

City of Woodland Public Works Department

Request For Proposal (RFP) To provide

Professional Engineering Services for

Design and Construction of

Interstate 5 (I-5) at SR 503 Interchange (Exit 21) Improvements

**Closing Location:**

Tracy Coleman City of Woodland

# Public Works Department

# PO Box 9

Woodland, WA 98674

**Closing date and time:**

### Three bound and one unbound copy must be received by

### July 20, 2023 2:00 PM PST

Issued: May 31, 2023

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### Attachments:

1. I-5 / SR 503 Interchange Improvements presentation to city council

2. Improved Signalization Design Concept

3. Roundabouts Design Concept

4. Exit 21 Transportation Assessment

## GENERAL DESCRIPTION OF SERVICES REQUIRED

The City of Woodland, WA (CITY) desires to retain a qualified engineering team (CONSULTANT) to provide engineering services for design and assistance in construction management of Interstate 5 (1-5) at SR 503 Interchange (Exit 21) Improvements.

The CITY is requesting a proposal meeting the requirements of the RFP published in the City of Woodland’s Website located @ <https://www.ci.woodland.wa.us/publicworks>. The CITY reserves the right to interview any CONSULTANTS submitting an RFP.

The CONSULTANT determined to be the most qualified will be asked to prepare a formal scope of work as outlined in this RFP to show how they will get from 30% Preliminary Design to bid documents. The selected CONSULTANT will provide a full range of engineering, transportation, environmental, ROW and public relations services necessary to provide bid ready plans, specifications and estimate (PS&E), design support during construction and construction management and inspection, and other tasks as required.

The selected CONSULTANT shall perform the majority of the engineering services required for this project with its own staff and may be assisted by other sub-consultants. They will work directly with the Public Works Director.

### **PROPOSAL SUBMITTAL**

To be considered for this work, all submittal requirements outlined in this RFP must be met. Proposals shall be submitted to:

Tracy Coleman, Public Works Director

City of Woodland Public Works Department

PO Box 9

Woodland, WA 98674

Three bound and one unbound hardcopies of the CONSULTANT’s written proposal shall be submitted. Submittals must be received no later **than 2:00 PM on Thursday, July 20, 2023.**

### **PROPOSAL INQUIRIES**

Should a CONSULTANT desire additional information prior to submitting a proposal. Please **submit inquiries** via email to the **individual** listed below:

Tracy Coleman, Public Works Director

Phone: (360) 225-7999

Email: [colemant@ci.woodland.wa.us](mailto:colemant@ci.woodland.wa.us)

The CITY will not be held responsible for any verba1 instructions or information which may be

provided to prospective respondents.

**PROJECT BACKGROUND**

Safe and efficient traffic operations throughout the I-5/SR 503 corridor interchange area is vital to the CITY as it serves as one of the major connection points to I-5, while SR 503 provides a major linkage between the City’s west and east sides. The City of Woodland is projecting its population to grow by nearly 50% in the next 20 years, and much of that growth will be focused in the southern region with the potential for up to 2,000 new homes being constructed in the next 5 years. In addition, 460 acres of agricultural land has recently been annexed into the CITY that has been zoned industrial. This growth is expected to put significant stress on the already struggling interchange area at I-5 and SR 503, and the CITY would like to conduct a traffic operations analysis and explore design alternatives that will aid in improving travel for all modes and upgrading infrastructure to meet future transportation demands.

The CITY recently completed a study that concluded with two improvement concepts (*Improved Signals and Roundabouts concepts*) that were discussed with stakeholders and the Woodland community. This information may be found on the city website under this RFQ advertisement.

**PROJECT FUNDING REQUIREMENTS**

CONSULTANT is advised that the engineering services construction of this project will be funded by the City of Woodland from funding received from Cowlitz County Commissioners. In addition, the CITY may use Federal Funds from Cowlitz-Wahkiakum Council of Governments (CWCOG) (Metropolitan Planning Organization) Board of Directors who have awarded funding through Surface transportation Block Grant. The CONSULTANT will be held to Federal requirements such as Equal Employment Opportunity, American with Disabilities Act, Civil Rights Act, and other applicable regulations.

**American with Disabilities Act (ADA) Information**

The City of Woodland in accordance with Section 504 of the Rehabilitation Act (Section 304) 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 Tracy Coleman at [colemant@ci.woodland.wa.us](mailto:colemant@ci.woodland.wa.us) or by calling 360-225-7999.

**Title VI Statement**

The City of Woodland in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 20(Od 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 issues pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantages 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.

**Underutilized Disadvantage Business Enterprise (UDBE) Goal** This project **MAY** have a mandatory 7% UDBE goal.

**PROPOSAL CONTENTS**

CONSULTANT shall submit its proposal in accordance with the format outlined below. Within each section, CONSULTANT may prepare their information in a manner most suited to their team. All requirements set forth in this RFP must be addressed. Proposals shall be clear and concise, and shall not exceed 20 pages, excluding introductory letter, covers, tabs, or information included in appendices such as individual resumes for team members. Preprinted and prepared general company advertising literature such as color brochures are discouraged unless they are specifically related to the services requested and referenced as such. Any such documents provided will be counted against the 20-page limit defined above.

### CONSULTANT’s proposal shall include, at a minimum, the following information in the order shown:

**Introductory Letter**

Each proposal shall include an introduction or cover letter. The CONSULTANT may use this section to introduce the proposal and the key provisions of the submittal.

The introductory letter shall include, but not be limited to the following information:

### The name of the firm.

### Signature, printed name, and title of a company officer who is authorized to represent the firm.

### Address, phone, cell phone, email, and other contact information for the firm.

**Section 1 - Project Team Organization / Key Staff**

Provide names, project responsibilities, and organization chart for designated key personnel who will be assigned to work on this project. Include all sub-consultants in this section, and in the organization chart. Provide a list identifying all sub-consultants proposed for this project. To qualify, the proposal must designate a project manager and project engineer in the project team organization. Key staff identified must be the personnel that will perform the project work. CONSULTANT shall provide a listing of qualifying experience for each team member (including sub-consultants) on a project similar in nature and complexity to this project.

## Section 2 — Project Understanding

Provide an indication that the CONSULTANT has a clear understanding of the project, including a summary of the CONSULTANT’s project approach. Identify issues to be addressed and problems/challenges expected to be encountered. Describe how the project tasks will be accomplished and identify any recommended changes to the scope of work presented in this RFQ. Sequence the project tasks and identify any critical tasks which must be phased or transitioned within the overall project schedule. Describe how each identified sub-consultant will be used on this project, and how their work will be controlled and coordinated with the work of other sub-consultants and that of the CONSULTANT. Describe what measures CONSULTANT will use to ensure proper coordination, cost control, and timely delivery of work product(s) from sub-consultants.

**Section 3 – Project Approach/Scope of Services from concept to Bid Docs**

### Identify services proposed or required by the CONSULTANT’s project approach. Clarify or define additional tasks and deliverables needed to meet the CITY’s objectives as modified by the CONSULTANT’s proposed project approach. How will you work with the partnerships to obtain approval and support for funding. Please touch on each of the topics below on how you will go from 30% initial concept design of the two options provided and get to bid documents:

* + 1. Engineering Design Services
    2. Environmental Review and Permits
    3. Development of Public Participation Program
    4. Traffic Analysis
    5. Complete Design and PS&E
    6. Design Support During Bidding and Construction
    7. Construction Management and Inspection Services
    8. Project Administration – Payment Submittals
    9. Project Schedule

**Section 4 – Staff Availability**

For key designated personnel, describe their current workload and future commitments, and the amount of time they can be expected to devote to this project. This listing should include key project staff provided by sub-consultants as well.

**Section 5 – Grant Experience**

The City of Woodland (City) in partnership with the Washington State Department of Transportation (WSDOT), the Cowlitz-Wahkiakum Council of Governments, the Port of Woodland, Cowlitz, and Clark counties, is seeking support of the federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant to implement the City of Woodland Exit 21 Interchange Multimodal Connectivity Project. The expected notification of the RAISE Grant is June ending 2023. If the city does not receive the RAISE Grant funding, the selected engineering firm will be required to apply for state and federal funding and solicit, write, and submit all grants that would be available for this project. If the city receives the RAISE Grants, additional funding may be required to be obtained through the grant submittal process.

How will you work with the partnerships to obtain approval and support for funding? What is your experience in grant writing, submittals, and your success rate in obtaining funding? What is the largest grant funding your firm has submitted for and received on behalf of a client?

**Section 6 - Problem Definition**

Describe what your team anticipates will be the two most difficult challenges on this project, and how your team will address each challenge. Include in your explanations, statements of the unique capabilities of your team to perform the required work and resolve these challenges.

**Section 7- Conflicts of Interest**

Identify all potential conflicts of interest which CONSULTANT’s team members or staff may have in working on the project through final design and construction.

# **Section 8 — Experience and References**

Provide a minimum of three past project names, summaries, locations, and contact names with phone numbers for a reference check.

### **LEGAL REQUIREMENTS & GENERAL CONDITIONS**

1. **Interpretation of Documents:** A CONSULTANT contemplating submitting a proposal for this proposed contract who is in doubt as to the true meaning of any part of this RFQ or finds discrepancies in or omissions from this RFQ, may submit to the CITY a verbal or written request for interpretation, clarification, or correction thereof. Significant interpretation, clarification or correction of the documents will be made only by duly issued addendum. A copy of such an addendum will be emailed or delivered to each CONSULTANT receiving this RFQ. The CITY will not be responsible for any explanations or interpretations of the documents other than written addenda.

### **Addenda:** All addenda issued during the proposal period shall be noted in the CONSULTANT’s Introductory Letter.

1. **Rejection of Proposal**: The CITY reserves the right to reject any and all proposals, to negotiate with one or more CONSULTANT, to award to a CONSULTANT other than the first ranked CONSULTANT, to waive any informality in a proposal, to add or delete items from the scope of services prior to award, and to make awards deemed to be in the best interest of the CITY.
2. **Contract Award:** The selected CONSULTANT shall enter into a written contract with the CITY binding all terms, conditions, and provisions of the proposal, and other terms, conditions, and provisions negotiated prior to award of the contract. The contract period will be for the duration of the project. Any contract resulting from this RFQ must be approved by the City Council and is subject to appropriations of funds by the Council.
3. **CITY’s Use of Proposal Material:** All material submitted in or with the proposal shall become the property of the CITY, unless it is clearly marked as proprietary information. The CITY reserves the right to use any ideas presented in the proposals, without compensation paid to the CONSULTANT. Selection or rejection of the proposal shall not affect this right.
4. **Proposal Development:** The cost for developing and submitting the proposal shall be entirely the responsibility of the CONSULTANT.
5. **Insurance Requirements:** The selected CONSULTANT shall procure and maintain for the duration of the contract, professional errors & omissions, general liability and automobile liability insurance against claims which may arise from or in connection with the performance of the work by the CONSULTANT, his agents, representatives or employees. Insurance coverage shall be in the amounts as what would be required as outlined in a WSDOT Standard Consultant Agreement. Such insurance shall be received and approved by the CITY prior to execution of the contract.
6. **Business License:** The selected CONSULTANT shall obtain the appropriate business license from the City of Woodland in compliance with Woodland Municipal Code.
7. **Performance Bond:** A performance bond is not required. The CITY may terminate the service with the CONSULTANT as anytime with 30 days written notice if they determine the scope of services and tasks outlined are not being performed in a timely or professional manner.

**CONSULTANT SELECTION PROCEDURES**

The CITY will select the CONSULTANT who submitted the highest ranked responsive proposals. This review committee will be comprised of CITY staff and possibly other members as determined appropriate by the CITY.

The following non-inclusive criteria, listed in random order, will be considered during review of CONSULTANT’s proposals:

* Technical competence and pertinent experience of project team members
* Experience of team working together on previous projects
* Approach and Understanding of the project.
* Adequacy and availability of staffing and in-house resources
* Satisfactory record of performance on past projects / References
* Ability to meet a city identified schedule.
* Conformance with the proposal guidelines and format outlined in this RFQ.
* Familiarity with WSDOT / FHWA Standards
* Approach to meet the UDBE goal (UDBE Participation Plan)

The Committee will select a CONSULTANT based upon the written proposals. The CITY and the selected CONSULTANT will then negotiate a final scope of services, budget, and schedule for the project that will be incorporated into the CITY’s standard consultant agreement. The scope of services will include but not be limited to the items identified in **Section 3 Project Approach/Scope of Services.** The selected consultant must have an approved WSDOT Indirect Cost Rate (ICR).

If agreement cannot be reached with the selected CONSULTANT, the CITY will terminate negotiations with that CONSULTANT and open negotiations with the next ranked CONSULTANT. The compensation discussed with one CONSULTANT will not be disclosed or discussed with another CONSULTANT.

When the CITY has made a final selection and negotiated a fee and terms for the contract, CITY staff will recommend the selection and contract to the City Council. Confirmation of the CONSULTANT selected and authorization for the contract is subject to the approval of the City Council. No work shall begin until the contract has been executed by the CONSULTANT and the CITY.