REQUEST FOR QUALIFICATIONS

WESTERN WASHINGTON UNIVERSITY
PW721 LINCOLN CREEK TRANSPORTATION CENTER IMPROVEMENTS
DESIGN SERVICES

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REQUEST FOR QUALIFICATIONS

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Response Date: 3:00 PM local time, April 27, 2018

Qualifications will be received by Western Washington University (WWU) from firms interested in providing professional engineering services for the PW721 Lincoln Creek Transportation Center (LTCT) Improvements project on Lincoln Street between Byron Street and E Maple Street in Bellingham, WA.

The LCTC facility serves hundreds of commuters by providing parking conveniently located off Interstate 5. Once at the Lincoln Creek Transportation Center, the Whatcom Transportation Authority (WTA) then provides riders with regular bus service around the region, including to WWU’s campus and employment hubs in Whatcom, Skagit, and Snohomish counties. The Lincoln Creek Transportation Center currently has parking space for approximately 500 motor vehicles but is in poor condition and has inadequate stormwater management facilities.

Services could include: site survey, geotechnical investigation, civil design, structural design, landscape design, transportation design, stormwater management design, signal design, restroom facilities design, electrical engineering, mechanical design, permitting, cost estimating, construction bid document development, construction administration services, and grant funding requirement compliance.

Firms must have an established record of excellence in design, cost estimating, construction administration and a strong background in institutional parking and transportation facilities. Firms are encouraged to visit https://www.wwu.edu/wwuarchitect/consultants/index.shtml for additional RFQ information and the conceptual design.

At the discretion of the University, firms that are not physically located in the State of Washington will be required to affiliate with a qualified, in-state firm acceptable to the University.

For project information and required submittal information contact:

Alexis Blue
Office of Facilities Development and Capital Budget
Western Washington University
915 26th Street MS 9122
Bellingham, WA 98225-9122
ph. (360) 650-6297
alexis.blue@wwu.edu
https://www.wwu.edu/wwuarchitect/consultants/index.shtml

To be considered, six hardcopy (6) submittals and a pdf copy on a USB stick must be received no later than 3:00 PM on the due date.
PROJECT INTENT

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- The scope of this could include survey, geotechnical analysis, design, permitting, preparing bid documents for construction, providing construction administration services, and grant funding requirement compliance for the upgrade to the Lincoln Creek Transportation Center on Lincoln Street between Byron Street and Maple Street in Bellingham, WA. The elements of the project could include the following:
  - Licensed Professional Survey
  - Geotechnical analysis
  - ADA requirements
  - Restrooms for transit operators and passengers
  - Multiple bus capacity transit stop for standard coaches and articulated coaches
  - Multimodal transportation considerations
  - New traffic signal on Consolidation Ave.
  - Lincoln Street widening for a left-turn lane at Consolidation
  - Bus stop lighting
  - Parking lot lighting
  - Phased construction approach
  - Stormwater management
  - Stormwater vault
  - Pedestrian loading area
  - Regulatory agency coordination
  - Permit applications
  - Permit submittals
  - Permit tracking
  - Grant funding requirement compliance
  - Optimization for maximum number of vehicle parking stalls
  - Low impact development techniques where feasible
  - Critical Area avoidance or mitigation as needed
  - Cost estimating
  - Construction administration

- A plan to encourage WMBE (Women and Minority Owned Businesses) in design and construction will be included in the project.

- Construction phasing should maximize parking capacity during construction.

- Construction phasing could consider different funding sources and funding schedules.

- Schedule for the project is to complete the design and bid documents to advertise for bids no later than February 12, 2019 to allow submission of construction contract to the WWU Board of Trustees for approval April 2019 for the construction of the project to optimize summer 2019.
SUBMITTAL REQUIREMENTS

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- Letter of interest.
- Company profile or brochure illustrating the design and construction capabilities of the firm necessary to complete the design for a parking and transportation project of this type and complexity in an institutional setting.
- Project descriptions of up to six projects with similar size and scope which have been successfully completed by the firm or team. Project descriptions shall have references and reference contact information.
- Resumes and references of key personnel proposed for the project.
- Outreach strategy and plan to encourage WMBE participation in design and construction.
- A clear response to each selection criteria item.
- Completed Standard Form 254 and 255 or Standard Form 330
- Insurance forms indicating the firm’s ability to provide insurance in the following amounts:
  - Professional Liability Insurance – annual aggregate of $1,000,000.
  - General Liability Insurance – combined single limit of $1,000,000, aggregate limit of $2,000,000.
  - Auto Insurance – combined single limit of $1,000,000.
  - Workers Compensation
SELECTION CRITERIA

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The following Selection Criteria will be used to shortlist and select firms:

- Proximity of the consultants to the project site.
- Qualifications and expertise of consultants relating to parking & transportation projects of this type and complexity.
- Experience with phased construction approaches.
- Firm’s outreach strategy and plan to encourage WMBE participation in design and construction.
- Familiarity with State of Washington Public Works procedures.
- Familiarity with grant funding requirement compliance with regards to design, construction and reporting.
- Demonstrated interest.
- Quality of consultant’s service received by previous clients including Western Washington University.
- Key personnel experience relating to design and construction administration projects of this type and complexity.
- Ability to meet schedules.
- Demonstration of safe operations and maximization of parking during construction.
- Cost estimating skills related to design projects.
SELECTION SCHEDULE

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April 27, 2018  Qualifications received
April 30 – May 9, 2018  Selection committee evaluation, creation of oral interview shortlist
May 11, 2018  Send notification of results to all firms.
              Send oral interview criteria to shortlisted firms.
June 5, 2018  Oral Interviews – meeting times to be determined
June 8 – 13, 2018  Selection committee evaluation
June 15, 2018  Consultant selected
                Send notification of results to all firms.
June 18 – July 13, 2018  Negotiate contract
July 26, 2018  Complete consultant agreement
August 24, 2018  Board of Trustees approval of consultant agreement
September 1, 2018  Anticipated Notice to Proceed