

**CITY OF STEVENSON**  
**LASHER STREET IMPROVEMENT**  
**REQUEST FOR QUALIFICATIONS, PRELIMINARY ENGINEERING**

**SUBMITTAL DATE: Jul 31**

The City of Stevenson (City) solicits interest from consulting firms with expertise in Civil and Structural Engineering Design (Consultant). This agreement will be for approximately 12 months in duration with the option for City to extend it for additional time and money if necessary. Firms will be considered for the following project.

City reserves the right to amend terms of this Request for Qualifications (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort firms have spent on their responses.

**Project Description**

The work to be performed by Consultant consists of preparing preliminary engineering design for improvements to Lasher Street. The proposed improvements include addition of sidewalks, planter strips, parking lanes, vegetated curb extensions, stormwater controls and traffic calming realignment. At City's option, the improvement may also include addition of fire hydrant. The major features of the project are as follows:

- Civil engineering for ~900 feet of street corridor with 2 intersections and optional fire hydrant,
- Electrical engineering for utility relocation and street lighting,
- Landscaping and/or urban design services,
- Structural design as needed for retaining walls,
- Environmental documentation and preparation of permit applications,
- Determination of R/W needs and R/W plan preparation,

The contract will use the WSDOT standard form "Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement". City requires the successful respondent to commence work immediately upon contract issuance and that Consultant will diligently pursue implementation of the tasks. City reserves the right to retain the services of Consultant for any subsequent phases (R/W, CN) associated with this project.

This project is partially funded by the Washington Department of Transportation with state funds from the Multi-Modal Account. It may be partially funded through:

- The Washington State Community Development Block Grant program with federal funds provided by the U.S. Department of Housing and Urban Development.
- The Washington Department of Transportation with federal funds provided by the Federal Highways Administration.
- The Washington Transportation Improvement Board.

At this time the project does not have a UDBE goal. Minority-and women-owned firms are encouraged to submit statements of qualifications (SOQs).

Any questions regarding this project should be directed to Ben Shumaker in writing at [planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us). Answers will be posted to the City website (<https://www.ci.stevenson.wa.us/rfps>), See schedule below. It is the responsibility of firms to access and review all questions and answers prior to submitting their SOQs, if they so desire.

## **Submittal**

SOQs must be limited to 10 total pages and include the following information:

- Firm name, contact information, the proposed project manager, and the qualifications of all firm employees proposed to work on the project,
- Each subconsultant firm name, contact information, and the qualifications of all firm employees proposed to work on the project,
- Proposed timeline to make the project shovel-ready in 2025,
- Description of past projects involving similar scope, schedule, and/or construction funding sources,
- Name and contact information for at least 3 past clients capable of verifying the firm's qualifications,

Please submit a PDF copy of your SOQs to:

Tiffany Andersen, Planning and Public Works Assistant  
[planning@ci.stevenson.wa.us](mailto:planning@ci.stevenson.wa.us)  
City of Stevenson  
7121 E Loop Road; PO Box 371; Stevenson, WA 98648

SOQs are subject to the schedule below. SOQs will not be accepted after the posted time and date.

## **Evaluation Process**

SOQs will be evaluated by a local review team and ranked based on the criteria below. The evaluation will include interviews of the top ranked firms as determined by the review team. Interviews may be conducted in-person or remotely (telephone or video conference).

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|--|-----------|
| 1) Qualification/Expertise of Firm and Proposed Project Manager          | 25 points |
| 2) Ability to meet schedule for 100% construction documents in 2025      | 50 points |
| 3) Familiarity with WSDOT/FHWA/CBDG standards and materials requirements | 25 points |
| 4) Past Performance/References   | 25 points |

After the evaluation is complete, City will negotiate with the responsible firm which the local review team determines is most advantageous for the project.

## **Procurement Schedule**

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|--|---|
| ▪ RFQ advertised   | Jul 5 (City and OMWBE websites)<br>Jul 10 (publication) |
| ▪ Opportunity to ask questions closed                      | Jul 24 5:00pm   |
| ▪ Answers provided via City website                        | Jul 26 4:00pm   |
| ▪ SOQs due   | Jul 31 4:00pm   |
| ▪ Written SOQ Evaluation completed and short list notified | Aug 2   |
| ▪ Interviews held  | Aug 5 to Aug 9  |
| ▪ Responsible firm selected for negotiation                | Aug 12, 2024  |

## **Federal Equal Employment Opportunity Statement**

This project may include funding from federal agencies. City is an Equal Opportunity Employer. All firms are advised that this federally funded project will be held to the Federal Equal Employment Opportunity (EEO) requirements.

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

City, 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 Ben Shumaker at [ben@ci.stevenson.wa.us](mailto:ben@ci.stevenson.wa.us) or by calling collect 509-427-5970.

**Title VI Statement**

City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit SOQs in response to this RFQ and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Published in the *Skamania County Pioneer* and *DJC Oregon*: Jul 10 & 17, 2024