

City of Covington, Washington

Request for Qualifications

For Personal Services in Connection with

Right-of-Way Acquisition for the SR 516, Jenkins Creek to 185th Avenue SE Reconstruction Project

I. Purpose

The City of Covington Public Works Department is requesting interested Personal Service Consulting firms to submit qualifications for providing Right-of-Way Acquisition /Relocation Services for purchasing additional right-of-way from 18 to 25 parcels relating to the reconstruction of SR 516, from Jenkins Creek to 185th Avenue SE, all in King County, Washington.

Services will include:

- 1) Title Reports for each parcel.
- 2) Appraisals as necessary.
- 3) Appraisal Reviews as necessary.
- 4) Negotiations with property owners.
- 5) Provide general support for condemnation proceedings as necessary.

II. Requirements

- 1) Submittals must contain no more than 30 pages, single sided, including resumes.
- 2) Submit by 2:00 PM, Friday, January 24, 2014.
- 3) The following items must be included in all responses:
 - (a) Demonstrate experience in working with public organizations, federally funded transportation projects, other grant funding and permitting agencies
 - (b) A statement describing demonstrable experience and expertise in providing the services described above.
 - (c) Identification of the individual(s) in charge of the team designated to perform the services described above. Identify the individual who will administratively manage the contract.
 - (d) Resumes for the individual(s) to be assigned to the team designated to provide the services described above.
 - (e) A representative list of no more than 5 completed contracts in Washington State within the last five (5) years with examples of work performed. For each of the contracts, include the name, title, and phone number of a responsible, local reference associated or familiar with the project.
 - (f) A proposed fee schedule for providing the services described above.
- 4) Please submit three (3) hard copies, or a PDF file of your response to:

Covington Public Works Department
16720 SE 271st Street, Suite 100
Covington, WA 98042
Attention: Fred French, Special Projects
ffrench@covingtonwa.gov

IV. RFQ Evaluation Criteria

If an award is made as a result of this RFQ, it shall be awarded to the consultant whose submittal is most advantageous to the city with price and other factors including, but not limited to: previous successes on federally funded transportation projects, demonstrated technical ability and expertise, reference calls and/or recommendations, and any additional criteria deemed appropriate by the city which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFQ.

V. Selection Criteria:

1. The ability, capacity, and skill of the consultant to provide the service required.
2. Whether the recommended team is deemed adequate for the city's needs.
3. Whether the consultant can perform the contract within the time specified.
4. History of success of similar projects.

VI. Items that may disqualify a consultant from consideration:

1. Evidence of collusion with any other respondents.
2. The consultant is not qualified for the work or to the full extent of the RFQ
3. The consultant has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
4. At the time of RFQ opening, the consultant is not authorized to do business in Washington State, or otherwise lacks a necessary license, registration, or permit.
5. Any other reason deemed proper by the city.

VII. Tentative Schedule:

- 12-27-2013 Release of RFQ
- 1-24-2014 Submittals must be received by **2:00 pm**
- 2-26-2014 Consultant selected
- 3-12-2014 Agreement with selected consultant
- 3-25-2014 City Council Approval
- 3-26-2014 Begin acquisition
- 11-1-2014 Anticipated completion

VIII. Terms and Conditions

- A. The City reserves the right to reject any and all submittals, as well as to waive minor irregularities in any submittal.
- B. The City reserves the right to request clarification of information submitted and request additional information from the consultant.
- C. The City reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute the contract within fifteen (15) calendar days after the contract is awarded.
- D. The City will retain ownership of all documents, plans and prints produced by the consultant.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City,
- F. The selected consultant will be required to provide a certificate of insurance conforming to requirements of the agreement prior to beginning any work under the contract.

- G. The City is not responsible for any costs incurred by the consultant in preparing, submitting, or presenting its submittal to the City.

The City of Covington encourages disadvantaged, minority and women-owned consulting firms to respond.

This project is Federally funded and Federal EEO requirements apply.

The City of Covington, 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 Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a proposal 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.

Questions may be directed to:

Fred French, Special Projects
Covington Public Works Department
16720 SE 271st Street, Suite 100
Covington, WA 98042
(253)-480-2468
ffrench@covingtonwa.gov