The Town of Friday Harbor, Washington (“Town”) is announcing a Request for Proposals from interested parties for Consulting Services, relating to Preparation of Street and Storm Drainage Standards.

PROJECT DESCRIPTION

Town is currently using “Street and Storm Drainage Standards” that were adopted in 1998. The existing document has served the Town well, but the times and our needs have changed. In addition, Town is aware of certain deficiencies that should be corrected.

The Town is requesting proposals from qualified firms for a complete rewrite of our street and storm drainage design standards. It is our intention to adopt a well-organized, user-friendly manual which accurately reflects current ordinances, processes and technical standards.

The new document will also include guidance on several new topics. Town anticipates that ordinance revisions may be needed to support many of these topics.

GENERAL SCOPE

Our goals for this effort include:

- A general overhaul of the document to bring the organization, language, graphics and technical details up to date, as well as making them consistent with current Town practices and preferences.
- Clarifying the types, usage, fees and supporting document requirements for the various right-of-way permits.
- Developing a clear presentation of the process and its applicability related to private development, including developer frontage and utility responsibilities, related agreements, financial responsibilities and other issues.
- Adding new sections to clarify performance, landscape and maintenance bond requirements.
- Adding new sections to standardize the technical requirements applying to all work in public right-of-way, including:
Locally available rock and earth materials by inserting a Town technical specification to be used for both Town and Developer projects; and

- Explicit standards for placement, testing and acceptance of Hot Mix Asphalt in the public right-of-way. This language is intended to augment WSDOT requirements and shall be developed by the Town in association with the Consultant. Text will address minimum levels of manpower, numbers and types of equipment to be used; as well as criteria for acceptance of mix designs, procedure for establishing maximum density and minimum requirements for field testing.

- Addressing Town policies regarding bike lanes, bikeways and bicycle signage.
- Adding new sections to standardize and enable the practice of low impact development.
- Developing the criteria and process for approval of designs departing from the Town’s Street Standards.

PROFESSIONAL SERVICES REQUIRED

It is the intent of the Town of Friday Harbor to select a Civil Engineering Consultant having a recent track record of similar work for other municipal clients.

The Town requires a collaborative relationship with the project team. This means we expect to have a constructive dialogue with our engineers during development of the document. It also means that we want our preferences and ideas given serious consideration. Where we have explicit requests, we expect them to be incorporated or to be told why they should not be.

SOQ DEADLINE

The Town must receive Proposals by close of business, 2:00 p.m. on December 8, 2014. They may be mailed or delivered to the address listed below. Proposals may not be faxed or emailed. Direct all questions to Duncan Wilson, Town Administrator at (360) 378-2810 or duncanw@fridayharbor.org. Proposals received by the Town in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act.

SOQ CONTENT AND SUBMITTAL REQUIREMENTS

Number of Copies – Interested consultants should submit one original, two printed copies and one electronic copy in PDF format on either compact disc or flash drive, to the address indicated above.
Format – Each SOQ will be limited to no more than 20 pages, excluding the cover letter. A printed side constitutes one page. “Printed” means any printing of any kind except for the phrase “this page intentionally left blank”. Pages must be standard letter size (8-1/2” x 11”). Margins shall be at least 1” top and bottom, 0.75” left and right. Font shall be 11 point or larger and standard spacing.

Cover Letter – A cover letter, which does not count as part of the page limit, should establish the firm’s interest in this project and should not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing firm.

Qualifications of the Firm – Evidence of the firm’s ability to perform the required services:

- A description of your firm’s experiences in performing similar projects.
- Identify and describe the relevant experience and qualifications of the key project team individuals, and clearly identify the Project Manager.
- Briefly identify other staff members and or subcontractors that will contribute to the project and their relevant experience.
- Provide description and references for five comparable projects that your firm has previously performed. Include contact names and complete contact information for each.

Proposed Approach to Completion and Meeting Project Objectives – Describe your vision of how best to meet the project’s objectives.

- Describe the protocols and methods you intend to use.
- Identify objectives and tasks that you feel are key to the success of the project. This may include items not already identified in this RFQ.
- Include a proposed work schedule including the timing and prioritization of the various key tasks.

ADMINISTRATIVE INFORMATION

Upon request, Town will provide the firm with an acknowledgement of receipt. All Proposals received will become the property of the Town and will not be returned. Town reserves the right to waive as informality any irregularities in proposals and/or to reject any or all submittals.
SELECTION PROCESS

The Town Administrator, Public Works Director and Land Use Administrator will review all SOQ’s and choose a short list of qualified consultants who will be invited to make presentations to the Evaluation Panel.

Based on the SOQ’s, interviews and presentations the Evaluation Panel will choose the firm which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a consultant agreement. Final selection of Consultant and adoption of the Street and Storm Drainage Standards will be the responsibility of the Town Council of Friday Harbor.

INTENDED SELECTION SCHEDULE

- SOQ’S DUE – December 8, 2014
- Interviews and Presentations with finalists – 1\textsuperscript{st} week of January 2015
- Negotiations with Finalist – 2\textsuperscript{nd} half of January 2015
- Final Review of Contract – 1\textsuperscript{st} half of February 2015
- Finalize Contract – March 1\textsuperscript{st} 2015