

**Request For Proposals  
Design Services  
City of Battle Ground**

**Proposal**

The City of Battle Ground is seeking services for the design phase of the City's SW Eaton Boulevard Improvements project. Project tasks may include, but are not limited to survey, geotechnical investigation, stormwater design, lighting/signal design, traffic analysis, environmental permitting, preliminary ROW services, and civil design. This project has a 9% UDBE goal for the design phase. The City of Battle Ground encourages disadvantaged, minority, and women-owned consultant firms to respond. Consultants will be held to federal EEO requirements for this project, which has federal funds. Consultants will also be held to the ADA and Civil Rights requirements for the City of Battle Ground. The services are anticipated to be full time for the duration of the design phase starting in May 2020. The right-of-way phase is anticipated to begin in January of 2021 with construction following in January of 2022. The City is asking for qualified design firms to submit their qualifications.

**Project Description**

SW Eaton Boulevard will be reconstructed to a 3 lane section including bike lanes and sidewalks between SW 20th Avenue and SR 503. Right-of-way will need to be acquired during the right-of-way phase for the road section and potentially for the storm facility. A signal will be added to the intersection of SW 20th Avenue and SW Eaton Boulevard. At a minimum, an eastbound right turn lane and a second westbound left turn lane will be added to the intersection of SR 503 and SW Eaton Boulevard. Part of the initial work on this project will be to confirm that this is the appropriate fix for the SW Eaton Boulevard/SR 503 intersection and get the project through WSDOT's Practical Design process. There will also be City utilities installed with the project. The design phase of this project is funded through a Surface Transportation Block Grant and City funds.

**Scope Of Work**

At a minimum, the selected firm shall perform or be able to subcontract the following:

1. Survey the extent of project.
2. Provide any necessary analysis to get through the Practical Design process and to determine appropriate design parameters.
3. Perform any necessary geotechnical testing.
4. Acquire any necessary wetland permits and fulfill the NEPA review requirements.
5. Complete stormwater design meeting both the State's and the City's codes.
6. Complete any necessary lighting and signal design.
7. Perform preliminary ROW services as allowed under the PE Phase per the LAG Manual.
8. Complete civil design.

**Submittal Of Request For Qualifications**

Submittals must contain the following information:

- Statement of Interest
- An overview of your firm
- Resumes of proposed personnel to be used on the project
- List of similar completed projects

**Consultant Selection Committee**

A consultant selection committee will review the proposals. The committee may select prospective

consultants for further consideration or may directly select and negotiate for a scope of service with the leading candidate. If more than one consultant is considered, then interviews will be conducted.

### **Consultant Selection Criteria**

The proposals received in response to this request will be evaluated on the likelihood of meeting the projects objectives. The evaluation will be based on the technical and administrative capabilities of the consultant in relation to the project. The proposal received will be reviewed according to the following criteria:

- Submittal Completeness (10%)
- Understanding of the work to be done and issues that might arise. (20%)
- Experience of the staff that will do the work and ability to commit to the projects including experience with WSDOT Practical Design and Highway Runoff Manual certification (20%)
- Familiarity and experience working with WSDOT Design and Local Programs including Indirect Cost Rate process. (20%)
- Experience with similar projects and what was learned from them. (20%)
- What makes your company stand out from other design firms? (10%)

### **Proposed Timeline For Selection And Award**

- March 06 Request for Proposals Due
- March 13 Selection of Qualified Firm(s)
- March 16-20 Interviews (if necessary)
- March 23 – April 03 Service Contract Negotiations
- April 20 City Council Award

### **Proposal Submittal**

Five (5) copies of the proposal must be delivered no later than 4:30 p.m. on March 06, 2020 to:

Marit Ernst, PE  
Associate Civil Engineer  
City of Battle Ground  
109 SW 1st Street, Suite #122  
Battle Ground, WA 98604

A proposal received after the date and time indicated above will not be accepted. No exceptions will be made. The City of Battle Ground reserves the right to reject any or all proposals received and to negotiate with any or all consultants on modifications to proposals.

The City of Battle Ground will be using the Local Agency A&E Professional Service Agreements which can be found <https://www.wsdot.wa.gov/LocalPrograms/LAG/CAI.htm>.

Información será traducida al español a petición de [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org). Информация имеется на русском языке по запросу на [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org). 如需相关信息的中文版本, 请来函索取: [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org). Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org). Za informacije na bosanskom jeziku obratite se na adresu [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org). Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org).