

Town of Twisp
Request for Statement of Qualifications

The Town of Twisp solicits interest from consulting firms with expertise in Civil and Structural Design and construction management. Consultants will be considered for the following project.

PROJECT DESCRIPTION

The work to be performed by the CONSULTANT consists of preparing preliminary engineering, environmental, PS&E, construction management, advertisement and award for the improvement of:

- **Pedestrian crossing and bus stop at SR 20 and Canyon Street:** The project will include re-channelization of vehicular lanes to accommodate a westbound left-turn lane, construction of planted median refuge islands on SR 20, installing enhanced crosswalks using stamped concrete, construction of new sidewalk and an ADA accessible bus boarding area, installation of a bus stop shelter, and improved signage and illumination. This project has a “Zero” UDBE goal.

It is estimated that the design phase will occur in 2018 and construction in 2020. The project cost estimate is \$475,000 and will be funded by FHWA and alternate sources.

SUBMITTAL

All proposals shall contain the following minimum information in the order shown below:

- 1. Letter of Interest and Introduction**
- 2. Similar Experience:** List the experience for the firm’s key staff proposed for this project. Provide detailed information, including references, on two of those projects that are considered to be very similar to this project.
- 3. Proposed Staff:** List the experience and number of years with the firm for the key members of the staff proposed on the project (Resumes to be included as appendix). Also, include the experience of any subconsultant staff to be proposed on this staff. What experience has the team had together on other projects?
- 4. Demonstration of Understanding of the Project:** List and describe briefly what you think are important issues on this project and what would be your approach for successful completion of the project.
- 5. Staff Availability:** Demonstrate your ability to provide the proposed staff for this project.
- 6. Project Management:** Who will be the project manager? What experience does the project manager have on transportation projects generally and, specifically with the LAG Manual. What experience does the project Manager have on multi-agency projects? Describe the project management approach to be used, including how costs will be managed and controlled.
- 7. Proposal Format:** Please provide the above information in the order listed in an organized fashion. The total length of the proposal shall not exceed 20 double sided or 40 single sided, letter size pages and graphics shall be kept to a minimum (resumes will not be counted on the page totals)

Evaluation and ranking of consultants shall be by Town Officials based on written evaluation forms that rate each firm based on the above 7 criteria.

The Town of Twisp reserves the right to retain the services of the successful firm for any subsequent phases associated with this project.

The Town of Twisp encourages disadvantaged, minority, and women-owned consultant firms to respond.

Two copies of the SOQ shall be submitted to Twisp Town Hall 118 S. Glover St. Twisp, WA 98856 or mailed to Town of Twisp, PO Box 278 Twisp, WA 98856 (received or post marked) by 7/11/18 at 3:00 PM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Andrew Denham, Public Works Director, at (509)997-1311. –

“The Town of Twisp 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 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.”

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