



Chelan County Department of Public Works Notice to Consultants West Monitor Bridge Project

The Chelan County Department of Public Works solicits interest from consultants interested in submitting a Statement of Qualifications for the West Monitor Bridge Project. Chelan County will award one (1) agreement for approximately \$200,000 for design services. Options for additional work will be part of the agreement, as noted in the Project Description below. The county reserves the right to select the consultant from the top of the final list developed, or to interview up to five consultants. This project is expected to begin work immediately upon contract approval. Funding has been allocated through the Federal Highway Bridge Program and local sources, and will be held to standards for federally funded projects and ADA and Civil Rights language for the county, and Federal EEO requirements.

PROJECT DESCRIPTION

This project will rehabilitate an existing Pratt truss bridge over the Wenatchee River that was constructed in 1907. The physical condition of this bridge has been deteriorating in recent years and requires constant maintenance and occasional closures. Proposed rehabilitation of the existing bridge will include replacement of the deck system, painting, reconstruction of two piers, and the replacement and addition of select steel members to increase strength. The rehabilitation should increase the bridge's loading capacity to an H15 truck load. The completed bridge will have a roadway section that will consist of one 16-foot lane. The project is scheduled to go to construction in 2010.

Multiple environmental design issues include, but are not limited to SEPA/NEPA, historical structures, cultural resources, erosion control, water detention and treatment, and Endangered Species Act consultation. Road approach improvements will be done on the county roads and on the SR2/SR97 ramp. An optional design consideration is to construct a new on-ramp to SR2/SR97. Other safety improvements include striping, guardrail, and signing. Design will take into consideration one lane bridge signalization. The work will include project management inclusive of project scoping, environmental evaluations, preliminary and final design, and construction inspection phases. Routine, fracture critical, and underwater bridge condition inspections will be necessary to determine complete project scoping.

Initial Scope:

- CPM design schedule
- Environmental Studies and Report (Cultural, Historic Properties, ESA)
- Geotechnical and Soils Investigation and Report
- Fracture Critical and Routine Bridge Inspections and Report
- Underwater Bridge Inspection and Report
- Structural Design: Bridge Superstructure Rehabilitation and other structures necessary to complete project (possible pier and abutment replacements)
- Alignment and Channelization Plan
- Hydraulics Report/Drainage Plan/Stormwater Pollution Prevention Plan
- Environmental Permit Preparation (SEPA/NEPA)



- Utility Coordination and Relocation
- Constructability Review (30%, 60%, & 90% design level)
- Support with Public Outreach and Education
- CPM construction schedule
- Detours/Traffic Control Plans
- Plans, Specifications, & Estimates (30%, 60%, & 90% design level)
- Support During Ad and Construction
- Load Rating

Future Possible Scope (Optional Work):

- Design Standards Deviations
- Design Report Supplement
- Construction Management
- Traffic Analysis Supplements
- Wetland Mapping and Report
- Commitment File

KEY QUALIFICATIONS

The consultant will need to demonstrate capacity and capability to perform project management, design, environmental documentation, structural engineering management, and construction inspection.

To quickly respond to project needs and schedule requirements, the consultant must be able to readily provide staffing and resources in the following areas:

- Key Personnel;
- Technical staff; and
- Structural Engineering Design staff.

It is not necessary for the consultant to respond with all possible team members' expertise. It is important that the consultant respond to the following "core" areas of expertise that are critical components of the project:

- Project management;
- Civil design engineering and management;
- Structural design;
- Construction inspection; and
- Environmental management.

Key Personnel

Qualified and committed personnel are key to the successful completion of the West Monitor Bridge Project. The county holds the philosophy that it is the people who make the project successful; the organization can and will change. With this in mind, the county reserves the right to approve all full-time and key personnel individually for work on this contract. The consultant shall provide a core group with the appropriate mix of management, technical expertise, and



experience. The Project Manager is expected to be available to the project at contract execution. The key personnel will stay with the project until either Chelan County or the consultant mutually agrees on replacement personnel, or the position is no longer needed.

The activities below are key delivery areas the consultant is expected to provide. Support for each of the key personnel will need to be defined and provided. The consultant staff will be required, at a minimum, to show experience, expertise, innovation, and "not business as usual" skills in technical ability in the following areas:

1. Project Manager: Experience and expertise, to lead and manage the delivery of the project.
2. Civil Design Engineering Manager: Background to lead design and to understand and implement current AASHTO and WSDOT design standards.
3. Structural Design Engineering Manager: Background to lead innovative structure design.
4. Construction Engineering Manager: Construction administration background including quality assurance (future possible scope).
5. Environmental Manager: Background to lead the development and implementation of all required environmental research and analyses as a basis to acquire environmental permits.
6. Traffic Engineering and Construction Traffic Management: Experience and expertise in signalized design. Experience and expertise on roadway improvements where existing traffic must be maintained.
7. Hydraulics Management: Background to understand and implement current WSDOT stormwater design standards. Experience and expertise in the design of bridge footings and abutments.
8. Geotechnical Management: Experience and expertise in the design of bridge footings and abutments.
4. Construction Inspections: Experience and expertise in construction inspection specific to steel truss rehabilitation projects.

Personnel with managerial and technical skills typical to transportation design and construction projects are required to be part of the team.

Desired Expertise of Consultant Team

- Project management for all phases of a project's life, from initial implementation through project closeout;
- Developing, forming, and administering strategies for innovative rehabilitation techniques on steel truss bridges;
- Transportation design;
- PS&Es;
- Managing, administering, and providing oversight for design and construction contracts [contract execution by local agency as owner];
- Innovative applications of Geometrical and Structural design standards;
- Communicating, involving, and coordinating with many different groups;
- Organizational development (project management, planning, budget management, mobilizing the project team, etc.);



- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, cost accounting, budgeting, etc.);
- Public works standards, methods, and procedures;
- WSDOT standards, methods, and procedures;
- Understanding and application of NEPA/SEPA requirements and applicable permits;
- Understanding of gaining environmental approvals to proceed in an arena where the Endangered Species Act is in effect and National Register of Historic Places are involved; and
- Understanding of sensitive local and regional issues.

CONDITIONS OF THE AGREEMENT

Chelan County has not prepared a detailed scope of work to be performed under this contract. Individual tasks will be assigned using a negotiated hourly rates matrix. Chelan County reserves the right to negotiate scopes of work to complete this project.

Selection Process

Pursuant to state and federal regulations, a qualifications-based selection process will be used to evaluate and select the consultant. A submittal review team will review and score the experience and qualifications submitted to establish a ranked list of qualified consultants. Selections may be made from the written material supplied from this package. However, Chelan County reserves the right to perform interviews if deemed necessary to select the most qualified team. If interviews are conducted, all qualified consultants would go into the interviews unranked and selection would be made solely on the interview.

Submittal Package

The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/expertise of firms on team (35 points);
2. Qualifications of proposed project manager (35 points);
3. Qualifications of proposed key managers (15 points);
4. Team's demonstrated ability and capacity to supply technical support personnel (15 points); and
5. Team's demonstrated ability to deliver project deliverables within a short timeframe (35 points.)

Criteria Definitions for West Monitor Bridge Rehabilitation Project

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Points – Minimum 0: Maximum 35

- A. Provide a listing of all firms on your proposed team;
- B. Describe how the individual firms teaming together have worked together before. Provide the name of the project(s), each firm's role on the project, and the dates the services were performed;
- C. To quickly respond to project needs, schedule requirements, and funding availability, describe the team's ability to readily provide staffing and resources. Include a listing of



each team member's offices and the number of employees within the state of Washington (specifically the North Central Region) and nationwide;

- D. For each firm on your proposed team, provide the types of expertise necessary for this project that is available at each location, how long has each firm on your team provided these type(s) of expertise, and describe how these resources may quickly be made available. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team; and
- E. Demonstrate using relevant project examples* how your proposed team can provide the "Key Qualifications" as described in the RFQ to successfully deliver this project.

Scoring Criteria 2: Proposed Project Manager Qualifications

Points – Minimum 0: Maximum 35

- A. Demonstrate using relevant project examples* how your proposed Project Manager meets the "Key Qualifications" as described in the RFQ to successfully lead and manage this project;
- B. Describe, using examples, how this proposed Project Manager has lead the development and implementation of project delivery strategies, organization and methods to deliver a similar project;
- C. Provide the professional licenses/accreditations for the proposed Project Manager; include the year that the license/accreditation was received; and
- D. Provide the proposed Project Manager's availability to the project.

Scoring Criteria 3: Proposed Key Managers Qualifications

Points – Minimum 0: Maximum 15

- A. Demonstrate using project examples* how your proposed Key Managers meet the "Key Qualifications" as described in the RFQ to successfully manage their responsible portions of this project;
- B. Provide the relevant professional licenses/accreditations for the proposed Key Managers; include the year that the license/accreditation was received;
- C. Demonstrate technical, project, policy, and processes expertise relevant to this project to successfully function in positions;
- D. Demonstrate ability to represent local agencies; and
- E. Describe your Proposed Key Managers' roles/responsibilities and availability to the project. Given the current project funding, the availability of Key Managers should be flexible to meet the needs of the program and funding environment. It is anticipated that the Key Managers may initially work on the project part-time, becoming full-time as position needs and funding dictate.

Scoring Criteria 4: Team's Demonstrated Ability to Supply Technical Support Personnel

Points – Minimum 0: Maximum 15

- A. Demonstrate using project examples* how the team has sufficient experienced staff to supply technical support personnel;
- B. Include technical, project, policy, and process expertise to create an integrated management team and to successfully function. Expertise includes knowledge and coverage of all disciplines described in this project. Demonstrate the ability to manage,



review, and evaluate the work of others, as well as the ability to create original work products.

Scoring Criteria 5: Team's Demonstrated Ability to Deliver Project Deliverables Within a Short Timeframe

Points – Minimum 0: Maximum 35

A. Demonstrate using project examples* your design and environmental workforce’s ability to expedite design, contract documentation, and environmental processes.

* *When using project examples, please include the work/services provided on the project(s), dates of service on project(s), the approximate consultant fee for those services, approximate total cost for each project; contact name and phone number; and the name of the project manager on project(s). This information will be used for reference checks.*

Interviews, if deemed necessary by Chelan County

An interview panel may be utilized to interview and select the successful consultant team. Chelan County reserves the right to not conduct consultant interviews and to select the consultant solely upon the merits of the written submittals.

If interviews are conducted, the following “possible” schedule for the interview would consist of:

- Consultant Presentation - 40 min.
- Interview Panel Questions - 20 min.
- The Project Manager must lead the presentation before the interview panel. The consultant shall make available its Key Managers for questions and submittal package clarification.

Submittal Requirements

Consultants are invited to submit their Statement of Qualifications at their own cost. Consultants that submit proposals in response to this RFQ must have the capability of providing the products and services listed in the ad. Sub-consultants may be used. The county assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Materials submitted in response to this competitive procurement shall become the property of Chelan County and will not be returned. All submittals received will remain confidential until Chelan County and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340. The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this project:

- Each criterion for selection must be addressed.
- Your submittal must be accompanied by the required Prime Submittal Information Packet Form and the Sub Submittal Information Packet Form. These forms must be completed in their entirety for the Prime and all sub-consultants or your submittal will be deemed non-responsive and will not be considered for this project. If you do not have access to the



Internet, you may obtain a form by calling 509.667.6415. Information supplied by this packet will not count toward the total number of pages required for the submittal.

- There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, table of organizations, etc., must be of readable size.
- The maximum number of sheets allowed per submittal will be twenty (20) sheets, submitted only on single sided, single column typed 8.5" x 11" paper. We will allow one (1) page of the 20 sheets to be submitted on paper other than 8.5" x 11" size. The page count limitation applies to ALL sheets contained in the submittal. The only exceptions to the page count are the front and back cover, and the Submittal Information Packet form.
- Federal Forms SF 254 and SF 255 are not required for this solicitation. If these forms are included in the submittal, they will count towards the maximum limitation of twenty (20) pages.
- Three (3) originals/copies of the submittals are due no later than **1:00 PM, May 18, 2009**, to Ms. Paula Cox, Chelan County Public Works Department, 316 Washington Avenue, Suite 402, Wenatchee, WA 98801
- Late submittals, or those delivered by facsimile, electronic mail, or any other format other than bound paper copies, will be deemed non-responsive and will not be considered for the project.
- Submittals that do not follow the directions will be deemed non-responsive and will not be considered for the project.

Firms selected for further consideration for specific projects may be requested to submit additional data related to their qualifications.

In the event CAD graphical or design engineering electronic data is to be submitted, during agreement negotiations, Chelan County and the Consultant shall agree upon the software release to be used for the project.

The Professional capabilities of Consultants must include Professional Registration in the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the Consultant must be registered as a company licensed to perform "engineering services" in the State of Washington.

Questions regarding the project or the solicitation and selection process should be directed to Paula Cox at 509.667.6415, paulah.cox@co.chelan.wa.us.

The Recipient, 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 23 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. Successful consulting firms may be used for federally funded projects and will be held to Federal EEO requirements.

Chelan County encourages disadvantaged, minority, and women-owned consultant firms to respond.

Dates of publications:

- Wenatchee World – April 25 and May 2
- Seattle Daily Journal of Commerce – April 29 (publish once during this week)
- Spokesman Review – April 29 (publish once during this week)