

City of Bainbridge Island

Request for Detailed Statement of Qualifications

Winslow Way Reconstruction (SR305 to Grow Avenue) Transportation – Capital Improvement Project

Submittal Due Date: October 2, 2009

The City of Bainbridge Island is soliciting detailed statements of qualifications from consultant firms with qualifications and experience in Construction Management for the Construction Phase of the Winslow Way Reconstruction Project.

Background

The City plans to complete design and advertise the project for construction on October 9, 2010 and award the project following the City Council Meeting on November 25, 2010. The Construction Contract will stipulate the first working day as early as February 1, 2010.

The City has processes and resources in place to administrate the construction project. Resources include a Public Works Director, an Engineering Manager/ City Engineer, Engineer/Project Managers, a Contracts Coordinator, and Inspectors. Processes are in place to address most aspects of construction administration such as contracting, pre-construction and weekly project meetings, requests for information, submittals, change directives & change orders, quality assurance/inspection, payment, and project close out. The Winslow Way project is a high profile project with potential impacts to businesses, traffic circulation, and pedestrian access. As such the City is expecting to need additional resource capacity to successfully complete the project.

Description of Services

The City of Bainbridge Public Works Department desires Consultant support in administering the Construction Phase of the project. The consultant will provide services to supplement our normal construction administration effort. It is anticipated that the Consultant will provide a Project Manager to act as the City's project representative. This person will partner with a City staff Engineer/Project Manager, Contracts Coordinator, and other City staff supporting the project to administer the Construction Phase of the project. The Consultant may also be requested to provide personnel to provide inspection services as needed to supplement City staff inspectors.

The City seeks a qualified consultant team with the following combined capabilities and experience:

- Construction Management/ Owners Representative
- Cost control/ reporting
- Quality control/ inspection
- Construction scheduling

- Change management
- Risk management/ avoidance
- Negotiation, Handling claims and disputes
- Construction safety
- Construction regulations
- Regulations and processes for Federal and State funded projects
- Requirements of the Local Agency Guidelines as published by WSDOT
- Environmental regulations
- Traffic management/ public access
- Public relations/ Addressing public concerns
- Coordination with property owners
- Coordination with Utility Franchises

In addition to the above-mentioned relevant construction management skills, the city is seeking a consultant for the project that is also comfortable serving as the “construction concierge” to the general public as well as business and property owners adjacent to the project. Responsibilities associated with this task may include providing basic information to the general public upon request, such as identifying locations of temporary parking. Responsibilities may also include immediate problem solving, such as correcting or providing access accommodations or dust control mitigation for businesses upon request. Firms are encouraged to provide a sample communications plan that addresses how such issues will be handled during the project, and how the firm is specifically qualified to handle this aspect of the project.

Funding

The project is funded by Local Water, Sewer, and Storm-water Utility funds, Local Improvement District (power/data utility) funds, State grants, and Federal grants.

Basic Scope of Improvements

Streetscape elements

Streetscape elements include; surfacing reconstruction with concrete, asphalt surfacing repairs and overlays, reconfiguring on street parking, widening sidewalks and other pedestrian facility improvements, bicycle facility improvements, landscaping, and street lighting.

Utility elements

Utility Elements of the project include; replacement of water and sanitary sewer mains and side services; replacement of portions and modifications to the storm-water systems including low impact development elements; and undergrounding power and data utilities.

Contract Documents

The project is being delivered using the design-bid-build method. The Project Manual is built using the City’s standard Contract and WSDOT Standard Specifications assembled using WSDOT’s word macro for specifications formatting. Draft Contract documents are available for viewing at City Hall upon request.

Schedule

The city desires to start construction in the February of 2010 and complete construction in the Fall of 2010 prior to the Holiday shopping season. Accordingly, the Consultant support is needed starting late January 2010 and continuing through the end of the year and possibly into the first quarter of 2011. The schedule for consultant selection and contract execution is shown below.

Qualifications Due	October 2, 2009
Consultant Selected	October 16, 2009
Final Scope and Estimate Due	November 9, 2009
Consultant Contract Executed	December 9, 2009
Construction Contract First Working Day	February 1, 2010
Construction Contract Physical Completion	November, 2010
Consultant Contract Ended	February, 2011

Statement of Qualifications Submittal Requirements

Detailed statements of qualifications submitted by firms should focus on the firm or team's relevant experience and approach to the project. Please include the following information in the statement:

- Cover letter
- Description of the firm or team, including experience of key team members (resumes may be included in an appendix)
- Project approach including proposed project schedule
- Relevant firm or team experience including project description, reference, and staff involved for each project
- Any other relevant information you feel will be helpful in the selection process

The submittal shall be twenty (20) pages maximum, 8½ x 11 inches, single sided, 11-point font minimum. All pages count towards the page total except the cover, introductory letter. The City reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.

More information is available from the City website at: http://www.ci.bainbridge-isl.wa.us/winslow_way_reconstruction.aspx. Questions about this project should be directed to K Chris Hammer, at (206) 780-3740 or chammer@ci.bainbridge.wa

Five copies of the statement of qualifications must be received by 4:00 pm on October 2, 2009, addressed to:

Submit Proposal to: K. Chris Hammer, P.E.
Project Manager
Department of Public Works
280 Madison Avenue North
Bainbridge Island, WA 98110

Selection Process: Consideration will be given to relevant experience, demonstrated understanding of the project, and the ability to work effectively with the Contractors, City staff, outside agencies, utility franchises, and the public.

Firms will be evaluated on the basis of the following factors:

1. Firms Project Management/ Construction Administration Capabilities (20%)
2. Firms Experience (30%)
3. Personnel Assigned to the Project (30%)
4. Public Relations (20%)

Right to Reject: The City of Bainbridge Island reserves the right to reject all submittals and not award a contract as a result of this request.

Compliance: In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws in the conduct of work specified herein. The consultant selected will be required to meet City and State professional service contract requirements. Please refer to the attached copy of the standard Professional Services Agreement and insurance requirements. This includes furnishing audited personnel and overhead rates and obtaining WSDOT verification/approval of audited rates in accordance with the LAG Manual. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.

The City of Bainbridge Island is committed to a program of equal opportunity regardless of race, color, creed, sex, age, national origin or the presence of any sensory, mental or physical disability.