

**WHITE PASS SCENIC BYWAY  
REQUEST FOR QUALIFICATIONS FOR  
GATEWAY & COMMUNITY SIGN PROJECT**

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The White Pass Scenic Byway seeks qualification statements from third-party firms who wish to be evaluated for completing pre-construction activities and construction services associated with the Gateway & Community Sign Project. This project consists of design, permitting and construction engineering services for installation of signs along US 12 in Lewis and Yakima Counties from Hwy 99 to the Town of Naches on Hwy 410.

Request for Qualification packets may be obtained from the White Pass Scenic Byway website at [www.whitepassbyway.com](http://www.whitepassbyway.com). Persons with disabilities may request this information be provided in alternate formats by calling (360) 494-2323.

**Questions regarding this Request for Qualifications should be directed in writing to Maree Lerchen, Chair by facsimile at (360) 494-2324 or by email at: [maree@windermere.com](mailto:maree@windermere.com)**

Sealed responses shall be submitted to the Chairs office, 102 E. Main St. Packwood, Washington 98361 up to the hour of 4:00 p.m., **April 10, 2009**. Responses delivered later will not be accepted. The White Pass Scenic Byway is not responsible for delays in delivery.

All responses to this request that are mailed through the United States Postal Service (USPS) shall be addressed to the Chair, White Pass Scenic Byway, P.O. Box 64, Packwood, Washington 98361. Hand-delivered responses, or responses not sent through the USPS, shall be delivered to the Chair's office at 102 E. Main St., Packwood, Washington 98361. USPS will **NOT** deliver to the street address.

All proposals shall be placed in a sealed envelope, which is clearly marked Gateway & Community Sign Project". **Responses by FAX will not be accepted.**

The White Pass Scenic Byway is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. In addition, the selected consultant(s) shall conform with all Federal equal employment opportunity requirements.

The White Pass Scenic Byway reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the The White Pass Scenic Byway would be served.

No respondent may withdraw his response after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding ninety days (90) days.

**PROJECT INTRODUCTION**

The White Pass Scenic Byway (WPSB) seeks qualification statements from third-party firms who wish to be evaluated for completing pre-construction activities associated with the Gateway and Community Sign Project. The WPSB has received Federal Highway Administration Funding under the WADOT Scenic Byway program for this project; as such, all work must be completed in accordance with applicable Federal, State and local requirements.

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**SCOPE OF WORK**

The purpose of this project is to complete all pre-construction design requirements and construction engineering services associated with the Gateway and Community Sign Project. Activities to be completed under the first phase of work shall include all design, survey and permitting work necessary to complete a comprehensive construction bid package. Bidding and award support will also be required under the first phase.

The WPSB has not prepared a detailed scope of work to be performed for completion of the pre-construction activities. The selected consultant will assist the WPSB in preparing the Scope of Work, Schedule, and Budget as the initial task(s) under the first phase of work. In the second phase of work, it is anticipated the selected consultant will also provide construction engineering services under an amendment to the original agreement for Phase 1 services. The Scope of Work, Schedule and Budget for Phase 2 will be developed with the amendment.

**PROJECT DESCRIPTION**

***Project Need***

Gateway and Community signs are necessary wayfinding elements for travelers and physical symbols of the scenic byway. Gateway and community signs provide a sense of place for local residents and contribute to community pride, especially in this rural economically depressed area.

***Project Purpose***

The purpose of this project is to complete all pre-construction activities (e.g. preliminary design, permitting, PS&E preparation, and construction services) associated with the installation of Gateway and Community Signs for traveler convenience and WPSB branding.

**PROJECT MANAGEMENT**

The WPSB is the contract administrator and project manager for this project. All consultant work efforts will be coordinated through the WPSB project manager with oversight and ultimate decision making authority by the Federal Highway Administration (FHWA) through Local Programs office of WADOT. WSDOT has final approval authority for the design and content of all signs on the byway. WSDOT representatives will be included in all phases of this project to assure compliance with necessary safety and traveler service requirements.

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**TYPE/DURATION OF CONTRACT**

The agreement established for the first phase of the Gateway & Community Sign Project will be an agreement to complete all pre-construction services including preliminary design, permitting and PS&E preparation. Initial tasks of the agreement will include generation of a comprehensive Scope of Work, Schedule and Budget to provide a basis for the work efforts to follow.

The agreement shall be on an Actual Cost Plus Fixed-Fee basis negotiated by the WPSB and the Consultant prior to contract execution. If determined necessary, subsequent phases of work may be contracted all, in part or none through a supplemental agreement with the consulting firm. The opportunity for the consulting firm to continue with the subsequent work will be based on the performance of the Consultant Team during the completion of the work scope defined in the original agreement. Judgments of contract performance will be solely that of the WPSB.

**BUDGET**

A budget for completion of pre-construction activities will be established based on the scope of work and schedule prepared under the agreement.

**RESPONSE REQUIREMENTS**

Pursuant to federal guidelines, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

***Firm Profile & Ability to Meet Schedule***

Proposing consultants shall include a brief profile of their firm(s). This profile should provide an overview of the firm's areas of expertise (specifically transportation), its history, primary market area, the current availability of firm personnel to complete the proposed project, and the number of employees at any Washington State or Portland, Oregon locations. The selected consultant must be able to demonstrate that the firm has the personnel available to complete the first phase of the agreement and have a bid ready package no later than **August 1, 2009**. If the proposing firm uses a sub-consultant, each participating firm should provide a firm profile. This selection is intended to familiarize the WPSB with the proposing consultant firms.

***Professional Qualifications and Expertise of Key Personnel***

The project manager must be highly skilled at managing transportation projects following the LAG Manual to ensure that they are delivered within scope, according to schedule, and within budget. The submittal should also discuss how the project manager would consistently ensure high quality of work and their proven performance and experience in managing and delivering transportation projects in an expedited process. Discussion of other key personnel (task leaders) including expertise and experience in design of asphalt oriented transportation projects, federal permitting processes, and construction engineering and observation on projects with Federal funding is also appropriate.

***Recent Experience with Similar Projects***

This section of the submittal should contain brief descriptions of the consultant's recent and successful past performance on agreements with governmental entities and private industry for the type of work described above. The purpose of this section is to illustrate the background of the proposing firm(s) that is directly relevant to design, permitting, bid document preparation and construction services for federally funded transportation projects. For each project, the

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consultant should provide a brief description of what services were provided and the outcome of the projects. In addition, the project manager, start and end dates (actual and planned), and the total dollar value (actual and planned) of each project should be provided. The consultant shall also describe its knowledge and use of the LAG Manual for each project.

***Project Approach***

The submittal must include a brief section on the approach to be taken with this project to complete a bid ready document prior to **August 1, 2009**. This section should discuss the concept and type of PS&E package necessary for this nature of project. The project approach should also showcase the consultant's understanding of the LAG Manual, permitting requirements and other necessary reviews and approvals and the potential impact to meeting the project schedule.

***References***

Submittals must provide at least three references for similar projects. References should also be recent (within the last 2 years) or current clients. References for sub-consultants (if applicable) should be relevant to the proposed role of these services. Provide the name, title, organization, and telephone number for each reference listed.

**APPROXIMATE TIMELINE**

RFQ Publication Date (First):	March 25, 2009
RFQ Publication Date (Second):	April 1, 2009
SOQ Due to WPSB :	April 10, 2009 (4:00 p.m.)
Round 1 Interviews (if necessary)*:	April 15, 2009 to April 17, 2009
Notice to Proceed:	April 17, 2009

\* by invitation only for qualifying firms/teams if necessary.

**SUBMITTAL FORMAT**

The Statement of Qualifications (SOQ) submitted in response to this Request for Qualifications (RFQ) shall be in a format responding to the outline of the evaluation criteria provided below.

Consultants that submit proposals in response to this RFQ must have the capability of providing the products and services listed under the project description. Joint ventures or sub-consultants may be used. WPSB assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. All submittals become the property of the WPSB and will not be returned. The SOQ shall meet the requirements defined in this RFQ or the proposal will be deemed non-responsive and will not be eligible for consideration of this project.

There is a minimum 12-point font requirement for the basic text for the entire SOQ. Any charts, graphs, table of organizations, etc., must be of readable size. The maximum number of pages allowed is seven (7) 8 ½ x 11 inch, typed, and single sided; including cover letter, table of contents, text, graphs, divider sheets, tab sheets, index, and appendices. 11 x 17 inch paper will be counted as two pages.

To assist in the evaluation, the SOQ shall be formatted using the headings listed below under Evaluation Criteria. Proposals should be clear and concise. Emphasis should be placed on the specific qualifications of the individuals who will actually perform the work of this contract and the approach to the execution of the work. Submit four (4) copies of the SOQ submittal.

The Submittal must be accompanied by the required Prime Submittal Information Packet Form and the Sub Submittal Information Packet Form as necessary. These forms must be completed in their entirety for the Prime and all sub-consultants or the submittal will be deemed

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non-responsive and will not be considered for the project. Information supplied by this packet will not count toward the total number of pages required for the submittal.

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 pages.

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.

**EVALUATION CRITERIA**

Submittals will be evaluated by a review committee as follows:

- Firm Profile/Ability to Meet Schedule 0 to 25 points
- Professional Qualifications & Expertise of Key Personnel 0 to 20 points
- Recent Experience with Similar Projects 0 to 20 points
- Project Approach 0 to 20 points
- References 0 to 15 points

**AWARD**

The firm deemed to be the most highly qualified to provide the services required for the proposed project, based on overall score, will be selected. At its discretion, the WPSB may elect to interview top ranked firms to select the firm with the highest qualifications and performance history.

Once selected, the WPSB will negotiate a scope of services and a fee that is fair and reasonable as noted above. If the WPSB and the firm can't agree on a scope of services and a fair and reasonable fee, negotiations with that firm shall be formally terminated. If the firm that is initially selected is terminated, the WPSB has the option to select another highly qualified firm and enter into contract negotiations.

**INFORMATION**

Any questions regarding this RFQ should be submitted **in writing** prior to **April 3, 2009** and directed to:

Maree E. Lerchen, Chair  
White Pass Scenic Byway  
102 E. Main Street  
PO Box 64  
Packwood, WA 98361

Tel: (360) 494-2323  
Fax: (360) 494-2324  
E-mail: maree@windermere.com

**CONTRACT/TERMS AND CONDITIONS**

The successful consultant must enter into a Federal Local Agency Guideline (LAG) Professional Services Agreement with the WPSB and adhere to all requirements from said Federal LAG.

**REIMBURSEMENT**

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The WPSB will not reimburse suppliers for any costs involved in the preparation and submission of responses to the RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate the WPSB to accept or contract for any expressed or implied services. The WPSB reserves the right to request any respondent to clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the response.

**COOPERATIVE PURCHASING**

The Washington State Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this request, respondents agree that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the WPSB incurring any financial or legal liability for such purchases. The WPSB agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the WPSB is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

**TERMINATION FOR PUBLIC CONVENIENCE**

The WPSB shall have the right at its discretion and determination to terminate the contract following thirty (30) calendar days written notice.

**RFQ SUBMITTAL PROCEDURE**

All responses shall be submitted with 4 copies in an 8½"x11" bound format and shall be placed in a sealed envelope which is clearly marked "Gateway & Community Sign Project".

Sealed responses will be received by the Chair, White Pass Scenic Byway up to the hour of 4:00 p.m., **April 10, 2009**. Responses delivered later will not be accepted. The WPSB is not responsible for delays in delivery.

All responses to this request shall be addressed to the attention of the Chair, WPSB:

Delivery Address:  
*(Hand-delivery and non-USPS)*  
Maree E. Lerchen, Chair  
White Pass Scenic Byway  
102 E. Main Street  
Packwood, WA 98361

Mailing Address:  
*(USPS)*  
Maree E. Lerchen, Chair  
White Pass Scenic Byway  
PO Box 64  
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**RFQ SUBMITTAL REQUIREMENTS**

The *General Information* form is designed to serve as the cover sheet. Do not attach cover letters, title pages, or blank sheets ahead of this form, nor substitute letterhead paper for it. If additional space is needed, plain paper may be attached behind this form. This form will not count as one of the total number of pages required by this submittal. This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your agency. This individual must be at least 18 years of age.

General Information

- a. Legal Name of Respondent \_\_\_\_\_
- b. Street Address \_\_\_\_\_
- c. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- d. Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_
- e. Contact Person (please print) \_\_\_\_\_
- f. E-mail Address \_\_\_\_\_
- g. Signed \_\_\_\_\_ Title \_\_\_\_\_
- h. Date \_\_\_\_\_

To be considered for this project, the submittals must be completed in accordance with this  
RFQ.