

# REQUEST FOR PROPOSALS 4BIKES PROJECT DESIGN

Date of Request: December 10, 2019  
Proposals Due: 11:00 a.m. on Wednesday, January 22, 2020

## PROJECT DESCRIPTION AND CONSULTANT SERVICES:

The City of College Place is requesting proposals for the design of the 4Bikes Project. The objective of this contract is to obtain the services of a qualified firm that will be responsible for permitting, right-of-way acquisition, final design and bid services for the project. Construction engineering may also be added to the contract as an addendum

Part of the City's 2018 4<sup>th</sup> Street/Academy Way project included a cycle track along the south side of 4<sup>th</sup> Street between Davis Avenue and Academy Way and the west side of Academy Way between 4<sup>th</sup> Street and Whitman Drive. The 4Bikes Project will extend the cycle track on 4<sup>th</sup> Street from the Davis Avenue intersection to College Avenue and includes new ADA-compliant sidewalks and ornamental pedestrian lights. The pedestrian lights will match the existing installations on College Avenue and in addition to the stretch of 4<sup>th</sup> Street between College Avenue and Davis Avenue, will extend west of Davis Avenue along the south side of 4<sup>th</sup> Street to Academy Way and, if funding permits, along the west side of Academy Way between 4<sup>th</sup> Street and Whitman Drive. Depending on the final configuration and available funding, additional 5' wide sidewalk panels may also be placed along the south side of 4<sup>th</sup> Street between Davis Street and Academy Way.

## PROJECT OVERVIEW

**Funding and Project Component Considerations.** The Transportation and Improvement Board (TIB) has awarded \$500,000 in "Complete Streets" funding (see Exhibit 2) for the design and construction of the 4Bikes Project. Four design segments are to be addressed (see Exhibit 1):

1. Segment 1: 4<sup>th</sup> Street from College Avenue to Davis Avenue
  - a. South Side (required)
    - i. 10' sidewalks with reconstructed curb, gutter and  $\pm$  2' HMA restoration
    - ii. Ornamental pedestrian lights
  - b. North Side
    - i. 10' sidewalks with reconstructed curb, gutter and  $\pm$  2' HMA restoration
2. Segment 2: 4<sup>th</sup> Street in front of Walla Walla University Gym (required)
  - a. South Side
    - i. Ornamental pedestrian lights
3. Segment 3: 4<sup>th</sup> Street from Walla Walla University Gym to Academy Way
  - a. South Side
    - i. Ornamental Pedestrian Lights (required)
    - ii. Additional 5' sidewalk panels
4. Segment 4: Academy Way from 4<sup>th</sup> Street to Whitman Drive
  - a. West Side

i. Ornamental pedestrian lights.

The intent of the project is to optimize “Complete Streets” improvements within available funding. Minimum “required” elements of the project are noted above. See also Exhibit 1. Initial engineering efforts under this contract will involve producing cost estimates to determine which improvements can be constructed within the available funding.

Preliminary designs have been completed for Segment 1 and the preferred alternative is shown in the attached Exhibit 2. The preferred alternative contemplates the construction of a 6’ sidewalk on the north side of 4<sup>th</sup> Street and a 10’ sidewalk on the south between College Avenue and Davis. The 8’ cycle track currently shown is expected to be increased in width to facilitate street sweeping and parking is expected to be eliminated on the north side of 4<sup>th</sup> Street. The existing road pavement will be retained with a pavement restoration patch along placement of new curb and gutter. Segment 1 includes improvements to the intersection of Davis and 4<sup>th</sup> Street.

Segment 2 places ornamental pedestrian lights behind the existing sidewalk along the front of the Walla Walla University Gym. This segment fronts a parking lot design for the gym which is undergoing final review and anticipates the placement of the pedestrian lights behind existing sidewalks.

Segment 3 continues placement of the ornamental pedestrian lights on the south side of 4<sup>th</sup> Street from the gym to Academy Way. These lights may be placed behind the existing 5’ sidewalk or within the existing 5’ sidewalk with an additional 5’ width of sidewalk panels poured behind the existing sidewalk. The existing sidewalk grade is 1-2’ above the University athletic field and either fill or a short retaining wall along with reconstruction of some areas of the University walking path is anticipated.

Segment 4 places the ornamental pedestrian lights behind the sidewalk on west side of Academy Way. *This segment is heavily dependent on available funding.*

**Schedule.** The City expects to make a selection for design services in early January with design to be completed by September 2020, bid award late 2020 and construction early 2021.

**Right-of-way Acquisition.** This is a joint project with Walla Walla University (University), Walla Walla Valley Academy, and Rogers Adventist School. The University and schools have agreed to donate property necessary for the placement of the streetlights and sidewalk. Some minimal additional right-of-way dedication is expected along Segment 1; 2-3’ along Segment 2; and 3-10’ along Segment 3 and 3-6’ along Segment 4. Dedications will also be necessary at several intersections corners to allow placement of new sidewalks within right-of-way. This is not a federally-funded project; however, any land acquisition/dedication is to meet the requirements of the Federal Relocation Act.

**Dry Utility Undergrounding/Relocation.** Some limited franchise utility relocation and coordination is expected and should be factored into the proposal. Walla Walla University’s utility tunnel runs under a substantial section of Segment 1 and the sidewalk design will need to preserve the function of the tunnel (the current sidewalk functions as the tunnel lid).

**Cost Accounting.** Invoices for effort billed under this contract are to include specific detail (date, time, place, personnel, associated contract task, description of work, etc.). Project plans, specifications and bidding documents need to be structured to allow easy tracking of construction costs. See Exhibit 4 for guidance.

## CONSULTANT SERVICES & DELIVERABLES

The consultant under this contract will be retained to develop the final design of the project.

The task outline noted below is preliminary in nature and will be modified and supplemented as part of contract negotiations. Consultants shall identify any additional deliverables required for successful completion of the design. The City is not obligated to authorize the full set of tasks to the selected consultant and reserves the option to issue additional requests for proposals if it deems it is in the City's best interests.

**TASK 1: Project Administration.** *The consultant shall oversee, coordinate, track, schedule and communicate project status to the City. The consultant shall provide full project support in meeting the requirements of TIB for those elements of the project that do not require direct City involvement and submittals. The consultant shall provide total project and construction estimates.*

**TASK 2: Funding Support (Optional).** *The consultant shall prepare funding applications as directed by the City, and if successful, will provide, with the exception of those requirements requiring direct City involvement and submittals, full project support in meeting funding agency compliance requirements.*

**TASK 3: Project Survey & Services.** *Services necessary for the design will be provided to include staking of proposed project elements and ROW for property owners. The survey shall be suitably detailed to support Federal ROW acquisition requirements, dry utility relocation, final design, and construction staking. ROW, property lines, and easements are to be included. Lots shall be identified by address in addition to County parcel number. This task includes superimposing ROW/easements and utilities superimposed over design for the purposes of planning utility relocations and ROW acquisition. It also includes legal descriptions and drawings necessary to accompany easements and ROW dedications.*

**TASK 4: Environmental/Permit Compliance.** *The consultant shall manage, track, and coordinate environmental compliance. The consultant shall prepare and submit necessary documents and submittals to meet Federal and state permitting requirements.*

**TASK 5: ROW Acquisition.** *ROW acquisitions shall be performed in keeping with the requirements of the Federal Relocation Act.*

**TASK 6: Dry Utility Undergrounding/Relocation Coordination.** *The consultant shall coordinate dry utilities (franchises) in relocating facilities. This shall include verifying location of facilities, developing utility routing and placement that is mutually beneficial to all parties and ensuring any changes are coordinated with all parties and updated on planning and design drawings.*

**TASK 7: Project Design.** *The consultant shall complete all aspects of the design phase and deliver a bid-ready project. Drawings and reports must be stamped by a professional engineer licensed in the State of Washington.*

**TASK 8: Bid Support.** *The consultant will provide bid support services to include recommendation of the lowest responsible bidder.*

**TASK 9: Construction Engineering/Project Management (by Contract Addendum)**  
*Construction Engineering and Project Management services to be included as a possible addendum to the contract under this request for proposals.*

## **CONSULTANT QUALIFICATIONS**

Desirable consultant qualifications and experience include:

- Design of municipal road, bicycle and pedestrian facilities
- Familiarity with Federal property acquisition processes
- The ability to interact on-site with staff as needed.
- Dry (franchise) utility relocations

## **PROPOSAL SUBMITTAL**

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

- Five (5) copies of a proposal limited to 8 total one-sided pages of printed material. This number of pages excludes resumes, dividers, cover sheet, and evidence of insurance. Submittal shall be printed on 8 ½" x 11" papers with margins set at 1" and have a text font of 11 pt (excluding headings and graphics). The 8 pages may be duplexed if desired. 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.
- Project approach/response to challenges. This section can be incorporated into the project understanding if desired and should include strategies to address funding uncertainty and possible incorporation of third-party project elements.
- Timelines to deliver project. Scenarios should include City milestones showing consultant-recommended activity to meet milestones. Accelerated project delivery will be entertained.
- 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 an organizational chart for the proposed team as well as resumes for each member. 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.
- List of last three jobs related to the type work described under this scope. Provide references for each project.

- Resumes and availability of personnel for full 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.
- Proposed invoice detail for billings under this contract easy tracking of construction costs. See City's draft contract financial standards (Exhibit 4).
- 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 (15%), approach/response to challenges (25%), personnel assigned (25%), qualifications/experience on similar projects /evaluation of references (25%), quality of proposal (10%). Proposals to address project challenges will be reviewed for their feasibility, cost-effectiveness, longevity, and the submitting firm's record of successfully managing similar projects within schedule and within budget.

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 City 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. A number of state equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. Minority- and women-owned firms are encouraged to submit proposals.

## **SUBMITTAL TIME AND PLACE**

Responses to this request must be received by the City Engineer **no later than 11:00 a.m. on Wednesday, January 22, 2020 and should be labeled as "4BIKES PROJECT DESIGN PROPOSAL"**. 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  
 509-394-8525  
 Email: rgordon@cpwa.us

## **ADDENDA**

Any clarifications and/or modifications to this request for proposal will be posted on the City's website: <http://www.cpwa.us/>. It shall be the respondent's obligation to check for updated addenda from time to time. No separate notice of changes will be provided.

**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.cpwa.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.

"The City of College Place, 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 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."

## **LINKS TO SUPPORTING DOCUMENTS**

### **EXHIBIT 1: Project Overview**

<https://www.dropbox.com/s/cgbq8z90i8mrjln/20191205.2019%204Bikes%20RFP%20Scope%20Exhibit.pdf?dl=0>

**EXHIBIT 2: 2018 TIB Complete Streets Nomination Application Overview**

<https://www.dropbox.com/s/jt7nxmbfgg0duxy/4BIKES%20Concept%20Complete%20Streets%20Overview%20Packet2.pdf?dl=0>

**EXHIBIT 3: 2014 Anderson Perry Survey Document:**

<https://www.dropbox.com/s/g2mdfblrgnvucay/4th%20Street%20Survey.pdf?dl=0>

**EXHIBIT 4: Contract Financial Standards (Draft)**

[https://www.dropbox.com/s/gnp8k153si1ej7j/20191205.Contract\\_Financial\\_Standards.DRAFT.pdf?dl=0](https://www.dropbox.com/s/gnp8k153si1ej7j/20191205.Contract_Financial_Standards.DRAFT.pdf?dl=0)