



**CITY OF AUBURN**  
**REQUEST FOR PROPOSALS (RFP)**  
**SOUTH DIVISION STREET PROMENADE PROJECT**

The City of Auburn (“City”) is soliciting proposals from qualified consulting firms to provide professional services for the design and construction engineering services for the South Division Street Promenade (“Promenade”) project in Downtown Auburn.

Five (5) copies of the proposal package must be submitted on or before **5:00 P.M. on Tuesday, April 20, 2010**. They can be mailed to the City of Auburn Public Works Department, 25 West Main St, Auburn, WA 98001 or dropped off at One East Main St, Auburn WA 98001, 2<sup>nd</sup> Floor Customer Service Center. Proposals shall be sent in a sealed envelope and clearly marked: “Proposal – South Division Street Promenade” in the lower left corner. Questions regarding this solicitation should be directed to Ryan Vondrak, Project Engineer, by email only at [rvondrak@auburnwa.gov](mailto:rvondrak@auburnwa.gov). The City will conduct an optional pre-proposal meeting on Thursday, April 8, 2010 at 1:30 p.m. in the City Council Chambers, 25 West Main Street (City Hall) in Auburn.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below.

**PROJECT DESCRIPTION**

The City of Auburn (City) is in the midst of redeveloping the Downtown area. The Promenade is an integral part to Auburn’s Downtown Redevelopment and implements the vision for downtown established in the [Auburn Downtown Plan](#) adopted in 2001. A street cross section for South Division Street and preliminary architectural renderings have been developed and approved by the City Council. The Promenade begins at the edge of the City Hall Plaza at West Main Street and runs along the South Division Street to 3<sup>rd</sup> Street SE. The City is seeking funding from the U.S. Economic Development Administration (EDA) and the design and construction of this project must meet the requirements of the EDA.

The proposed improvements will require further refinement during the project preliminary design phase to evaluate alternative surface treatments. The project is summarized as follows:

The project includes the reconstruction of South Division Street including roadway pavement, crosswalks, sidewalks, street trees and tree grates, potted plants, pedestrian lighting, street lighting, City-owned fiber conduits, storm drainage improvements, and aesthetic treatments at the intersections of 2<sup>nd</sup> Street/South Division Street, 1<sup>st</sup> Street/South Division Street, and at Main Street/South Division Street all in accordance with the City’s Promenade plan and the adopted Downtown Sidewalk Guidelines. In addition, the project includes the relocation of City-owned sanitary sewers lines, upsizing of City-owned water lines, restoration of public facilities needed to accomplish these improvements, and coordinating with private utilities regarding relocation work and the

undergrounding of power facilities. The project will also be required to coordinate with the City Hall Plaza project. The anticipated start of construction for this project is December 2010.

## **SCOPE OF WORK**

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

1. General
  - Project Management
2. Preliminary Design –
  - Alternatives Evaluation for surface treatments for the aesthetic improvements at the above mentioned street intersections at a radius of 60 feet from center of the intersection.
3. Detailed Design
  - General – Upon selection of an alternative for implementation, the Consultant will prepare plans, specifications, cost estimates, surveys, geotechnical investigations and assist the City in coordination efforts with the relocation of private utilities and undergrounding power facilities.
  - 30% design
  - 60% design
  - 90% design
  - Final Construction Documents
4. Engineering Services During Construction which may include:
  - Bid period assistance
  - Preparation of addendums
  - Recommendation of award
  - Shop drawings and submittal review
  - Site visits
  - Preparation of change orders
  - Preparation of Record drawings

## **PROPOSAL ELEMENTS**

Each proposal is limited to fifteen (15) double-sided pages (excluding cover and dividers), and should present the development team qualifications for this project and shall identify the following:

1. The Project Team, including sub-consultants, expertise and experience with similar projects including designing public streets, sidewalks, water, sanitary sewer and storm drainage facilities, landscaping, textured pavement designs, and other urban design features found in a linear open space. Include the following:
  - Project name
  - Location and project costs
  - A brief description of the project
  - The firm's role in the project
  - Project Team member roles in the project
  - A project reference and contact phone number
2. The Project Team's approach to the project.
3. The Project Team's anticipated project schedule.
4. The Project Team's approach to coordinating with other City consultants.
5. The firm's process/procedures for providing quality assurance/quality control through out the life of the project.
6. Qualifications of the proposed Project Team members, including any sub-consultants proposed, for the design effort and their availability.

7. A description of experience in working with the public sector and elected officials.
8. A description of experience in working on projects with EDA or other federally funding.

As a supplement to the above you may include three (3) bound copies of **general** firm/team information and Project Team member resumes.

**SELECTION PROCESS AND EVALUATION CRITERIA**

A committee of City personnel will evaluate and rate the proposals to these criteria:

1. Project team experience with similar projects. (15%)
2. Project team experience with federally funded projects. (20%)
3. Project team member qualifications. (15%)
4. Approach to the project. (15%)
5. Capability of meeting the project schedule. (20%)
6. Quality Assurance / Quality Control Plan. (15%)

Following evaluation of the Proposals, the City will interview up to the three (3) of the prospective consultants to provide engineering and construction services. Those firms selected for interview will have the opportunity to present their past experience in roadway design, utilities design, urban design and overall project approach.

**SELECTION SCHEDULE**

The City’s proposed schedule for consultant selection, subject to change, is as follows:

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| 1. Advertise for Proposals                          | March 23, 2010, March 30, 2010, April 6, 2010, and April 13, 2010. |
| 2. Pre-proposal meeting                             | April 8, 2010 @ 1:30 p.m.  |
| 3. Deadline for Submittal of Proposals              | April 20, 2010 @ 5:00 p.m.   |
| 4. Preliminary Selection of Firms                   | April 23, 2010   |
| 5. Notify Firms Chosen for Interviews (City Option) | April 23, 2010   |
| 6. Consultant Interviews                            | April 26, 2010   |
| 7. Final Selection                                  | May 3, 2010  |
| 8. Complete Contract Negotiations                   | June 4, 2010   |
| 9. EDA and City Council Approval                    | June 21, 2010  |
| 10. Execution of Agreement                          | June 30, 2010  |

**TERMS AND CONDITIONS**

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn 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.