

**CITY OF CHELAN – PUBLIC WORKS DEPARTMENT**

**NOTICE TO CONSULTANTS  
for  
SANDERS STREET PEDESTRIAN IMPROVEMENTS PROJECT**

The City of Chelan Public Works Department is requesting interested firms to submit their qualifications for professional traffic & street design, engineering, and consulting services for the Sanders Street Pedestrian Improvements Project within the City of Chelan.

The City of Chelan reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

**PROJECT DESCRIPTION**

The project includes preliminary engineering and design of crosswalks, bulbouts, ADA ramps, and illumination for pedestrian safety along Sanders Street at intersections with Okanogan Avenue and Wapato Avenue.

The Sanders Street Pedestrian Improvement Project is funded by the State of Washington Transportation Improvement Board and federal Transportation Alternatives funds through the Chelan-Douglas Transportation Council.

The City of Chelan Public Works Department will select the services of a firm to provide professional traffic and street design, engineering, construction management, inspections, environmental analysis, and consulting in accordance with the City of Chelan Development Standards Manual, Chelan Municipal Code, American Public Works Association (APWA), and the Washington State Department of Transportation (WSDOT). This project has a 0% DBE Goal.

The City of Chelan reserves the right to retain the services of the successful firms for any subsequent phase (R/W, CN) associated with this project.

**QUALIFICATIONS**

Please submit five (5) copies of your response no later than Wednesday March 13, 2024 at 4:00 p.m. Submittals should be marked “**Sanders Street Pedestrian Improvement Project Engineering Services**” and be addressed to:

**City of Chelan  
ATTN: Jake Youngren, Public Works Director  
135 E Johnson Avenue  
PO Box 1669  
Chelan, WA 98816**

Submittals will be evaluated by the criteria listed below and should be organized and identified in the following order:

1. Capability and experience to perform all or most aspects of the proposed project.

2. Recent successful experience in traffic and street design & engineering comparable to the proposed project. Ability to manage and complete projects on time and on budget.
3. Experience and qualifications of your firm in complying with the requirements of the City of Chelan Development Standards and Municipal Codes, WSDOT/FHWA standards, as well as familiarization with any other publications referenced within the city standards and codes.
4. Key personnel's professional background and qualifications. Define the roles and extent of participation of key personnel. Provide a list of all projects worked on by the proposed project manager in the last three years, including an identification of this person's role/responsibility for each project.
5. Qualifications and experience of prospective subconsultants who may be participants in the proposed projects. Please identify the portions of the projects anticipated to be performed (in part) by subconsultants.
6. Ability to manage and complete a project located a considerable distance from your office. Please include a description of where key personnel will be based and other items you consider important to demonstrate this ability.

### **SELECTION**

The selection process shall be in accordance with standard practices, and a selection committee will evaluate and select the best qualified consultant based on their qualifications and experience. Additionally, contracts will be subject to the provisions of Executive Order 13672 (affirmative Action to Ensure Equal Employment Opportunity), to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation), and 49 CFR Part 30 (Foreign Trade Restriction Clause).

After the deadline for receipt of qualifications, the committee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed (as opposed to general) scope of work. The committee will interview up to three firms. Interviews will be located at the City Hall office or the Public Works Department Administrative Building. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

1. Ability to demonstrate an understanding of the needs and challenges of the projects listed above.
2. Degree of interest and responsiveness shown in undertaking the role.
3. Overall quality of the response.
4. Demonstration of ability to meet the Public Works Department needs.

The City of Chelan reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the consultant selection committee) behind the selected consultant in the event the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

### **ADDITIONAL INFORMATION**

**No cost or fee schedules shall be submitted.** Cost and fee information shall be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

No informational meeting will be scheduled, but additional information may be provided upon request.

Phone: (509) 682-8055 or e-mail: [ttenham@cityofchelan.us](mailto:ttenham@cityofchelan.us)

### **INCURRING COSTS**

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City of Chelan.

Each consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.

### **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

The City of Chelan 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 Travis Denham at [ttenham@cityofchelan.us](mailto:ttenham@cityofchelan.us) or by calling collect (509) 682-8055.

### **TITLE VI STATEMENT**

The City of Chelan, 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 Lake Chelan Mirror: February 21, 2024, February 28, 2024.

Dates of publication in the Seattle Daily Journal of Commerce: February 21, 2024, February 28, 2024.