

**City of Bellingham Request for Qualifications
RFQ 80B-2018**



**MERIDIAN STREET
ROUNDBOUT FEASIBILITY STUDY
(CITY PROJECT # ES-0550)**

RFQ INFORMATION

Issue Date: December 18, 2018
Purchasing Telephone: 360-778-7750
Contact Email: bids@cob.org

CLOSING INFORMATION

Date: January 17, 2019
Time: 11:00 AM
Location: Purchasing Office
Mailing Address: 2221 Pacific Street, Bellingham, WA 98229

The City of Bellingham in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d 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 issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged 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.

Chad Schulhauser, PE
Assistant Public Works Director

Section 1 – General Information

1.1 Purpose and Background

The City of Bellingham (“City”) is seeking submittals (**Invitation No. 80B-2018**) from transportation planning and engineering firms interested in providing professional transportation analysis services to the Engineering Division of the Public Works Department for the **Meridian Street Roundabout Feasibility Study (ES-0550)** encompassing both the Meridian/Squalicum and Meridian/Birchwood intersections in Bellingham.

The City invites all interested parties to respond to this Request for Qualifications (RFQ) by submitting their qualifications relating to this type of project. All prospective consultants are advised that federally funded projects will be held to federal EEO requirements. Disadvantaged, minority and women-owned consultant firms are encouraged to respond. Upon consideration of the submittals, the City will negotiate final terms with the selected party.

The purpose of the Meridian Street Roundabout Feasibility Study is to:

- 1.) Analyze alternatives for constructing multimodal roundabouts with accommodations for ADA-compliant pedestrian sidewalks and crosswalks, bicycles, WTA transit busses, multiuse trails, and freight trucks on the Meridian Street corridor;
- 2.) Identify preferred intersection alternatives based on benefit-to-cost analysis;
- 3.) Develop all preferred alternatives to 30% design with cost estimates for construction;
- 4.) Develop a realistic and financially feasible phasing plan for right-of-way acquisition and construction; and
- 5.) Identify local, state, and federal funding options.

Background – Existing Conditions

Meridian Street is a principal arterial, designated freight truck route, and WTA transit route between the Bellingham Waterfront District, the Fountain District, and Interstate 5. In 2018, vehicle traffic volumes were 26,300 ADT and 2017 freight truck counts measured 10% of ADT, or 2,630 vehicles, as freight trucks using Meridian between Squalicum Parkway and Interstate 5. A significant amount of growth and development is planned in the Bellingham Waterfront District, the Fountain District Urban Village, and Bellingham commercial, industrial, and residential areas north of Interstate 5 (**See Figure 1**). WTA has indicated that Meridian Street is likely to be the next high-frequency GO Line that they implement in their regional transit system between the downtown transit station and the Cordata transit station.

The City is turning its attention to the closely-spaced intersections at Meridian/Squalicum and Meridian/Birchwood because in 2020, the City will complete construction of the Orchard-Birchwood connector, which will create a new grade-separated arterial undercrossing of Interstate 5 between the King Mountain Neighborhood and the Meridian/Birchwood traffic signal (**See Figures 1 and 2**). This is expected to increase vehicle traffic through both the Meridian/Birchwood and Meridian/Squalicum intersections and on the following arterial streets: Birchwood Avenue, Squalicum Parkway, Meridian Street, James Street.



Figure 1. Significant growth is planned between the Waterfront District, Downtown, and north Bellingham

Project #4: Orchard Drive Ext. (Birchwood Multimodal Grade-Separated Crossing of I-5)

PROJECT NARRATIVE: Construct a multimodal arterial from the corner of Birchwood Avenue/Squalicum Parkway generally along the former railroad bed (north of Bug Lake), through the railroad tunnel beneath Interstate 5, to James/Orchard north of Sunset Pond Park. This new east-west arterial will enhance regional transportation circulation for all modes between rapidly-growing northern Bellingham, St Joseph's Hospital, and central Bellingham. Construction of this arterial street will ease pressure on the Interstate interchanges at Meridian and Sunset and is the last opportunity for a grade-separated crossing of Interstate 5 in Bellingham. The WA legislature has allocated \$10 million in "Connecting Washington" gas tax funds for this important regional connection.

MULTIMODAL TRANSPORTATION BENEFITS: Tier 3 sidewalk north side, Tier 1 bicycle lanes both sides, off-street multi-use Bay-to-Baker trail, improved emergency response time to St Joseph hospital, Tier 3 grade-separated multimodal crossing of Interstate 5, and possible future WTA transit route.

PROJECT STATUS: Funded, 90% Design, Permitted; Squalicum Re-route completed 2015; Bay to Baker Trail completed 2016. Orchard Drive construction scheduled 2019, completion in 2020.

No.	PROJECT DESCRIPTION	FUNDING SOURCE	Cost Estimates (000's) 2018 Dollars							PROJECT TOTALS
			Previous Budget	2019	FUNDED 2020	2021	UNFUNDED 2022	2023	2024	
4	Orchard Drive Extension	Street	864							
	Multimodal Grade-Separated Crossing of Interstate 5	Federal STP-R	1,250	Build						
	(Birchwood/Squalicum to James St)	WSDOT Gas Tax	3,500	8,500						
		Subtotal	5,614	6,500						12,114

TRANSPORTATION IMPACT FEES COLLECTED Yes for local funds
RIGHT-OF-WAY ACQUISITION NECESSARY Yes



Project #15: James Street Multimodal Safety Improvements (East Orchard Drive to East Bakerview Road)

PROJECT NARRATIVE: James Street is the only north-south transportation corridor serving north-central Bellingham between Meridian (SR 539) and Hannegan, which is already zoned for up to 2,000 new housing units. James Street also provides access to Sunset Pond Park between Sunset and East Bakerview. A vertical curve on the hill between Orchard and McLeod may require elimination of a sight distance issue, but more investigation is required. Pedestrian and Bicycle Master Plans call for sidewalks and bike lanes on James Street and WTA rerouted the high-frequency Gold GO Line Route 331 to travel on James Street-Telegraph Road-Deemer Road in both directions in March 2017.

MULTIMODAL TRANSPORTATION BENEFITS: Tier 3 sidewalks, Tier 3 bicycle lanes, turn lanes, increased access, safety, sight distance, and efficiency. WTA Gold GO Line high-frequency transit route 331 in 2017 and possible future WTA transit routes as King Mountain Neighborhood develops.

PROJECT STATUS: Unfunded. State and federal grant funding will be sought.

No.	PROJECT DESCRIPTION	FUNDING SOURCE	Cost Estimates (000's) 2018 Dollars							PROJECT TOTALS
			Previous Budget	2019	FUNDED 2020	2021	UNFUNDED 2022	2023	2024	
15	James Street Multimodal Safety Improvements	Street			50					
	(E Orchard to Bakerview)	Pvt. Mitigation								
	(Safety & Feasibility Study)	Unknown						7,000		
		Subtotal			50				7,000	7,000

TRANSPORTATION IMPACT FEES COLLECTED Yes, for local funds
RIGHT-OF-WAY ACQUISITION NECESSARY Not yet known



Figure 2. Orchard-Birchwood Extension (Construction 2019-2020) and James Street Corridor (Feasibility study 2019)

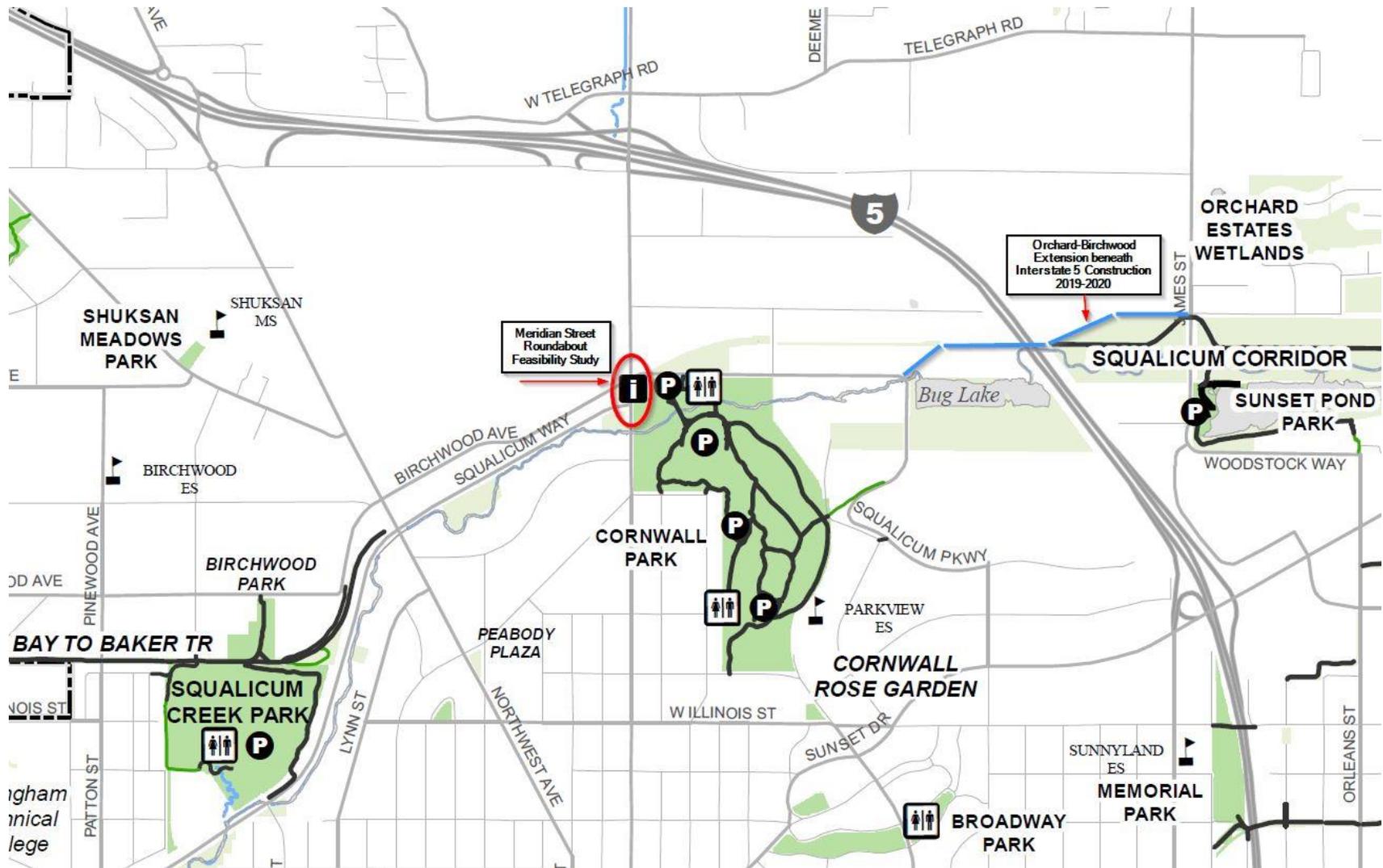


Figure 3. Bellingham parks and trails connected to the Meridian Street and Squalicum-Birchwood-Orchard transportation corridors

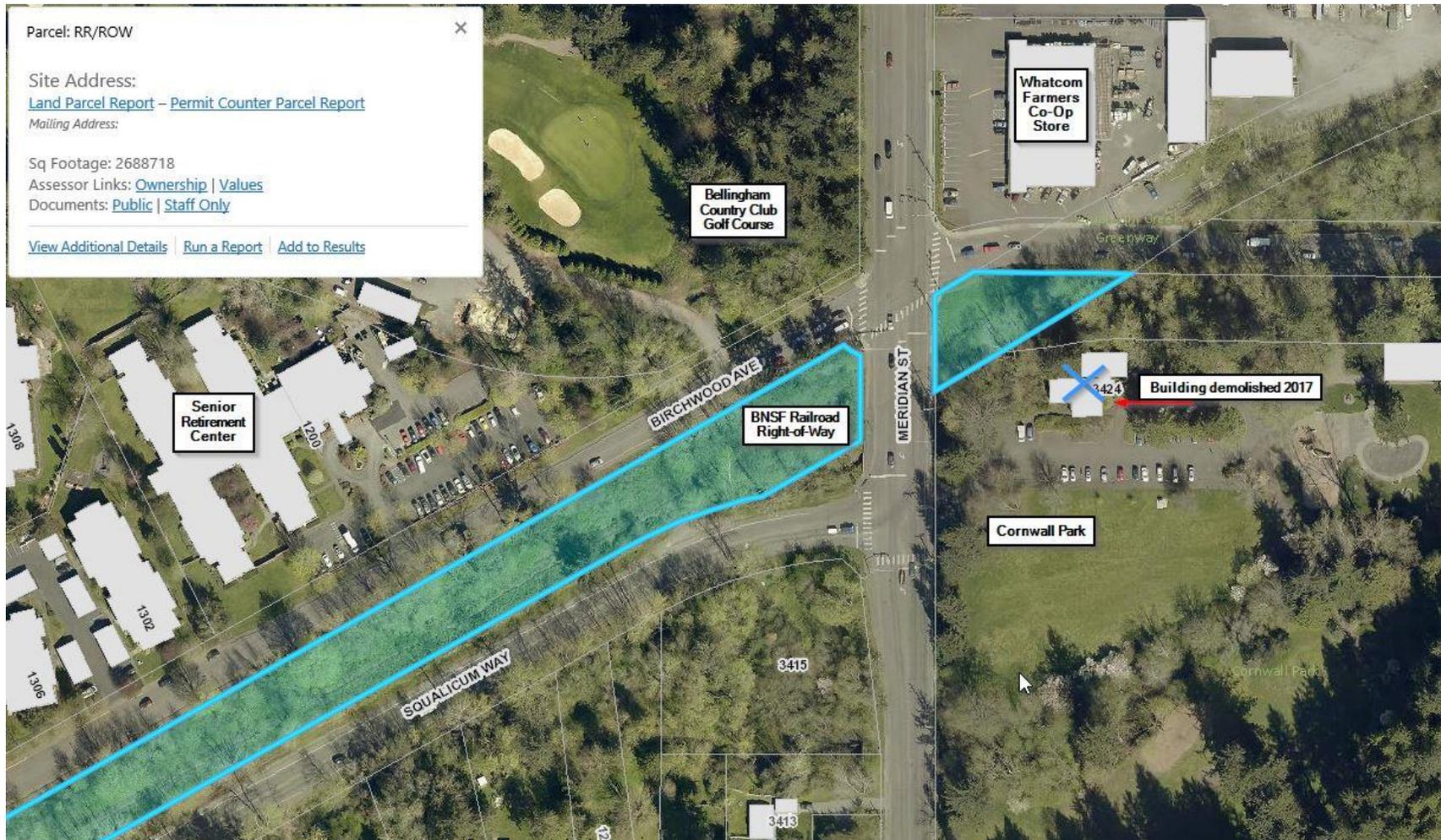


Figure 4. Surrounding land uses and right-of-way issues at Meridian/Birchwood and Meridian/Squalicum intersections

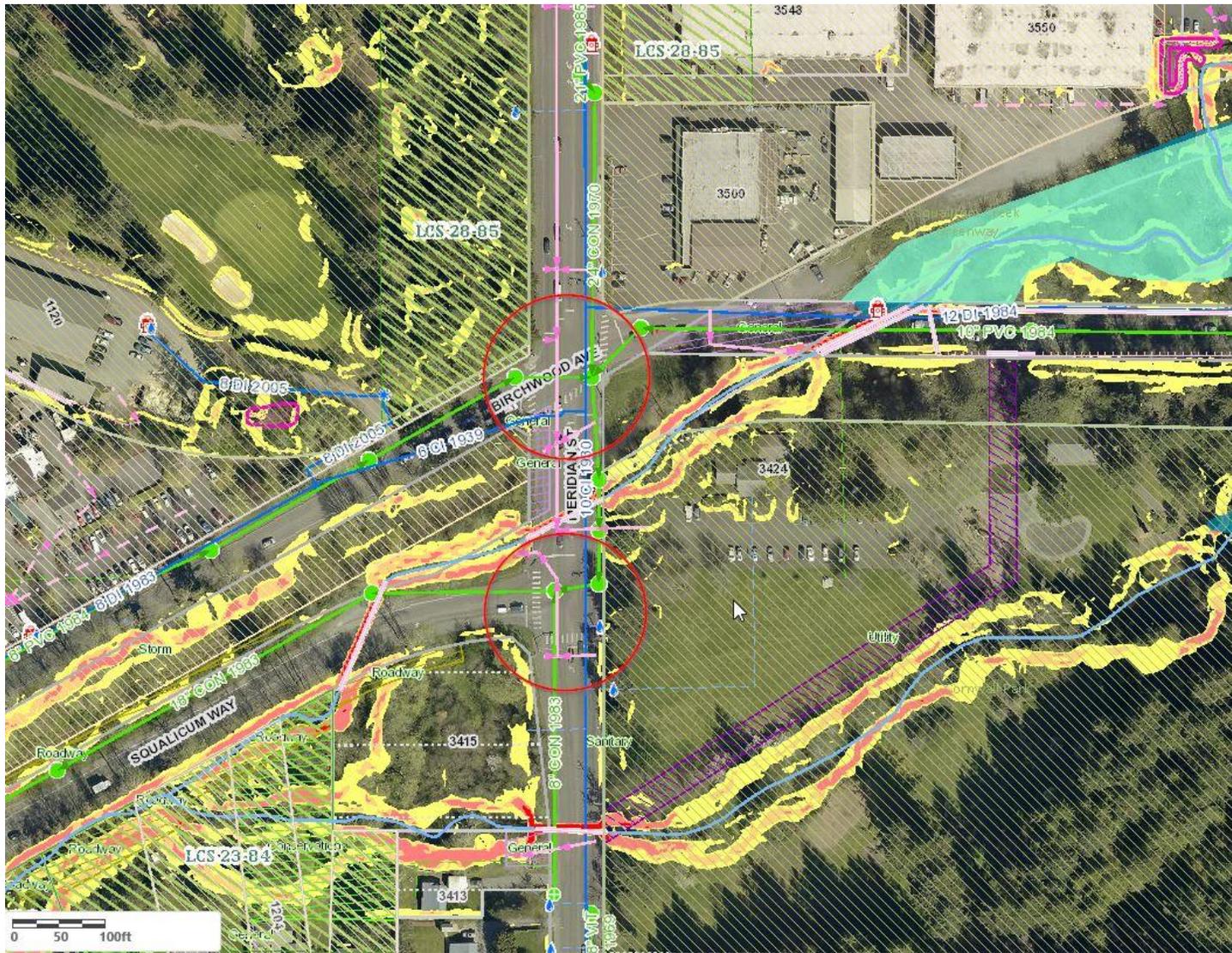


Figure 5. Environmental features and critical areas surrounding intersections

Land Use, Right-of-Way, Utilities, and Environmental Issues

The physical geography surrounding these closely-spaced intersections includes numerous land use, right-of-way, and environmental issues that present challenges to funding and constructing transportation improvements at these intersections (*See Figures 3, 4 and 5, above*).

Publicly-owned Cornwall Park abuts the east side of the Meridian/Squalicum intersection and the study intersections lie equidistant between Squalicum Park and Sunset Pond Park. The alignment for the long-planned “Bay to Baker” regional multiuse trail is drawn right through the middle of these study intersections, but Bellingham Parks has not yet been able to secure the right-of-way necessary for the trail corridor from Burlington Northern Sante Fe (BNSF) Railroad.

The Bellingham Country Club golf course abuts the northwest corner of the Meridian/Birchwood intersection, and the Whatcom Famers Cooperative farm supply store abuts the northeast corner of the Meridian/Birchwood intersection. Right-of-way acquisition will be required around both study intersections if there are to be any transportation improvements that expand the footprint of the roadway, such as roundabouts.

Utility power poles are predominantly located along the east side of Meridian Street, but power lines are also strung across each of the study intersections. Sewer and water utilities are also generally along the east side of Meridian Street, but water lines run beneath the Meridian/Birchwood intersection and sewer lines run beneath the Meridian/Squalicum intersection. Storm water utilities generally run beneath the center of Meridian Street through the study intersections.

Environmental features and critical areas surrounding the study intersections include “Tributary W” of Squalicum Creek that flows through the center of the two intersections in an incised ravine and through culverts beneath both Meridian Street and Squalicum Parkway. The main stem of Squalicum Creek flowing east-to-west just to the south of the study intersections. Wetlands may exist a short distance upstream from the study intersections on both Tributary W and Squalicum Creek.

1.2 Expertise

The consultant performing the **Meridian Street Roundabout Feasibility Study** shall have exceptional knowledge and demonstrated experience with the following:

- Multimodal roundabout design and operational analysis
- WSDOT and FHWA standards
- MUTCD, NACTO, and AASHTO standards and guidance for bicycle facilities
- ADA Requirements for crossings at roundabouts
- Co-location of multiuse trails and streams
- The following Bellingham multimodal transportation plans:
 - Transportation Improvement Program (2019-2024);
 - Comprehensive Plan, Multimodal Transportation Chapter (2016);
 - Bicycle Master Plan (2014);
 - Pedestrian Master Plan (2012); and
 - Parks, Recreation, and Open Space (PRO) Plan.
- City of Bellingham Development Guidelines and Improvement Standards, and the Bellingham Municipal Code
- City of Bellingham and Department of Ecology standards for storm water management, per the most recently adopted version of the SWMMWW.
- Department of Ecology Low Impact Development design specifications for storm water best management practices, including bioretention and permeable pavement.
- Traffic control signal system design
- Design of appurtenances related to both wet and dry utilities within public Rights-of-Way
- Permitting of similar projects at the local, state, and federal levels

1.3 Preparation Costs

The City of Bellingham shall not be responsible for qualification submittal preparation costs, including oral interviews (if held), nor for costs including attorney fees associated with any challenge to the determination of the highest ranked proposer and/or award of contract and /or rejection of qualification submittal. By submitting a submittal of qualifications each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Section 2 - Scope of Work

2.1 General

The City is seeking technical transportation planning and engineering assistance to:

- 1.) Analyze alternatives for constructing multimodal roundabouts with accommodations for ADA-compliant pedestrian sidewalks and crosswalks, bicycles, WTA transit busses, multiuse trails, and freight trucks on the Meridian Street corridor;
- 2.) Identify preferred intersection alternatives based on benefit-to-cost analysis;
- 3.) Develop all preferred alternatives to 30% design with cost estimates for construction;
- 4.) Develop a realistic and financially feasible phasing plan for right-of-way acquisition and construction; and
- 5.) Identify local, state, and federal funding options.

Plans and estimate of costs shall be prepared and stamped by a Professional Engineer licensed in the State of Washington. Other services may include geotechnical evaluation, construction management, public outreach, etc. The Consultant should include all required survey in the project design scope. The City will provide general public utility locations via existing geographic information system (GIS) data. Significant right-of-way acquisition is anticipated.

The work requires familiarity with all current FHWA and WSDOT design standards, as well as general road construction to current WSDOT Standard Specifications. All plans developed by the consultant will require the stamp of a Professional Engineer licensed in the State of Washington.

2.2 Expectations

The following is a general list of the key items of work. Consultants are encouraged to demonstrate their specific knowledge of the project site and to include any additional issues/ideas that may be appropriate to successful completion of this project.

- Conduct field investigation of the Meridian Street corridor and existing and emerging development in the surrounding neighborhood with City staff.
- Prepare an in-depth feasibility study and a final report evaluating urban roadway intersection improvement alternatives to include pedestrian and bicycle facilities, storm water conveyance, crosswalks, bus and freight accommodations, and trail connections.
- Prepare a matrix listing pros, cons, and issues associated with each alternative studied.
- Generate electronic base map and digital terrain model from field survey information using AutoCAD Civil 3D (2018) in accordance with City of Bellingham CAD Standards - <https://www.cob.org/gov/rules/standards/Pages/CAD-Standards.aspx>
- Prepare plans, specifications, and cost estimates at the 30% level.

2.3 Time for Completion

The schedule proposed by the City is shown in Figure 5; below:

December	2018	Request for Qualifications
January	2019	Consultant selection, contract negotiation
February	2019	Notice to Proceed, Kick-off meeting
June	2019	Adoption of Preferred Alternative in 2020-2025 TIP
July	2019	Final Report and Project Completion

2.4 Budget

This feasibility study will be funded by local Street Funding totaling approximately \$100,000 to include all planning, engineering, surveying, and design costs. Funding for the project is subject to change.

Section 3 - Submission Parameters

3.1 General

The intent of this Request for Qualifications is to obtain professional services from a qualified firm or team that agrees to any and all portions of the advertised project. The City reserves the right to delegate portions of the project to professionals employed by the City. The City reserves the right to reject any or all submittals and also waive any irregularities and/or formalities.

In an effort to comply with City of Bellingham waste reduction policies, we request that proposals be submitted on recycled paper, copied on both sides of the page, no laminated sheets, no wire/comb binding and no cardstock. Proposals shall be stapled in the upper left hand corner only.

Submittals shall be limited to a maximum of twelve (12) 8-1/2" by 11" pages (12 single-sided or 6 pages double-sided), not including the title page (limited to one page), table of contents (limited to one page), and resumes (limited to 1 page for each individual). **Submittals over the maximum page size limit will not be considered.**

The following is a sample format for submittals. Consultants must organize their qualification submittals in the manner specified below.

3.2 Title Page

Show the RFQ number, project number and name, the name of your firm, address, e-mail address, telephone number, name of contact person, name of Principal in Charge, and date.

3.3 Table of Contents

Clearly identify the materials by section number.

3.4 Letter of Transmittal

Briefly describe your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

Give the name of the Principal in Charge, the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, e-mail address, and telephone number. The letter must be signed by a corporate officer or other individual with authority to bind the firm.

3.5 Qualification Submittal Contents

Qualification submittals should contain, but not necessarily be limited to the following:

Firm Qualifications & Experience: Describe firm qualifications and experience. Include examples of similar previous experience in developing engineering plans for projects of similar size and scope.

Project Manager: Identify the project manager, including his/her specific qualifications and experience related to the project.

Team Organization: Show the organization of the proposed team. Include project management and methodology. Talk about any supporting functions such as survey, geotechnical investigation, etc.

Project Approach and Understanding: Describe the firm's understanding of the project and the specific approach the firm will use to achieve a successful project.

Technical Knowledge and Qualifications: Discuss the firm's resources available to the project manager including key personnel to be assigned within the firm and from sub-consulting firms. Include resumes for all personnel to be assigned to this project. Include proposed sub-consultants' firms, team members' names, qualifications, certifications, etc. Include technical knowledge of both planning and design.

Schedule & Management: Discuss other resources available to the project manager, the firm's current workload size and ability to manage project schedules. Show documentation of project history. Outline a schedule that shows how the design team will meet project goals and requirements within the proposed time for completion in Section 2.3.

Ease of access to the firm's project staff: Describe firm's physical availability to the City in terms of communication, conducting meetings and field work. How will distance from the project site and the City affect the response time to critical matters pertaining to the project?

References: Include references.

3.6 Signature Requirements

All qualification submittals must be signed. A qualification submittal may be signed by: an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately owned vendor; or other agent if properly authorized by power of attorney or equivalent document. The name of the individual(s) signing the qualification submittal must be clearly shown immediately below the signature. Please ensure firm's name, address, telephone number, main point of contact and the e-mail address for the main point of contact for the project are included.

3.7 Submission

The City of Bellingham must receive five (5) copies of the qualification submittal prior to the date and time specified in the advertisement. All copies must be under sealed cover and plainly marked with the RFQ name, number, and the name of the submitter.

Qualifications submittals shall be delivered to:

City of Bellingham Purchasing Division
2221 Pacific Street
Bellingham, Washington 98229

Do not address your submittals to an individual. The City is not responsible for lost or misdirected submittals.

3.8 Disposition of Qualification Submittals

All materials submitted in response to this RFQ will become the property of the City of Bellingham. One copy shall be retained by the City for the official files of the Purchasing Division and will become part of the public record after award of the contract.

3.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFQ is valid whether issued at a pre-qualification submittal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to qualification submittal documents are deemed necessary by the City.

3.10 Modification/Withdrawal of Qualification Submittals

A respondent may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent

the agency to the Purchasing Office. The respondent may thereafter submit a new qualification submittal prior to the final submission date or submit written modification or addition to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral, or written will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date, except for modifications requested by the City after the date of receipt and following oral presentations.

3.11 Late Submissions

Submittals must be received by **Thursday, January 17, 2019 at 11:00am**. Proposals received after this date and time will not be considered and returned unopened. The City of Bellingham is not responsible for lost or misdirected submittals.

3.12 Acceptance Period

Award of this RFQ is anticipated to be announced within 60 calendar days from the submission due date, although all offers must be complete and irrevocable for 90 calendar days following the submission date.

Section 4 – Evaluation Criteria and Process

4.1 Evaluation Criteria

Qualification submittals will be evaluated and ranked on the following criteria and point range.

• firm qualification & experience	0-20 points
• project manager	0-10 points
• team organization and project management techniques	0-10 points
• project approach and understanding	0-20 points
• technical knowledge and qualifications	0-20 points
• schedule and management	0-5 points
• ease of access to the firm’s project staff	0-5 points
• <u>past performance and references</u>	0-10 points
• total possible score	100 points

4.2 Evaluation Process

A selection committee of individuals representing the City will evaluate the qualification submittals as submitted. The City reserves the right to award a contract solely on the written qualification submittal.

The City also reserves the right to request oral interviews with the highest ranked firms. The purpose of these interviews is to allow expansion upon the written responses. The same evaluation criteria may be used for the interviews. The final selection may be based on the total of all evaluators’ scores or just the scores from the interview process.

The selection committee may request additional information to be submitted and/or ask additional questions during the interview. The lead firm's project manager shall be present for the interview and she/he may bring primary team members only. Each sub-consultant's key team member is encouraged to be present for the interview.

4.3 Selection Process

The firm with the highest total evaluation points may be invited to enter into contract negotiation with the City. If an agreement cannot be reached, the second highest ranked proposer may be contacted for negotiations. This process may continue until successful negotiations have been achieved. The City reserves the right to terminate negotiations with any proposer should it be in the City's best interest.

Section 5 – Sample Contract

The successful firm will be required to enter into a contract with the City, which will be similar to the sample contract attached.

Section 6 – Contact Information

Upon release of this RFQ, all communications concerning the submittal process shall be directed to the Purchasing Office. All technical inquiries about this RFQ shall be submitted through the City's procurement portal (www.ebidexchange.com/bellingham). Questions will be gathered and an addendum will be issued through the procurement portal.

Unauthorized contact regarding this RFQ with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.