



SDOT, Consultant Contracts Unit
Roster Solicitation

**Seattle Department of Transportation
Consultant Roster Contract Solicitation,
Category: 63 – Roadway Design**

**Contract 13-16, Westlake Cycle Track
Submittal Due: Monday, March 11, 2013 4:00pm**

As part of the City of Seattle Roster Program, your firm was selected to submit a Statement of Qualification for the project detailed below.

Consultants **not** submitting are requested to respond with the following information:

1. Confirmation of Receipt and that your firm performs work covered by the Scope of Work included in this document and
2. Short description regarding the reason why your firm will not be submitting.

Thank you for your participation in the Roster Program. Your response is necessary for helping us to meet federal and state audit requirements in selecting consultants.

Overview

The City of Seattle, Department of Transportation, invites Statements of Qualifications and Description of the Project Approach from qualified consulting firms to provide: 1) Alternatives Evaluation and; 2) complete Plans, Specifications & Estimate (PS&E) Final Design. The proposed Westlake Cycle Track will be approximately 6,700' long connecting at the north to an existing trail which leads to the Fremont Bridge 1,000' north of Halladay Street; and at the south to an existing trail at Aloha Street.

Scope of Work

1) Alternatives evaluation to determine preferred cycle track alternative.

The evaluation will include safety, access, parking utilization and impacts, track location and width. Findings of this evaluation will be presented in an Alternative Study. The City has developed a schematic of one option which will be available for the alternatives evaluation. Based on the City's planning-level work, parking impacts are anticipated. No right-of-way acquisition is expected.

Deliverables include draft Alternatives Study and final Alternatives Study.

2) PS&E Final Design for selected cycle track alternative.

A final PS&E design package will be developed for the selected alternative. In addition to roadway, cycle track and parking lot design services, the consultant will provide survey, drainage design, traffic/parking mitigation, and community outreach to support the project.



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Deliverables include PS&E submittals at 30%, 60%, 90%, 100%, and AD-Ready milestones. The Additional deliverables include survey basemap, stormwater technical memo/report, community outreach materials, and others that are determined necessary during design development.

Anticipated Schedule and Costs

Schedule

3/2013	Consultant Selection
4/2013 - 10/2013	Alternatives Study
11/2013 - 12/2014	PS&E Final Design

Budget

Consultant Budget: \$240,000

Selection Process

Step 1: Proposal Evaluation

The City will evaluate submittals using the criteria specified below. Responses will be evaluated and ranked or scored.

Step 2: Interviews:

The City may interview top ranked firms that are most competitive. If interviews are conducted, rankings of firms shall be determined by the City, using the combined results of interviews and proposal submittals.

Selection Criteria and Submittal Description/Limitations:

40 points	Project understanding and approach
40 points	Experience of key personnel
20 points	Experience of firm

To evaluate these criteria and to communicate experience and general project approach, SDOT requests the following:

- One-page (single-sided) cover letter stating firm's qualifications and identifying Project Manager, Consultant Contract Contact: Name, Mailing Address, Telephone Number and Email Address.
- Maximum one-page (single-sided) description of the general project approach.
- Maximum two-page (double-sided) summary of relevant project experiencing including:
 - Brief description of work history and start and completion dates
 - Key staff involved in the project
 - Brief resume of project manager and other key staff
- Completed Consultant Questionnaire



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ccConsultantQuestionnaire.doc

Contract Modifications & Negotiations

The SDOT consultant contract is provided



Boilerplate - Local
Agency 2012.docx

Consultants submit proposals understanding all Contract terms and conditions are mandatory and no negotiations of those terms will be invited. Submittal of a proposal is agreement to the entire Contract without exception, unless the City brings forward contract modifications for negotiation. The City has the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the Contract as provided in this solicitation, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

A&E Contract Negotiations: The highest ranked Submitter will be asked to bring forward a fee schedule and pricing proposal for negotiation and discussion with the City. The City may negotiate any aspect of the proposal or the solicitation. If the City and the Consultant fail to reach agreement on the proposal, solicitation or final fees, the City may move to the second most qualified candidate.

Please submit the above information to the following email addresses **no later than 4:00 p.m. on Monday, March 11, 2013**

Barbara Lee, Project Manager
Barbara.Lee@Seattle.gov

With a copy to:
Dominic Kirangi, Consultant Contracting
Dominic.Kirangi@Seattle.gov

Consultants will be notified of their selection status by Tuesday, March 19, 2013. Any questions regarding this opportunity may be directed to the Seattle Department of Transportation staff listed above. The answers to all questions submitted at least 2 days prior to the Submittal Due date will be sent to all the consultants invited to propose.