



CITY OF
MUKILTEO

Public Works Department

REQUEST FOR STATEMENT OF QUALIFICATIONS
2018 Slurry Seal Project – Public Outreach, Construction Management & Inspection

Deadline: January 25, 2018 at 4:00PM

Purpose

The City of Mukilteo is requesting statements of qualifications (RFQ) from qualified professionals or firms for public outreach and education, construction management, inspection services, and materials testing for the City's 2018 Slurry Seal Project. It is anticipated that this agreement will be for approximately 5 months in duration with the option for the City of Mukilteo to extend it for additional time and money, if necessary. The project will resurface approximately 6-7 centerline miles of road utilizing a Type II Slurry Seal. The project is primarily located within the City of Mukilteo but may include approximately three streets within the City of Edmonds. In order to insure the success of the project, extensive public education and outreach will be required. The project is funded completely with local (City) funds including funds generated by a 2017 Mukilteo voter approved sales tax measure (Transportation Benefit District Proposition 1).

Background

In 2015, the Mukilteo City Council created a Wise Investments in Transportation Taskforce (WITT) to evaluate the City's street maintenance, bicycle, pedestrian transit and transportation funding policies and plans. In 2016, the taskforce recommended a hybrid approach to pavement management that utilizes multiple techniques, including slurry seal, to extend the lifespan of the City's streets. In 2017 the City of Mukilteo formed a transportation benefit district (TBD) and put forth a sales tax ballot measure in the November election to help fund street maintenance. The ballot measure passed generating new funding for the City's street preservation program.

In 2018 the City of Mukilteo is using Type II Slurry Seal to preserve and lengthen the life of several City streets. The City has not previously utilized this pavement preservation technique and wants to make sure the project is executed and completed successfully. In addition, the City of Edmonds, through an interlocal agreement (ILA), may participate in this contract and include the slurry seal application on a few roads within their jurisdiction.

For more information on the TBD or WITT please visit:

<https://mukilteowa.gov/news/mukilteo-transportation-benefit-district-proposition-1/>

Project Description

The project will resurface approximately 6-7 centerline miles of streets in south Mukilteo and approximately 0.6 centerline miles of streets in the City of Edmonds. The streets will be resurfaced utilizing a Type II Slurry Seal. Other elements of work may include pavement repair and crack seal prior to the slurry seal application, and replacement of pavement markings. The design of the project is underway and will be ready to



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advertise in April of 2018. The City requires consultant support to lead the public education and outreach for this project as well as provide construction administration and inspection services. The public education and outreach will start prior to project advertisement and continue throughout the duration of construction.

The general public is unfamiliar with slurry seal and the application process as the Cities of Mukilteo and Edmonds have not used this type of preservation treatment on the city streets before. In order for the project to be successful, the public will need education regarding what slurry seal is, why it is being used and what should be expected throughout and after the construction process. Since the application process will require full road closures for several hours, the execution of the project will require detailed coordination with the contractor and frequent communication with the public.

Scope of Work

The Scope of Work will include, at a minimum, the following elements:

1. General
 - Project Management and Partnering
 - Coordination and oversight of subconsultants
2. Public Outreach & Project Education
 - Develop and implement a public outreach and project education strategy
 - Preparation and distribution of educational brochures, project notification mailers, and door hangers
 - Website, newspaper and social media notifications
 - Incorporate the City of Mukilteo's Proposition 1 into communication
3. Construction Management & Administration
 - Attend the preconstruction meeting
 - Submittal review
 - Recommend & review change orders
 - Review and respond to all RFI's
 - Prepare monthly progress payments for the contractor
 - Conduct weekly construction meetings
 - Track and prepare weekly statement of working days
 - Prepare and maintain project documentation and records throughout the project
4. Construction Inspection
 - Provide on-site inspection
 - Preparation of daily construction reports (IDR's)
 - Daily tracking of quantities (FNR's)
 - Coordinate materials testing and inspection
 - Document force account work
 - Record and track resident communication
5. Resident Construction Coordination
 - Daily coordination with adjacent property owners
 - Provide updates to residents regarding the project schedule
 - Record and track resident communication



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- Provide staffing to handle phone calls and resident inquiries prior to, during and after construction

The selected firm will need to have the resources that will enable it to complete tasks quickly and be extremely responsive. The firm will need to be able to accomplish this work independent of City staff support, other than oversight by the City’s project manager. The firm will be required to have the ability to organize and set up public meetings. The City’s project manager will lead the overall process and will be the nexus through which all public involvement and agency coordination occurs.

Schedule

Date	Task
January 25, 2018: 4:00 PM	Deadline for RFQ Submittals
February 7, 2018	Reference checks of top firm(s) and possible interviews
February 12, 2018	Selection of firm and negotiation of contract
March 5, 2018	City Council award of contract
March 12, 2018	Notice to proceed
March – July 2018	Public Education & Outreach
July or early August 2018	Construction
September 2018	Construction Closeout

The above noted schedule, except the deadline for the RFQ Submittals, is tentative and may be changed based on the number of RFQ’s submitted.

Procedures for Submittal

If you, or your team, wish to be considered for this RFQ, you must be a registered consultant on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>). In lieu of preparing a lengthy project specific Statement of Qualifications (SOQ) for this project, the City will be reviewing firm’s existing SOQ’s on the MRSC roster. If interested in responding to this RFQ, submit an email to Andrea Swisstack, Assistant City Engineer, at aswisstack@mukilteowa.gov, no later than the deadline indicating your interest in the project. Emails shall include:

1. Email Body Text:
 - a. Firm name as listed on the MRSC website;
 - b. Contact Information;
 - c. A list of any firms which you may be teaming with;
 - d. A link to your website;
2. Email Attachments:
 - a. A cover letter that briefly describes your interest and approach to the project (limited to 2 pages);
 - b. A list, with a short description, of at least three projects which closely relate to the above described project, including references (limited to 4 pages);



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- c. An example or two of a mailer or brochure prepared by your firm that was used as part of a public outreach or education campaign (limited to two examples max.)

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after the deadline, and all hard/paper copy submittals will be disregarded.

To clarify, it is not our intent for you to create customized Statement of Qualifications (SOQ) for this request, but to review your existing SOQ's online from the MRSC website. Any clarifications or project specific information can be included in your cover letter if needed.

Selection Process

A committee of City personnel will evaluate and rate the proposals using the following criteria:

1. Project team experience with similar projects;
2. Project leader and team member qualifications;
3. Demonstrated ability to successfully implement a public outreach and public education campaign
4. Familiarity with pavement preservation techniques with special consideration given to slurry seal;
5. Demonstrated ability to keep projects on schedule and within budget; and,
6. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies.

Following evaluation of the RFQ's, the City will check references of the top firm(s) prior to making a selection. If the review committee cannot make a selection based of the RFQ's, informal interviews may be conducted for the top 2 to 3 firms/teams.

Inquiries

Direct all inquiries regarding this request for qualifications to Andrea Swisstack, P.E., Assistant City Engineer at 425.263.8081.

Equal Employment Opportunity

The City of Mukilteo 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

The City of Mukilteo encourages disadvantaged, minority, and women owned consultant firms to apply.



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Reservations

The City of Mukilteo reserves the right to reject any and all RFQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Mukilteo to pay any costs incurred by respondents in the preparation and submission of a RFQ. This solicitation does not obligate the City of Mukilteo to accept or contract for any expressed or implied services. Furthermore, the City of Mukilteo reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.