



City of Stevenson Request for Qualifications
First Street Pedestrian Amenities and Overlook Project
Consultant Services – Construction Inspection, Management, and Engineering

Fed Aid No. 30A2 (001)

The City of Stevenson (CITY) solicits interest from consulting firms (CONSULTANT) with expertise in Construction Inspection, Management, and Engineering to provide all construction inspection, management, and engineering services associated with the 1st Street Pedestrian Amenities and Overlook Project construction (CN) phase (PROJECT). This agreement will be for approximately six (6) months in duration (approximately April 2024 thru October 2024) with the option for the City to extend it for additional time and cost if in the best interest of the City. This PROJECT is funded, in part, by the Federal Transportation Alternatives Grant Program, and as such will be held to Equal Employment Opportunity (EEO) requirements. This PROJECT is also funded by the Transportation Improvement Board through the Fuel Tax Grant Distribution fund.

The CITY reverses 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 consultant have spent on their responses. This will be a Negotiated Hourly Rate contract.

Project Description

The CITY, incorporated in 1908, is a rapidly growing community located in southern Skamania County, Washington, on the Columbia River. The city is in the heart of the Columbia River Gorge National Scenic Area, 45 minutes from Portland or Vancouver, and three and a half hours from Seattle.

In 2019 the CITY was awarded a grant to design vegetated curb extensions, new sidewalk, crosswalk striping, a pedestrian overlook, connection to an existing waterfront path, and streetscaping. In 2023 the City of Stevenson was awarded two grants to construct the PROJECT. The completed PROJECT will encourage traffic speed reduction, extend walkability for our downtown core, improve safety for pedestrians, and allow a safe alternative access to the CITY'S waterfront.

The end goal for the CITY is to have a safe First Street corridor for all modes of transportation, provide an overlook for pedestrians, and improve walkability of the downtown core. The main project components involve:

- 1) Crosswalk improvements (striping & vegetated curb extensions) to the intersection of 1st Street and Columbia Avenue across 1st Street at a mid-block location,
- 2) Six hundred (600) feet of new sidewalk along 1st Street,
- 3) Pedestrian overlook of the Columbia River Gorge, and
- 4) Streetscape enhancements to match the theme of 2nd Street within the downtown (basalt detailing, benches, bike racks, trashcans, etc.).

A copy of the RFQ, draft Plans and Specifications can be found on the City website: <https://www.ci.stevenson.wa.us/rfps>.



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Technical Requirements

The work to be performed by the CONSULTANT consists of providing all construction inspection, management, and engineering services associated with the PROJECT. The proposed improvements include adding speed limit feedback signs and upgrading regulatory signs. This consultant contract has a zero percent (0%) disadvantaged business enterprise (DBE) goal assigned. The CITY does encourage disadvantaged, small, minority, veteran, and women-owned consultant firms to respond to this RFQ.

The major technical requirements and deliverables of the of the project are as follows:

- Project Documentation
- Execution of Contract, Performance Bond, and Insurance
- Pre Construction Conference and Notice to Proceed
- Materials Control and Contract Documentation
- Project Inspection
- Changed Conditions and Change Orders
- Increased/Decreased Quantities
- Contract Completion
- Other related tasks as required

The CITY requires the successful respondent to commence work immediately upon PROJECT contract issuance and that the consultant will diligently pursue implementation of the tasks.

The CONSULTANT will inspect and administer the project design and construction in accordance with the rules, regulations and procedures as required by the Federal Highway Administration (FHWA), Washington State Department of Transportation, Local Programs Division (WSDOT) and the laws of the State of Washington. In general these rules, regulations and procedures are documented in the following publications. The latest editions of these publications shall be used:

- Standard Specifications for Road, Bridge, and Municipal Construction, 2024 English Edition, published by WSDOT and Washington State Chapter APWA.
- Local Agency Guidelines (M 36-63), Latest Revision, published by WSDOT Local Programs Service Center. (LAG Manual)
- Construction Manual (M 41-01), Latest Revision, published by WSDOT Construction Office.



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Evaluation Criteria

The CITY will determine the most qualified firm based on the evaluation criteria listed below using predetermined weights and the responsiveness of the Written Submittal and a subsequent round of Telephone Interviews for short listed firms.

- 1) Qualifications of Proposed Project Staff – project manager, engineers, and inspectors experience performing similar consultant services on similar projects
- 2) Qualifications / Expertise of Firm – including experience working with Federal Aid funds in Construction Management and WSDOT/Local Programs and in-house expertise
- 3) Ability to meet schedule
- 4) Familiarity with applicable rules, laws, regulations including FHWA standards and Buy America/Buy American (BABA) requirements
- 5) Past Performance / References
- 6) DBE approach and Commitment

Written Submittal

CONSULTANTS are invited to submit their Statement of Qualifications (SOQ) at their own costs. The CITY assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

The SOQ shall include a cover letter with, at a minimum, the following information or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFQ: “City of Stevenson’s First Street Pedestrian Amenities and Overlook Project Consultant Services – Construction Inspection, Management, and Engineering”.
- Firm clearly identified (Firm name, phone, and email address(es)).
- Contact information (name, phone number, email) of at least three (3) past clients capable of verifying the firm’s qualifications.

The SOQ should outline the CONSULTANT’S ability to perform the Construction Inspection, Management, and Engineering services. It should include an organizational chart of the proposed team (Project Manager, Inspector(s), and Engineer(s)) and short resumes (no more than 1-page each) of all key personnel listed on the chart.



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The SOQ should describe at least three (3) past projects or contracts which demonstrate the CONSULTANT'S:

1. Ability to respond to contractor and CITY requests and meet schedule,
2. Internal controls process to ensure quality of contractor work, and
3. Familiarity with applicable rules, laws, regulations including FHWA standards and BABA requirements.

The SOQ submittal shall be a maximum of ten (10) pages (not including the cover page or resumes) and may be submitted electronically or as a hard copy to:

Tiffany Andersen, Planning and Public Works Assistant
Tiffany@CI.Stevenson.WA.US
City of Stevenson
7121 E Loop Road; Stevenson, WA 98648
PO Box 371; Stevenson, WA 98648

The submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical/qualifications proposals. These shall not be considered in the evaluation, ranking, and selection. Submittals must arrive no later than 4:00 p.m. Wednesday, March 13th, 2024. Submittals will not be accepted after that time and date.

Any questions regarding this project should be directed to Carolyn Sourek 509-427-5970 or carolyn@ci.stevenson.wa.us no later than Wednesday, March 6th, 2024. Answers will be posted to the City website (<https://www.ci.stevenson.wa.us/rfps>), no later than Friday, March 8th, 2024. It is the responsibility of the CONSULTANT to access and review all questions and answers prior to submission of their SOQ, if they so desire.

Telephone Interviews

After the CITY reviews the written submittals, consultant firms will be short-listed and invited to interview. Topics covered in the interview session shall include the topics listed under the “Evaluation Criteria” section plus any additional, relevant topics which may arise during both the formal presentation and the question and answer portions of the interview. Final selection from the short-listed firms shall be made based upon combined results of the submittal and the Telephone Interview scoring.



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Procurement Timeline

RFQ Advertisement	February 16, 2024 (website) February 21, 2024 (publication)
Opportunity to Ask Questions Closed	March 6, 2024
Answers provided via City Website	March 8, 2024
RFQ Written Submittal Due	March 13, 2024
Written Submittal Evaluation Complete and Notification of Short List	March 15, 2024
Telephone Interviews	March 18 thru March 21, 2024
Selection and Notification of Successful Firm	March 25, 2024

Americans with Disabilities Act (ADA) Information

The CITY in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with 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 Carolyn Sourek carolyn@ci.stevenson.wa.us or by calling 509-427-5970 ext 206.

Title VI Statement

The 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 will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Publication

Date of publication in the Skamania County Pioneer: Wednesday, February 21st, and Wednesday, February 28th, 2024.