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Ph: 360-263-7665

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES TO PROVIDE PROJECT MANAGEMENT AND INSPECTION FOR THE 4TH STREET WIDENING AND BREZEE CREEK CULVERT REPLACEMENT PROJECT

Fed Aid # STBGR-PROTECT-J069(004)

The City of La Center, Washington is requesting proposals Qualifications for Project Management and Inspection for the 4th Street Widening Project between Cedar Avenue and Highland Avenue (Road), that includes replacement of the Brezee Creek culvert with a bridge. The City anticipates contracting with the individual or firm whom in the City's sole opinion is best qualified to perform a variety of specialized functions. Consulting services will include but may not be limited to:

- Providing Complete Project Management and Inspection Services during Construction.
- Assist the City with public presentations to City Council,
- Provide services to comply with FHWA and WSDOT requirements for federally funded and state funded projects.

The construction phase must meet FHWA requirements during the length of the construction project. This project also has Transportation Improvement Board (TIB) funding and state funding regulated by the Recreation Conservation Office. The construction contract has FHWA Buy America and Build America Buy America requirements, with a maximum dollar amount of foreign steel allowed. The consultant will need to coordinate with the contractor to ensure that all the documents are supplied by the contractor to meet WSDOT and FHWA requirements. State of Washington Standard Specifications for Road, Bridge and Municipal Construction, amendments thereto. The WSDOT Local Program Engineer will review the construction supporting documents to ensure compliance with the LAG Manual.

The qualifications of staff, prior work experience with similar projects, technical project approach, experience in the city and experience with construction management of federal aid projects will be used to evaluate the proposal. The proposals will be ranked from 1 to 20 and scored from lowest to highest. The total scores will be used to determine selection.

The RFQ must detail the estimated schedule for the performance and delivery of the services.

Project Description

The improvements include widening 4th Street between Cedar Avenue and Highland Road to meet the Complete Streets Policy. This includes providing seven-foot wide sidewalks and five-foot wide buffered bike lanes, with ten

and half feet wide travel lanes. The existing Brezee Creek Culvert, under 4th Street, will be replaced with a concrete bridge complying with federal and state requirements. The selected firm will provide all project management and inspection through the length of construction project, including closeout assistance per WSDOT/FHWA. The following is an estimated scope of services to complete the necessary work (additional work may be necessary to comply with federal and state requirements):

The major features of the consultant agreement includes at a minimum:

- Review construction plans and bid package to understand all the federal and state requirements.
- The consultant Construction Management work has a 16% mandatory DBE goal. The consultant will need to provide documentation to verify DBE requirements.
- Manage a preconstruction meeting with the contractor, including WSDOT and city and affected utility companies.
- Coordinate with the contractor's schedule to determine progression of work adjacent to property owners, along 4th Street, complying with the right of way plans.
- Review and approve all contractor material submittals to comply with the project bid documents and installation.
- Assist the city with the preparation of Record of Materials (ROM). Report materials submittals on ROM and coordinate with WSDOT materials lab for structure testing required.
- Coordinate weekly or bi-weekly meetings with the contractor for project updates.
- Consultant to perform inspection of Contractor's work related to the Plans and Specifications and submit to the city inspector's daily reports (IDR) for construction project.
- Review traffic control and Temporary Construction Agreement (TCE) reports to comply with the contract.
- Review field quantities and pay estimates submitted by the contractor and verify field work completed for recommendation of payment each month.
- Review the contractor's payroll for compliance with state and federal prevailing wage rates in the construction contract.
- Manage all federal documents, including DBE requirements per Chapter 26 of the Local Agency Agreement (LAG) Manual.
- There is a DBE goal of 15% for the construction. The consultant shall conduct all interviews and complete all documents as required by the LAG Manual and WSDOT Local Programs.

- Ensure that the contractor is complying with BABA and FHWA Buy America per the construction contract for reporting and maximum foreign steel with WSDOT Local Programs.

Evaluation Criteria

Proposals should contain as a minimum the following items:

1. A brief discussion on the approach the firm will take in completing the project.
2. Qualifications and experience of personnel that will work on the project. The proposal should identify who will be the overall project manager within the firm.
3. The goal is to have construction completed by December 2027 to meet the right of way easement deadlines.
4. Identify any work that would be completed by sub-consultants including DBE subconsultants. Information on the qualifications of the sub-consultants should be included in the proposal.

Submitted proposals will be evaluated with the following criteria.

	Scoring
Prior work Experience Similar Projects	20%
Experience with construction of Bridge other structures per plans	20%
Experience with BABA and Buy America	20%
Qualifications of Individual(s)	20%
Experience with Federal Aid Projects	10%
Approach to DBE goals	10%

Submittal

Proposals should be limited to 10 pages front and back, including the cover page and all appendices. The firm who is selected as best suited to perform the work will sign a WSDOT consultant agreement with the City of La Center, as approved by WSDOT. The selected firm must obtain a business license with the city, which requires a \$50 fee prior to completion of the Consultant Agreement.

The City of La Center is an Equal Opportunity Employer. Please direct inquiries, Monday – Friday, 8:00 a.m. to 4:30 p.m. to, Tony Cooper, City Engineer at 360-263-2889, email acooper@ci.lacenter.wa.us. The City of La Center reserves its rights under applicable law to reject any or all proposals and to waive procedural irregularities upon determining in the City’s sole opinion it is in the public’s best interest to do so. Proposals will be accepted until **4 PM on July 3, 2025**. Please submit three copies of the proposal. Any proposal received after this date and time will not be reviewed.

The consultant contract will use a Negotiated Hourly Rate.

Need an estimated schedule for procurement process

RFQ's due to city – 4 PM July 3, 2025

RFQ's evaluated by city July 10, 2025

Consultant interviews by city July 17, 2025

Consultant selected, July 23, 2025

Executed consultant agreement August 6, 2025

Consultant start of work September 1, 2025.

Consultant submittals shall be provided without cost estimates for the consultant agreement.

Americans with Disabilities Act (ADA) Information

The (City of La Center) in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing (Tony Cooper) at (acooper@ci.lacenter.wa.us)) or by calling collect ((360 263-2889).

Title VI Statement

The (*City of La Center*), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

Dates of publication in the (Columbian) (*June 11, 2025*), and (*June 25, 2025*).