

**CITY OF EDMONDS**  
**REQUEST FOR QUALIFICATIONS**  
**SUPPLEMENTAL INFORMATION**  
*Citywide Overlay and 88th Ave Sidewalk Repair Project*

The City of Edmonds, Washington is soliciting a statement of qualification (SOQ) from individuals or firms interested in *design* services for the *Citywide Overlay and 88th Ave Sidewalk Repair Project*.

**BACKGROUND**

2025 Overlay Program:

Each year since 2014, the City has completed an annual overlay project to pave City streets. The range in funding each year has varied between \$1M - \$2M in local funds. A priority goal for this program is to advertise the project early in the first quarter of 2025 to improve the opportunity for receiving competitive construction bids.

88<sup>th</sup> Ave W Overlay & Sidewalk Repair:

The segment of 88<sup>th</sup> Ave W to be improved is from SR-525/196<sup>th</sup> St SW to 185<sup>th</sup> St SW and is a two-lane collector with existing asphalt curb and sidewalk on the east side of the street. The City has completed utility improvements along the corridor in recent years and the pavement is in poor condition due to age and utility trench patches. The existing asphalt curb is beginning to fail and needs to be replaced. Preliminary design and cost estimates will be needed to evaluate the cost/benefit of replacing the asphalt sidewalk with either concrete curb and sidewalk or concrete curb with asphalt walkway. Sidewalk replacement will include ADA compliant pedestrian ramps and driveways.

The 88<sup>th</sup> Ave W Overlay and Sidewalk Repair and 2025 Overlay Program will be combined into one contract

**PROJECT SCOPE AND SCHEDULE**

The anticipated scope of work for the consultant consists of the following services:

1. Perform survey work for 88<sup>th</sup> Ave Sidewalk;
2. Utilize City GIS basemapping and site visits for overlay project;
3. Complete design and prepare final plans, specifications and estimates;
4. Prepare required technical reports (geotechnical, storm drainage, etc.);
5. Assist with public outreach;
6. Assist City with bid phase; and
7. Provide assistance during the construction phase.

The following is the anticipated project schedule:

<b>Task</b>	<b>Schedule</b>
Notice to Proceed	<i>Spring, 2024</i>
Completion of 60% PS&E	<i>Summer, 2024</i>
Completion of 90% PS&E	<i>Fall 2024</i>
Advertise for Construction	<i>Winter 2025</i>

## SUBMITTAL

The City will accept one electronic copy of the Statement of Qualifications (SOQ) by e-mail. Electronic SOQ's shall be saved in a (pdf) format and shall be e-mailed to Ryan Hague at [ryan.hague@edmondswa.gov](mailto:ryan.hague@edmondswa.gov) no later than 4:00 PM on **Tuesday, April 23, 2024**. The size of the e-mail with the SOQ attachment shall not be larger than 10 MB (Megabytes). A confirmation email will be sent by the City upon receipt of the SOQ. No questions, either written or oral will be taken by Edmonds staff related to the technical components of this RFQ.

Statements of Qualifications shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than **15 pages (including resumes)** and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. A cover page with basic identifying information such as the name of the firm and project may be included and will not count against the page total. The following format and content shall be adhered to by each firm and presented in the following order:

### SOQ Evaluation Components/Criteria

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's SOQ and an overview of the consultant team and project manager. Indicate the address and telephone number of the respondent's office located nearest to Edmonds, Washington, and the office from which the project will be managed.
- B. Project Approach including QA/QC Procedures: Describe your firm's work plan and schedule for this project, who is involved with the decision making process for the development of the work plan, and the elements of the proposed work plan.
- C. Qualifications of Proposed Project Manager: Provide up to three examples for the proposed Project Manager that demonstrates their experience as a Project Manager on pavement overlays and similar walkway projects. Include the dates, name of the client, and list responsibilities and tasks. Demonstrate familiarity with relevant state procedures.
- D. Expertise of Project Team: List key personnel for the project team and their role/responsibility on the project. Provide the qualifications and experience of key personnel and provide up to three examples of prior experience on similar walkway projects. Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of key personnel on those project(s).
- E. References/Past Performance: Provide reference information for a minimum of three (3) with a maximum of five (5) similar projects in the last five (5) years. References shall include the project name, dates of service on projects, dollar amount your firm received on projects, contact name, contact phone number, and name of your project manager on projects.

The City's Evaluation Team will use the following criteria to evaluate each SOQ:

<u>Criteria</u>	<u>Points</u>
Project Approach including QA/QC Procedures	0-40
Qualifications / Experience of Project Manager	0-30
Qualifications / Experience of Key Staff	0-20
References / Past Performance	<u>0-10</u>
<b>Maximum Points</b>	<b>100</b>

The SOQ will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon

completion of the evaluation, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

The Recipient, 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 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.