders' questions.
- **Public Information and Involvement** – Coordinate with City project management consultant to support the public involvement process. Prepare draft informational flyers or meeting notices, assist

with public/neighborhood informational meetings, write drafts or review website updates, provide meeting documentation, interact with property owners, and other related tasks.

- **Construction Support** – Provide construction administration and observation support including review of contractor submittals/shop drawings, monthly contractor pay request administration, on-site construction observer, and construction record drawing preparation.

CONSULTANT SELECTION CRITERIA

Submittals will be evaluated and ranked based on the following criteria: 1) Project approach; 2) Relevant experience of project team; 3) Expertise and commitment of key staff and project team; 4) Response of references/firm experience; 5) Commitment to time schedule; and 6) Experience and expertise with WSDOT LAG procedures.

SUBMITTAL CONTENT

Submittals shall be limited to a total of twenty (20) 8.5 x 11 pages (excluding covers) in 11 point font minimum. 11 x 17 sheets count as two pages. The format shall be as follows:

- A letter of interest signed by a principal of the firm, not to exceed two pages, with a statement of availability to complete the work.
- Qualifications and experience of the team members assigned to the project, including clear identification of sub-consultants and commitment of the Project Manager. Work experience shall be specific to the individuals' actual tasks performed on other projects.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- References, including names and telephone numbers, of at least four previous clients with similar projects.

Submittals that fail to comply with these requirements will be rejected. The City encourages disadvantaged, minority, and women owned consultant firms to respond.

The City of Kelso 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.

Project information is available through the City of Kelso's website:

<http://www.kelso.gov/west-main-realignment-phase-2>

Submittal Requirements

Please submit three bound copies of the proposal along with an electronic file that contains the complete proposal, formatted for printing, by April 9, 2018 at 4:00 pm. Postmarks will not be accepted. Submittals received after the deadline will not be considered.

Submit in a sealed envelope that is plainly marked with "Proposal – West Main Street Realignment – Phase 2," and that bears the Proposer's name and address, addressed to:

City of Kelso
West Main Street Realignment – Phase 2
Attention: Michael Kardas, PE
203 S. Pacific, Ste. 205
Kelso, WA 98626

The City expects to select three firms for project interviews at the City offices. All consultants submitting a proposal will be notified of the selection. Please do not contact the City or its representatives for status on the selection process.

Questions regarding the project or this Request for Proposal may be directed to Tom Walsh, PE at 971.221.5158, or tom@walsh-cg.com.

Date(s) of publication:

The Daily News - March 17, 2018 and March 24, 2018

Daily Journal of Commerce (Portland) - March 19, 2018 and March 26, 2018