

Request for Proposal

RapidRide Passenger Facilities and Transit Improvements Design - E and F Lines

RFP No. E00230E11

October 2011



King County

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**KING COUNTY
REQUEST FOR PROPOSALS ADVERTISEMENT**

King County is requesting Proposals from qualified firms interested in providing design and related services on a work order basis for bus stop and roadway improvements along the E and F lines of the County's RapidRide bus rapid transit (BRT) system.

The Request for Proposals, all addenda and current document holder's list are available on the internet at <http://www.kingcounty.gov/procurement>. The County will not mail, ship or fax RFPs and addenda.

Interested firms must register with the County at time of download and ensure that a valid contact email address is given. Notification of addenda will be sent to the registered email address. Failure to register will result in the proposer not being notified of any addenda, which may result in rejection of the proposal.

The County may award one (1) contract with a maximum dollar value of \$2.4 million. The contract will have an initial period of performance of one (1) year. The County reserves the right to amend the contract duration in one (1) year increments up to a maximum of three (3) years, if funds remain.

Contract Title:	RapidRide Passenger Facilities and Transit Improvements Design - E and F Lines
Number:	E00230E11
Proposals due:	November 10, 2011
Time:	5:00 p.m.
Pre-proposal Meeting:	October 20, 2011
Time:	8:30 a.m.
Location:	8th Floor Conference Center, King Street Center, 201 S. Jackson Street, Seattle, WA

SUMMARY OF WORK: This work is funded, in part, by the Federal Transit Administration (FTA) and applicable federal requirements apply. The selected Consultant will provide work order-based survey, civil and electrical engineering, and related services to design components for bus stop and roadway improvements along the RapidRide E Line, Downtown Seattle to Aurora Village Transit Center, and the F Line connecting Burien, SeaTac, Tukwila and Renton.

SUBCONSULTANT OPPORTUNITIES: Provided for informational purposes only, following are subconsulting opportunities that may be available on this Contract: Electrical Engineering, Surveying, Architecture, Permitting, Environmental Services, Bid Period Services, Construction Period Services

QUESTIONS: Questions concerning this solicitation should be directed to **Gib Myers, Contract Specialist** at **206.263.9323**, TTY Relay: 711. The Proposer may be requested to submit the question in writing. No verbal answers by County personnel will be binding on the County.

This information is available in alternate formats for individuals with disabilities upon advance request by calling 206-263-9400, TTY Relay: 711.

REQUEST FOR PROPOSALS

RapidRide Passenger Facilities and Transit Improvements Design - E and F Lines

RFP NO. E00230E11

I. INTRODUCTION

- A. This Request for Proposals ("RFP") contains the information necessary to understand the consultant selection process and identifies the documentation a Proposer must submit to be considered for this procurement. By submitting a proposal, the Consultant represents that it has carefully read the terms and conditions of this RFP, and all attachments and addenda, and agrees to be bound by them.
- B. The Scope of Work, with project background information, is in Attachment 1.
- C. Proposers shall submit the Proposal to King County no later than **5:00 p.m., November 10, 2011**. The Proposal shall be sent to:

**Gib Myers, Contract Specialist
King County Finance and Business Operations Division
Procurement & Contract Services Section (M/S CNK-ES-0340)
401 Fifth Avenue, 3rd Floor
Seattle, Washington 98104**

D. Anticipated Procurement Schedule

10-11-11	Public Announcement for RFP
10-20-11	Pre-proposal Meeting (8 th Floor Conference Center, King Street Center, 201 S. Jackson Street, Seattle, WA)
11-10-11	Proposals Due (5:00 p.m.)
12-08-11	Interview, if necessary
12-28-11	Notice of Selection (Decision announced)
01-25-12	Negotiations will be completed within 35 calendar days from Notice of Selection
02-03-12	Notice to Proceed

- E. This contract may be federally funded and subject to certain federally mandated contract provisions. These federal provisions will be considered Supplemental Provisions to the Agreement and take precedence over the general provisions set forth in the Agreement.
- F. Contract Price & Period of Performance. The County may award up to one (1) contract based on this solicitation. The initial period of performance for the contract is one (1) year. The contract price for the initial period of performance will be \$2.4 million. The County reserves the right to amend the contract in one (1) year increments up to a maximum total duration of three (3) years. In no circumstances shall the contract price exceed \$2.4 million or a total of three (3) years.
1. Work under this contract will be based on individually negotiated work orders. The Consultant should be capable of adjusting disciplines and expertise as necessary to meet the needs of specific work orders. Each work order will provide a specific scope, budget and schedule for the services required. The County does not guarantee that all disciplines or services will be used, or that the consultant will

receive a specific volume of work, a specific total contract amount, or a specific work order value.

2. The Consultant will be expected to respond to urgent, short notice requests for services. The Consultant should be capable of working on several work orders simultaneously.
3. The County will not compensate the Consultant for work associated with negotiation of the scope, schedule and budget of individual work orders.

G. Organizational Conflicts of Interest. An organizational conflict of interest is a situation where because of activities, relationships, or contracts, a consultant may possess an unfair competitive advantage. If an organizational conflict of interest exists, the County may prohibit consultants, subconsultants, and/or personnel from participating in this procurement/project.

1. Consultants are hereby advised that if the prime consultant, subconsultant or an individual performs work on a work order contract and, as part of that work order contract, performs studies and/or pre-design services for a project that is later advertised, the firm and/or individual may be prohibited from competing for the advertised project.

H. Ex Parte Communications. Proposers are expected to conduct themselves with professional integrity and to refrain from lobbying activities. During the procurement process, commencing with the issuance of the RFP and continuing until the award of a Contract for the project (or cancellation of the procurement) no employee, member, agent, vendor, advisor or consultant of any Proposer shall have ex-parte communications, directly or indirectly, regarding this procurement with any representative or elected official of the County involved in this procurement, except for communications permitted by this RFP. Any verified allegation that a Proposer or team member has engaged in such prohibited communications or attempted to unduly influence the selection process may cause the County to disqualify a Proposer or a member of a Proposer's team from participating in this process, all at the sole discretion of the County.

I. Commitment of Firms and Key Personnel. The County expects all firms and key personnel proposed will be available to provide services for this contract. When a member of the Proposer's team is no longer participating in the proposal, a Proposer must notify the Contract Specialist in writing and provide a detailed explanation and proposed remedy for the lack of availability. The County shall thereafter make a determination as to whether that Proposer may continue to compete in the selection process. Any substitution request considered by the County may require a rescoring and/or re-ranking of the proposal. The County will only consider substitutions based on circumstances beyond the Proposer's control.

II. PROCUREMENT PROCESS

A. General Information

1. King County will evaluate the Proposals in accordance with the provisions set forth herein.
2. King County reserves the right to reject any and all Proposals.
3. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firms.

4. Proposals shall become property of County and considered public documents under applicable Washington State laws. All documentation provided to the County may be subject to disclosure in accordance with Washington State public disclosure laws.
- B. Clarification of RFP Documents and Addenda. Requests for information or clarifications should be submitted in writing to the Contract Specialist identified above at least four (4) days before the RFP closing. All changes to the RFP shall be documented in an addendum. Do not rely on any verbal information or direction.
- C. Proposal Format
1. The Proposer shall submit **one (1) original unbound** Proposal and **four (4) bound copies** of the Proposal. The Proposal delivery package must clearly identify the RFP Number.
 2. The Proposal shall comply with the following format requirements:
 - a. Proposals should be concise, legible, and provide all the information requested.
 - b. Proposal shall be limited to a maximum of ten (10) pages. All pages that exceed the specified page limit will be removed prior to evaluation.
 - (1) Proposal shall be prepared on 8 1/2" by 11" paper. A "page" shall be defined as one single-sided piece of paper that has written text or graphics.
 - (2) No written text or graphics shall be incorporated on dividers used to organize the proposal, except the label on the tab.
 - (3) Indexes or tables of content shall be included in the page limit.
 - (4) The following parts of the Proposal are not included in the page limit: (1) Front and back cover of the Proposal; (2) Transmittal Letter; (3) Resumes; (4) Statement of Qualification Certification form (Attachment 2); (5) Sample documents for Criterion D – Communication; and (6) Attachment 4 Forms.
 - c. Front cover shall use the template named "Proposal Cover Sheet" at <http://www.kingcounty.gov/procurement/forms>. Plain white cover stock shall be used. Back cover shall be entirely blank and use plain white cover stock. Covers that do not comply with these requirements will be removed.
 - d. Each resume shall not exceed two (2) pages. All pages of a resume that exceed the specified page limit will be removed prior to evaluation.
 - e. The County may waive minor informalities and irregularities in the format of a Proposal.
- D. Submittal Requirements
1. Proposal Transmittal Letter. The Proposal Transmittal Letter is not subject to evaluation. It shall contain the following information:
 - (1) RFP Title and Number;
 - (2) Proposer's name, mailing address, contact person, email address, and telephone numbers; and
 - (3) Complete list of proposed subconsultants, if any, with each firm's mailing address, contact person, email address and telephone number.
 - (4) A brief introduction of your team.

2. Statement of Qualifications Certification. An authorized representative of the Proposer shall sign the Certification found in Attachment 2. The Certification is not included in the page limit.
3. Response to Evaluation Criteria. Address the evaluation criteria and provide all information identified in Section IV below ("Evaluation Criteria").
4. Attachment 4 Forms. If there are forms identified in Attachment 4, complete and return those forms with the Proposal.

III. SELECTION PROCESS

- A. All Proposals will be evaluated in accordance with the criteria established below.
 1. A total of 1000 points (excluding a potential interview) has been assigned to the Evaluation Criteria; maximum points follow each criterion listed.
 2. Evaluators will use the points to score each proposal.
- B. At the County's option, interviews may be held.
 1. Interviews will have a maximum of 1000 points.
 2. The County may choose to use different criteria for the interview.
 3. Failure of a Proposer or any proposed team member to participate in the interview process shall result in the Proposer's disqualification from further consideration.
- C. A Consultant Selection Panel ("CSP") will evaluate and score each proposal submitted. If it is determined that a competitive range exists, firms within the competitive range will be interviewed. If it is determined that there is no competitive range, a final ranking will be determined. If interviews are conducted, combined proposal and interview scores will be used to determine the final ranking.
- D. The final selection, if any, will be that Proposer (the top-ranked firm) which in the opinion of the County best meets the requirements set forth in this RFP and is determined to be the most highly qualified.

IV. EVALUATION CRITERIA AND SUBMITTAL INFORMATION

A. Evaluation Overview

1. The County will evaluate the following criteria for this contract. The maximum points for each criteria are as follows:
 - a. Qualifications and Experience of Key Personnel - 300 points
 - b. Project Approach – 420 points
 - c. Communication - 150 points
 - d. Approach to Quality Assurance/Quality Control – 130 points

B. Qualifications and Experience of Key Personnel – 300 points

1. Key Personnel Positions

- a. *Project Manager* (50 points). The Project Manager's experience should demonstrate strong management skills and successful past experience managing contracts. Project management skills include: developing project management plans, managing and maintaining overall design budget, task

budgets, and subconsultants' budgets; reporting on budget and schedule; ensuring timely and accurate invoicing; ensuring high quality timely work products; providing timely notice and documentation of changes; managing and coordinating numerous subconsultants; communicating and coordinating project activities; and being the primary point of contact and communication. The Project Manager should also demonstrate skill in facilitating a variety of stakeholders with potentially conflicting priorities, development of alternatives and facilitation of timely decision-making to keep the design phase on schedule. It is highly desirable that the Project Manager hold a current certification as a Project Management Professional (PMP) through the Project Management Institute (PMI) (include certification number on resume).

- b. *Lead Project Engineer* (50 points). The Lead Project Engineer will be responsible for the both civil and electrical design of bus stop facilities, zone layouts, passenger facilities and foundation placements. The Project Engineer shall be a professional engineer licensed in the State of Washington for at least five years. It is desirable that the project engineer has experience in designing on-street passenger/pedestrian facilities, and experience on multiple on-street construction projects that involved both civil and electrical engineering disciplines. The Project Engineer shall demonstrate experience in leading a design team and coordinating multiple engineering disciplines.
- c. *Lead Electrical Engineer* (50 points). The Electrical Engineer will be responsible for the electrical design of bus stop facilities, passenger facilities and foundation details. The Electrical Engineer shall be a professional engineer licensed in the State of Washington. It is desirable that the Electrical Engineer has experience in bus shelter and pedestrian scale lighting improvements such as power connection points, location of electrical meters, power pedestals, conduit runs, wiring and handhole connections.
- d. *Right of Way Licensing Specialist* (50 points). The Right-of-Way Licensing specialist will be responsible for property research, obtaining and reviewing title reports, researching public on-line parcel data, reviewing design plans, contacting and explaining proposed improvements to affected private property owners, identifying/resolving potential property owner concerns, and assisting in contacting permitting jurisdictions.
- e. *Land Surveyor* (50 points). The Land Surveyor will be responsible for delineating property boundaries, street rights-of-way, easements, and other property encumbrances, and resolving property boundary discrepancies within the cities of Seattle, Shoreline, Burien, Tukwila, SeaTac and Renton. The Land Surveyor shall be a licensed land surveyor in the State of Washington.
- f. *Permit Specialist* (50 points). The Permit Specialist should demonstrate familiarity with the variety of land use approval and permit submittal requirements for the Cities of Seattle, Shoreline, Burien, Tukwila, SeaTac and Renton and demonstrate successful project experience in land use approval and in permit application, conflict resolution, and issuance within those various cities on commercial/transit projects.

2. Submittal Information

- a. Resumes. Provide a resume for each Key Personnel position listed above. Resumes shall be placed in one section, by position as listed above. If an

individual will be serving in more than one Key Personnel position, provide a separate resume for each position.

(1) Resumes shall include the following information:

- (a) Name of Person & Title.
- (b) Current firm name
- (c) Key Personnel position on this project team.
- (d) Employment history for the last five years.
- (e) Education (institution, degree(s) earned, & year).
- (f) Professional registrations and licenses (type/state/year).
- (g) Relevant project experience, including:
 - (i) Name, Owner, location, and date of the project;
 - (ii) Brief description of individual's role on the project and how it relates to the work to be performed.

b. Narrative. Provide a concise narrative for Key Personnel that consists of the following:

- (1) Up to three examples illustrative of the Project Manager's management capabilities, and explain why the examples have relevance to this project.
- (2) Up to three examples of coordination of multiple engineering disciplines by the Lead Project Engineer within one or more of the cities of Seattle, Shoreline, Burien, Tukwila, SeaTac and/or Renton.
- (3) Up to three examples demonstrating the Lead Electrical Engineer's experience in the desired and/or preferred areas of expertise listed above for the position.
- (4) Up to three examples demonstrating the Right of Way Licensing Specialist's experience in the areas of responsibility listed above for the position.
- (5) Up to three examples demonstrating the Land Surveyor's experience in finding and resolving property boundary discrepancies.
- (6) A list of types of permits applied for and received by the Permit Specialist for up to three projects similar to this project within one or more of the cities of Seattle, Shoreline, Burien, Tukwila, SeaTac and/or Renton.

C. **Project Approach – 420 points**

1. The County will evaluate the Proposer's proposed approach to performing the Scope of Work as follows:

- a. Technical Project Approach (360 points). King County will evaluate the Proposer's approach to completing the Scope of Work as identified in the RFP. The County will need to design, obtain a variety of permits for, and construct improvements to 100 bus stops in six jurisdictions prior to the scheduled start of RapidRide in September 2013. Each station and/or stop location will require a varying level of design of civil and electrical improvements to provide necessary passenger amenities, and will additionally require a permit and/or license agreement if located on either public or private right of way.

- (1) Submittal Information. Provide a detailed narrative that identifies the Proposer's approach to the work:
 - (a) Provide a description of the way the team will be organized to facilitate timely development and review of the required design plans for each zone.
 - (b) Describe the methodology to be used by the Proposer to apply for and obtain all permits and licenses.
 - (c) Identify the project elements the Proposer believes will constitute the greatest challenges to successful and timely project completion, and describe how those challenges will be successfully addressed.
 - (d) Describe any other strategies the Proposer believes will facilitate delivering a finished product in a timely manner.
- b. Permits and Regulatory Compliance Approach (60 points) The County will evaluate the Proposer's approach to achieving regulatory compliance and obtaining permit and utility service agreements for a project encompassing multiple cities, each with its own regulatory milieu: Seattle, Shoreline, Burien, Tukwila, SeaTac and Renton.
- (1) Submittal Information. Provide a succinct narrative discussing the proposer's ability to successfully navigate the varying construction standards, permit criteria, electrical codes, inspection requirements, and construction mitigation requirements of the various cities involved in this project.

D. Communication – 150 points

1. The County will evaluate the team's demonstrated ability to prepare technical analyses and documentation, and to communicate effectively with a variety of stakeholders, including discipline-specific subconsultants, King County Metro project management and engineering staff, agency permitting staff, and other stakeholders, regarding the status of each individual bus zone or the status of bus zones within a work order.
2. Submittal Information.
 - a. Narrative. Briefly describe your proposed communication plan specific to monitoring the status and the delivery of multiple bus zone projects.
 - b. Sample Documents. Provide four pages of sample documents that demonstrate the team's ability to provide technical analysis and documentation and to provide effective written and visual communication for a variety of audiences. Sample documents should relate to projects that are similar in scope and complexity to this Project. The County will remove any pages that exceed the limit.

E. Approach to Quality Assurance and Quality Control (QA/QC) – 130 points

1. The County will evaluate the Proposer's approach to QA/QC with respect to this Contract. The County will evaluate the following elements:
 - a. Development and implementation of procedures by the Proposer to ensure that quality is an integral consideration in the completion of each task and/or work order.
 - b. Independent verification of workmanship and quality control procedures.

- c. Adequate resources dedicated exclusively to the QA/QC program implementation.
 - d. How the Proposer assures quality reviews of work in progress at the time of submittals rather than at completion of work components.
 - e. How the Proposer ensures communication with the County and its representatives regarding quality issues and project changes as they occur.
2. Submittal Information. Provide a detailed narrative that describes the Proposer's QA/QC program for a work order that contains multiple bus zone projects. The narrative should specifically address each of the elements listed immediately above.

V. NEGOTIATION PROCESS

- A. After the selection of the top-ranked firm, the County will enter into negotiations with that firm to finalize the scope of work, the schedule and Total Price. Negotiations will be completed within 35 calendar days from the Notice of Selection. If the County is unsuccessful in negotiating these matters with the selected firm, the County reserves the option to terminate negotiations and proceed with the next-highest ranked firm.
- B. All necessary information and forms for the negotiation process shall be provided by the Contract Specialist after the Notice of Selection has been issued. Such information shall include but not be limited to: Pre-Award Financial Data Requirements, Equal Benefits Worksheet & Certification, Consultant Disclosure Form, IRS W-9 form.

VI. CONTRACT TERMS AND CONDITIONS

- A. The County's standard contract terms and conditions for this project including Compensation, Insurance, and Non-discrimination and Equal Employment Opportunity requirements are available at <http://www.kingcounty.gov/procurement/consultants>. This document will be amended only to add required federal provisions. To review those provisions, see *Exhibit G – FTA Supplemental Terms and Conditions*, which is also available at <http://www.kingcounty.gov/procurement/consultants> with this Request for Proposals.
 - 1. The Consultant acknowledges and agrees that it has carefully read the standard contract terms and conditions for this project and agrees to be bound by them.
 - 2. The County will not negotiate changes to the standard contract terms and conditions for this project.
- B. Ethics Disclosure Form. The selected Consultant agrees to the conditions of King County Code 3.04.120 and shall submit a Consultant Disclosure form prior to execution of the Contract. Please Note: This form is required only from the Proposer selected as the Consultant. Ethics forms refer to: <http://www.kingcounty.gov/employees/ethics.aspx>. DO NOT return this form with your Proposal.
- C. Maximum Labor Rate and Escalation Rate. The County has established the current maximum labor rate for this Contract to be \$69.10. The County has also established the current escalation rate for this Contract to be 2.8%. Additional details regarding the current maximum labor rate and escalation rate can be reviewed with the Agreement. See Section 8 ("Compensation") of the Agreement.

VII. PROTESTS AND APPEALS

- A. Form of Protest: In order to be considered, a Protest shall be in writing, addressed to the Manager of the King County Procurement and Contract Services Section of the Department of Executive Services ("Manager"). A copy of the Protest shall be provided to the Contract Specialist identified in paragraph I.C. The protest shall include the following:
1. The name, address, and phone number of the Proposer protesting, or the authorized representative of the Proposer;
 2. The Solicitation Number and Title under which the Protest is submitted;
 3. A detailed description of the specific grounds for Protest and any supporting documentation. It is the responsibility of the Protesting Proposer to supplement its Protest with any subsequently discovered documents prior to the Manager's decision; and
 4. The specific ruling or relief requested.
- B. Who May Protest.
1. Protests pertaining to the RFP documents prior to Proposal Due Date: Any prospective Proposer.
 2. Protests following Proposal Due Date: Any Proposer who submitted a Proposal to the County.
- C. Time to Protest.
1. Protests Prior to Proposal Due Date: Protests pertaining to the RFP documents must be received by the County no later than ten (10) calendar days prior to the date established for submittal of Proposals; provided however, if the tenth calendar day is a weekend or County holiday, the Protest must be received by noon the following business day.
 2. Protests Following Proposal Due Date: The County must receive protests based on all other circumstances within five (5) calendar days after the protesting Proposer knows or should have known of the facts and circumstances upon which the Protest is based; provided however, if the fifth calendar day is a weekend or County holiday, the Protest must be received by noon the following business day.
 3. In no event shall a Protest be considered if all proposals are rejected or after execution of the Contract.
- D. Determination of Protest. Upon receipt of a timely written Protest, the Manager shall investigate the Protest and shall respond in writing to the Protest prior to Contract Execution. Except as provided below, the decision of the Manager shall be final.
- E. Reconsideration of Manager's Decision. The Protester may request that a Manager's decision be reviewed by the Finance and Business Operations Division Director of the King County Department of Executive Services ("Finance Director") on a reconsideration basis only. The only justifications for reconsideration are (1) new data, relevant to the underlying grounds for the Protest and unavailable at the time of the Protest to the Manager; or (2) the Manager made an error of law or regulation. The following procedures shall be followed for a reconsideration of the Manager's decision:

1. Form of Request for Reconsideration. In order to be considered, a Request for Reconsideration must be filed with the Finance Director in writing, with copies provided to the Manager and Contract Specialist, and include:
 2. Name, address, and telephone number of the person protesting or their authorized representative;
 3. A copy of the original Protest, including supporting documents;
 4. A copy of the written decision of the Manager; and
 5. Include all pertinent facts and law on which the Protester is relying.
 6. Time for filing Request for Reconsideration. The Protester seeking Reconsideration must file its Request no later than two (2) business days after receiving the Manager's written decision.
 7. Review of Manager's Decision. Upon receipt of a Request for Reconsideration, the Finance Director or his/her designee shall review all information submitted with the Request and issue a final written determination.
 8. Contract Execution. If a timely Request for Reconsideration is filed, the County will not execute a contract any sooner than two (2) business days after issuance of the final determination regarding the Request for Reconsideration.
- F. Failure To Comply. Failure to comply with the procedures set forth herein may render a Protest or Request for Reconsideration untimely or inadequate and may result in the denial of the Protest or Request for Reconsideration by the County.
- G. Exhaustion of Administrative Remedies. As a mandatory condition precedent to initiating a lawsuit against the County, a Protester shall comply with the Protest and Reconsideration Procedures defined herein.
- H. Venue. By submitting a proposal in response to the Request for Proposal and for the convenience of the parties, the Proposer/Protester acknowledges and agrees that a lawsuit or action related to or arising out of this procurement shall be brought in the Superior Court of King County, Washington.

ATTACHMENT 1 - SCOPE OF WORK

SCOPE OF WORK

RapidRide Passenger Facilities and Transit Improvements Design – E and F Lines RFP E00230E11

INTRODUCTION

The Scope of Services described below includes work order-based survey, civil and electrical engineering, and related services potentially necessary to design components for bus stop and roadway improvements along the RapidRide E Line, Downtown Seattle to Aurora Village Transit Center, and the F Line connecting Burien, SeaTac, Tukwila and Renton.

King County Transit Design and Construction is responsible for designing and constructing over one hundred bus zone improvements to support King County Transit's RapidRide project. Some of this work may be performed by King County engineering design, permitting and construction staffs, or using the services of a consultant team, depending on County staff work load and assignments. Services provided under this work order contract may be utilized to assist, support or lead any or all of the tasks identified in this scope of work.

The consultant will be required to provide professional services using technical staff from its own firm and/or technical specialists from subconsultants, as required, in completing the work under this contract.

Anticipated services that may be required include, but are not limited to, the following major components: survey, civil and electrical design; assisting in and/or obtaining private license agreements; permitting lead and/or support activities; utility research and coordination; development of preliminary, progress, and final bid documents, specifications, and cost estimates; bidding services; and services during construction.

The areas of expertise anticipated are outlined and described below; however, services under this contract include all professional design and related services necessary to execute work orders for King County Transit facility projects. A work plan will be negotiated for each work order, with a defined scope, schedule and cost, prior to the authorization of each work order.

King County will provide the consultant all available information produced as part of the RapidRide program development effort for this project. The administration and coordination of the work performed by the consultant selected for this contract will be the responsibility of the Design and Construction Section of the Transit Division in the King County Department of Transportation (KCDOT).

Deliverable Standards

For all deliverables under this contract, the Consultant shall have the capability to provide all drawings in both electronic and hard copy formats. All electronic CAD files shall be prepared in AutoCAD R2000i or a later release. Conversion from other CAD software such as MicroStation or Intergraph into AutoCAD is not acceptable.

BACKGROUND

In November 2006, voters in King County approved Transit Now, a ballot measure to fund a 20 percent increase in Metro transit service through a 0.1% increase in the local sales tax. Transit Now will create bus rapid transit (BRT) with frequent all day service and travel times faster than those of traditional bus services on five key travel corridors.

King County Metro's BRT service will be known as *RapidRide*. *RapidRide* implements Strategy S-5 of the 2002-2007 Six-Year Transit Development Plan by combining new service with supporting capital equipment, facilities, and traffic operations improvements. Components of Transit Now are described at: www.metrokc.gov/kcdot/transitnow.

Background on Metro's RapidRide Program

In 2002, King County Metro adopted a Transit Development Plan, identifying strategies and projects it would complete over the subsequent six years. This mid-range planning document includes a strategy to pursue bus rapid transit as an important transportation alternative for several transportation corridors in King County, including the Ballard-Uptown corridor. Since adoption of the plan, Metro has continued to develop the BRT concept and has refined a strategy for implementation of BRT in six corridors throughout the county. The following paragraphs provide a description of Metro's BRT vision, goals and objectives.

Vision Statement

RapidRide is a new King County transportation product that provides frequent, fast, reliable, efficient and environmentally friendly bus service in major arterial corridors. It builds on Metro's history of providing high-quality service and goes further by significantly improving the customer's public-transit experience. RapidRide is an asset to the community, providing a competitive, practical transportation choice for people who travel in and through King County.

Bus Rapid Transit is a term used to describe the focus of a variety of transit services and facility investments that are intended to achieve higher capacity and faster operation than traditional bus services. Metro's BRT services are called "RapidRide." Promoting a unique RapidRide branding, frequency and quality of service to customers will result in a significant improvement in the customer's transit experience, and make the transit system easier to understand and use. King County Metro will implement RapidRide lines in six corridors across King County. The first RapidRide BRT line, the A Line, between the LINK station in Tukwila and the Federal Way Transit Center on International Blvd/Pacific Highway, began service on October 2, 2010. The B, C, and D Lines are either currently under construction or design and will begin service in the fall of 2011 (B) and 2012 (C and D).

The remaining fifth and sixth RapidRide lines, RapidRide E Line, between Shoreline and downtown Seattle via Aurora Avenue N, and RapidRide F Line, between Burien and Renton via Tukwila and Southcenter, will be implemented in fall of 2013.

RapidRide Station Features

- Large shelter with interior lighting designed to serve the expected number of riders and future growth in ridership
- Unique shelter design to project the RapidRide service image
- Fixed signage including station identification signs, maps and schedule information
- Real-time information sign with bus arrival information
- Benches or leaning rails
- I-stop (passenger-initiated stop request)



RapidRide Station

- beacon)
- Bike racks
- Pedestrian-scaled lighting
- Trash receptacles
- Paved accessible pathway connecting to the station

Enhanced/Standard Stops

Enhanced/standard bus zones will have many of the same features as the RapidRide stations, scaled down to reflect fewer boardings; Metro proposes to transform these existing stops to reflect the branding of RapidRide. This will inform the expectations of the passengers as to the level of service on the corridor. Bus zones between substantial stations may be altered with:

- Small-style shelters with interior lighting, reflecting the branding image of RapidRide
- Blade markers (unlit)
- Benches
- I-stop (passenger-initiated stop request beacon)
- Bike rack
- Pedestrian scaled lighting
- Trash receptacles



RapidRide Enhanced Stop

Station and Stop Infrastructure

- Electrical and communication connections for lighting and electronic passenger information systems
- Electrical wiring or application of solar panels for interior shelter lighting
- Reinforced concrete footings to anchor shelters

In addition to serving each of the RapidRide stations and enhanced stops along the corridor, RapidRide E and F Lines will provide service to standard stops commensurate with demand. Standard stops generally have few passenger boardings; most people using these stops are getting off the bus. Standard stops will include elements of the RapidRide brand, and may include other passenger amenities depending on use.

PROJECT DESCRIPTION

This scope of services under contract is intended to cover the development of all necessary design documents and construction plan/details/technical specifications associated with installation of several sizes of passenger shelters (with internal lighting), technology pylons, blade markers, areas for trash cans, benches and bike loops and bus zone area lighting at each custom designed RapidRide stop. The shelters (with or without interior lighting), customer information signs and other passenger amenities will be fabricated and assembled off-site and transported to the RapidRide stops for “place-and-plug” installation on foundations, sidewalks, and curb bulbs designed under this scope.

The E Line RapidRide is a Bus Rapid Transit (BRT) route that will operate on Aurora Ave. N (SR 99) between Denny Way in Seattle and Aurora Village Transit Center in Shoreline. The Aurora RapidRide line will replace Metro’s 358 Express, one of the most heavily used transit routes in the region. This 12.5-mile alignment will link Seattle’s downtown area with Community Transit’s Swift BRT service at the Aurora Village Transit

Center. Converting this existing express bus route to BRT will not significantly increase service volume or frequency but will reduce travel time and improve convenience, resulting in projected ridership increases.

The E Line will be operated by King County Metro Transit, which is also responsible for coordinating project implementation funding. Metro is responsible for passenger facility improvements and will enter into agreements with SDOT and the City of Shoreline to define which agency will be responsible for design and construction of Intelligent Transportation System (ITS), traffic signal, and roadway improvements. Street improvements have already been completed within the City of Shoreline.

The F-Line RapidRide will operate Bus Rapid Transit (BRT) between downtown Burien and downtown Renton. This 10-mile long east-west alignment will link the Burien Transit Center, the Tukwila International Blvd Link Station, Southcenter, the Tukwila Sounder Station, the South Renton Park & Ride, and the Renton Transit Center. The F Line will serve 15 stations at key transit destinations and over 40 smaller stops spaced about ½ - ¼ mile apart along the way. The F Line RapidRide will replace Metro's Route 140, providing more convenient, faster and more reliable service to a larger number of future riders.

The F-line will be operated by King County Metro, which is also responsible for coordinating project implementation funding. Metro is responsible for passenger and route facility improvements in close coordination with the cities of Burien, SeaTac, Tukwila, and Renton.

Generally, civil and electrical design at each of the stations and stops will include design of sidewalk extensions/bus bulbs, bus zone improvements, pavement upgrades, ADA ramps, driveways, RapidRide shelter and amenity foundations, channelization and signage, and associated drainage and utility modifications. There are a variety of RapidRide passenger amenities to be implemented at each bus stop, depending on the characteristics and use of the stop.

As shown on the Aurora RapidRide – E Line corridor map (see Exhibit A in Attachment 1 to this RFP) between downtown Seattle and Aurora Village Transit Center, 28 station stops and 23 enhanced and/or standard stops currently are planned for improvement along this corridor.

As shown on the Burien/Renton RapidRide – F Line corridor map (see Exhibit B in Attachment 1 to this RFP) between Burien and Renton, 15 stations and 35 enhanced and/or standard stop are currently planned for improvement along this corridor.

The Consultant may need to coordinate with the King County Metro corridor design team to define the scope of work at each of these RapidRide stops, and may need to work with Seattle City Light, PSE and local jurisdictions to locate power sources. Execution of preliminary and final design plans to integrate electrical elements into the civil site plans will also be required.

The Consultant may likely be involved, as requested, in coordination among a wide variety of entities, including King County Metro; the cities of Seattle, Shoreline, Burien, SeaTac, Tukwila, and Renton; Seattle City Light and PSE; and property owners and other stakeholder groups that may be affected by or adjacent to a RapidRide bus stop improvement.

INFORMATION TO BE PROVIDED BY KING COUNTY

- RapidRide E Line Route map, Exhibit A (see page 15 of 16 in this Attachment 1, Scope of Work)
- RapidRide F line Route map, Exhibit B (see page 16 of 16 in this Attachment 1, Scope of Work)
- Standard Metro Details for the RapidRide Passenger Facilities Program
- Preliminary bus stop layouts will be provided by King County Transit Route Facilities. The consultant may integrate these drawings in an AutoCAD base and further evaluate the zone layout, looking at such issues as amenity geometrics, driveway and ADA access, and may require drainage and utility modifications to the layouts, as identified in, but not limited to, the subsequent tasks.

SERVICES TO BE PROVIDED BY THE CONSULTANT

The Consultant will provide the necessary labor, material and equipment required to meet the objectives of each individual work order. A wide variety of software may be used in developing the products identified as part of this scope.

If the consultant is using AutoCAD, plans shall be presented in .DWG format on a disk, using AutoCAD 2000i or other approved software packages as long as they are provided as DXF files. If the drawings must be placed on more than one disk, the Consultant shall use PKZIP to compress/transfer files. A drawing file list shall be provided as well as a drawing file matrix indicating all x-reference files and paths.

Alternatively, drawing files may be transmitted via email to an approved Internet email address. Files that are emailed shall be individually compressed before shipping. Email attachments shall not exceed 1.5 Mb in size.

The following is a description of the specific tasks and subtasks to be performed, and deliverables to be provided by the consultant for this project. Deliverables are identified for each task.

Permit submittal drawings and final construction documents must be stamped by a Professional Engineer licensed in the State of Washington. Further, the drawings must be stamped by an engineer of the same discipline as the drawing.

TASK 1 - PROJECT MANAGEMENT

1. Preparation of a project management plan to include a detailed project schedule using Microsoft Project, identification of the project team and organization structure, the scope of services, and invoicing procedures.
2. Administration of work and preparation of monthly status reports to accompany invoices. Monthly reports shall briefly describe the previous month's activities and the planned activities for the next month; identify issues and/or concerns that may affect the project scope, schedule and/or budget; and compare the planned schedule to the work actually accomplished; and compare actual task expenditures to approved task budgets.
3. Continuous monitoring of in-house and subconsultant work for adherence to scope, schedule, and budget, and for quality of design, drawings, specifications and cost estimates.
4. Ensuring the availability of staff for adherence to the project schedule and quick response to issues.

5. Coordination and supervision of all subconsultants to ensure proper integration of the work.
6. Maintenance of project files, which include engineering computations, assumptions, meeting notes, working drawings, phone logs, emails, and memos.
7. Conducting a project kickoff meeting that will include appropriate King County staff and members of the consultant team to confirm schedule requirements, review the concepts developed during the planning phase of the project, review and identify King County design criteria, and identify other design or regulatory constraints which may be present and will affect schedule. The consultant will be responsible for preparing a meeting agenda and meeting summary.
8. If needed, in addition to the meetings identified in the tasks below, conduct bi-weekly progress meetings with King County staff and appropriate members of the consultant team to discuss progress of the design and resolve project issues. Meeting agendas and summaries will be prepared by the consultant.

Potential Deliverables

- *Project Management Plan*
- *Project Schedule*
- *Project Team and Organization Structure*
- *Invoicing Procedures*
- *Budget Report*
- *Monthly Status Reports*
- *Communication Plan*
- *Project Files Maintenance Log*
- *Meeting Agendas and Summary*
- *Quality Management Plan*

TASK 2 – SURVEY

The Consultant will provide topographic survey and mapping at the project sites to support the final design. In addition, this work will include surveying the existing right-of-way line(s) where the project improvements are proposed within five feet of the existing right-of-way.

2.1 - Field Survey

Topographic survey and mapping will be conducted at the bus stop sites and roadways listed in Exhibit A and Exhibit B at the end of this Scope of Work. This mapping will be sufficient for the design team to prepare final design plans. The survey and mapping will be prepared to local jurisdiction survey and mapping standards or King County survey and mapping standards as specified. The tasks may include but are not limited to:

- Paint marks in the field to define and delineate the limits of the survey work as determined by the Consultant team. These limits will be painted prior to site visit by the Utility Locate Service.
- The survey will include all surface utilities, significant trees, control points, pavement markings, pavement type, parking limits, and features within the survey boundaries, including walls, landscaping, and other features. Overhead utility lines will be shown on base map. Storm drain invert elevations will be measured and pipe type and size will be identified. The storm system will be surveyed to the first structure outside of the project limits. Sanitary sewer will be surveyed, but invert elevations and pipe will

not be measured and identified. Topographic survey will be sufficient to prepare a one foot contour base map.

- Additional survey mapping will be required to support the pavement/roadway reconstruction at the north terminal area.

2.2 - Right-of-Way Survey

The CONSULTANT will provide right-of-way base mapping for the bus stop sites along the RapidRide D-Line. The work may include research of the existing right-of-way for the portions of the streets in the vicinity of the site locations. Affected cross streets in the vicinity of the proposed bus stops will also need to be researched. Right-of-way research may include plats, recorded surveys, right-of-way deeds, City of Seattle survey field notes, and vesting deeds of the parcels that adjoin each station site improvement area.

The CONSULTANT will compile results of the research and determine the controlling survey monuments to be searched for and surveyed. The street rights-of-way adjoining bus stop sites will be resolved and a map, or maps, that display the existing right of way and boundary geometry will be prepared. It is assumed that some work may be within the existing street right-of-way at bus stops; where encroachment may occur on adjacent property, title reports may be required.

Potential Deliverables

- *A plot at a 1"= 20' (or other specified) scale of all survey information and control, stamped by a licensed land surveyor.*
- *Electronic drawing files requested by the County shall be in AutoCAD Release 2000i or later version, including the survey, base map, contours, survey points with number, elevation, and description. Conversion from other CAD software, such as MicroStation, is NOT acceptable.*
- *An electronic ASCII file with all point numbers, coordinates, elevations and descriptions for each survey point. Benchmarks and survey control shall be clearly identified.*
- *Word, spreadsheet and scheduling files shall be in Microsoft Office format.*

TASK 3 – CIVIL and ELECTRICAL BUS ZONE DESIGN PLANS

3.1 – Preliminary Design (30% Complete)

Consultant shall prepare a set of civil and electrical plans for RapidRide E and F Lines bus stop and roadway improvements; preparation of the preliminary design submittal may include, but is not limited to the following:

Data collection and review shall include collecting data on the planning effort, design, local jurisdiction, ADA and the various city requirements; obtaining King County Metro reference information and materials such as specifications, design details, design criteria, site visits, and video and/or photos for design reference; and collecting any other information or documents pertinent to the project.

Preliminary plans shall include existing topographic plans, site layout plans, paving plans, grading plans (if needed), and electrical and utility plans, as necessary.

- Civil site plan(s) for each of the bus stops, which include items identified in the site sketches provided by King County Transit.
- Electrical site plan for each of the RapidRide stops, which includes identification of power connection points, locations of electrical meters (if necessary), conduit runs

from connection point to hand-hole(s), panelboard schedule, and construction notes and references.

- **Technical Specifications** – the specifications will be a compilation of standard installation practices and material specifications based on local standard specifications from Seattle and construction management practices used by the County. The specifications will be prepared in the standard King County CSI format. An attempt will be made to agree on one method of construction when specifications conflict between agencies. The County will prepare all the boilerplate and appendix contracting material. Typical language used by Metro on previous contracts will be provided for the technical sections of the specifications.
- **Cost Estimate** – the Consultant shall prepare an itemized quantity takeoff of bid items. The itemized take off will be converted into Metro standard bid items. Consultant shall modify unit costs on the basis of their experience and judgment to reflect specific construction requirements of this contract. This task shall also include an estimate of the construction working days.

Potential Deliverables

- *30% civil bus stop plans and details (11"x17" format).*
- *30% north terminal area roadway plans (11"x17" format).*
- *30% electrical and lighting plans and details (11" x 17" format).*
- *30% civil and electrical plans and details in PDF format on a compact disk.*
- *Separate set of drawings configured for use by Right of Way agents for discussions with property owners and use as exhibits in Private license agreements.*
- *Cost Estimate and assumptions associated with developing the estimate (one hard copy, and one electronic copy).*
- *Outline of Technical Specifications relating to electrical elements of the project (one hard copy and one electronic copy).*

3.2 – Progress Submittal (60% Complete)

KC Metro's project manager will consolidate comments on 30% design plans from all Metro departments, relevant jurisdictions, and stakeholders; resolve comments which involve minimal discussion; and forward comments needing review to the consultant in one package. Consultant will provide written responses to 30% review comments made by KC Metro and other stakeholders and incorporate them into the plans as requested. Written responses will be completed in two weeks.

Preparation of the Progress Submittal shall reflect incorporation of the Preliminary Design Submittal review comments and may include, but is not limited to, the following:

Progress Plans – shall include all plans required as part of the Preliminary Design Submittal and in addition shall include a demolition plan, temporary erosion control plans, civil site layouts, electrical plans and details, clearing and grading plans, signing and striping plans, and other plans as necessary. Additionally, the consultant will prepare a draft Drainage Technical Memorandum as part of the design submittal, to document the project improvements and the impacts to drainage design. The consultant will prepare a table identifying and summarizing the affected drainage sub-basin and how much new and/or replaced impervious surface will be constructed. The memo will determine if the project disturbs enough area to trigger either detention or water quality treatment at each site.

Potential Deliverables

- *Response to preliminary design submittal comments.*
- *60% civil bus stop plans and details (11"x17" format).*
- *60% north terminal area roadway plans (11"x17" format).*
- *60% electrical and lighting plans and details (11" x 17" format).*
- *60% civil and electrical plans and details in PDF format on a compact disk.*
- *Separate set of all drawings specifically configured for permit submittal(s) as may required by the permitting agencies.*
- *Draft Drainage Technical Memorandum.*
- *Cost Estimate (one hard copy, and one electronic copy).*
- *Complete Technical Specifications relating to all elements of the project expected to be a part of the final construction contract documents (one hard copy and one electronic copy).*

Progress Submittal review shall consist of a four to six week period for King County and City of Seattle staff review and comments. This submittal may also be the permit submittal review to the City of Seattle as well as the set that will be discussed with adjacent private property owners as needed to obtain necessary private license agreements.

3.3 – Complete Design (90% Complete)

KCM Design Team staff will consolidate comments on 60% design plans from all Metro departments and stakeholders, resolve comments which involve minimal discussion, and forward comments needing review to the consultant in one package. Consultant will provide written responses to 60% review comments made by Metro and other stakeholders and incorporate them into the plans as requested. Written responses will be completed in two weeks. Preparation of the Complete Design (90%) drawings submittal shall reflect incorporation of the Progress Design drawings review comments. All issues shall be resolved prior to developing Complete Design (90%) plans.

Consultant shall provide Complete Plans (90%) with details sufficient for permit review by utility providers and jurisdictions.

Complete plans shall include all plans necessary for complete design of the project and shall include all plans required as part of the Progress submittal and in addition shall include cover sheets identifying drawing index, vicinity maps, and location maps, civil details, drainage and utility details, signing and striping details, electrical details and any other plans or details necessary for the complete design of the project.

Potential Deliverables

- *Response to progress design submittal comments.*
- *90% civil bus stop plans and details (11"x 17" format).*
- *90% north terminal area roadway plans (11"x 17" format).*
- *90% electrical and lighting plans and details (11" x 17" format).*
- *90% civil and electrical plans and details in PDF format on a compact disk.*
- *Final Drainage Technical Memorandum.*
- *Cost Estimate (one hard copy, and one electronic copy).*
- *Complete Technical Specifications relating to all elements of the project expected to be a part of the final construction contract documents (one hard copy and one electronic copy).*

3.4 – Final Bid Documents (100% Complete)

KCMetro project manager will consolidate comments on 90% design plans from all Metro departments and relevant jurisdictions (including permit issues), and stakeholders; resolve comments that involve minimal discussion; and forward comments needing review to the consultant in one package. Consultant will provide written responses to 90% review comments made by Metro and other stakeholders and incorporate them into the plans as requested. Written responses will be completed in two weeks. Preparation of the Final Bid Documents (100%) submittal shall reflect incorporation of the Complete Design drawings review comments and all comments received during the permit review process. All issues shall be resolved prior to developing Final Bid Documents. All submissions in this task, where appropriate, shall be stamped by licensed structural engineer, electrical engineer, and/or architect, licensed in the State of Washington.

Potential Deliverables

- *Response to complete design submittal comments.*
- *100% civil bus stop plans and details (11"x17" format).*
- *100% north terminal area roadway plans (11"x17" format).*
- *100% electrical and lighting plans and details (11" x 17" format).*
- *100% civil and electrical plans and details in PDF format on a compact disk.*
- *Cost Estimate (one hard copy, and one electronic copy).*
- *Complete Technical Specifications relating to all elements of the project expected to be a part of the final construction contract documents (one hard copy and one electronic copy).*

TASK 4 – ROW RESEARCH and PRIVATE LICENSE AGREEMENTS

The Consultant may be needed to produce limited liability title reports as described below. The company must have staff available to commence work on any assignment within two (2) working days of a request by the County.

- Limited liability report – the report will include ownership of a specific real estate parcel. The report will include copies of all recorded matters such as (1) monetary encumbrances, (2) deeds, (3) encumbrances referenced in deeds, and (4) easement records.

Potential Deliverables

- *Two (2) bound paper copies and one (1) electronic copy on disk of each limited liability report.*

The consultant may also be needed to provide either King County Transit staff assistance or directly have their own staff available to meet and discuss proposed bus stop improvements with property owners, with the ultimate goal of obtaining a private license agreement with the property owners so that King County Transit can construct and install passenger amenities on private property. A private license agreement is not a recorded document but rather a revocable agreement between the property owner and King County Transit. These license agreements are at no cost to either the property owner or King County Transit.

Potential Deliverables

- *Two (2) - 11"x17" and one (1) electronic copy, site plan specific drawings as developed in the scope identified above, configured for use by the County staff or consultant staff for discussions with property owners.*

- *Executed private license agreements. Standard King County Transit boilerplate documents will be provided for the Consultant's use.*

TASK 5 – PERMITTING

The CONSULTANT may be needed to prepare the engineering design plans; technical specifications, calculations, and cost estimates; and applications for submittals to the various jurisdictions for Street Use, Right of Way and/or other types of permits as required by the various jurisdictions, as well as applications to Seattle City Light and PSE for electrical service connections.

Potential Deliverables

- *Permit application materials/submittals.*
- *Electrical Service application materials/submittals.*

TASK 6 – BIDDING PERIOD SERVICES

Contract bidding services may include, but are not limited to, the following:

- Work with King County Transit in responding to questions from construction contract bidders, as requested.
- Attend construction prebid meeting and site visitation, if requested.
- Attend construction contract bid openings, if requested.
- Work with King County Transit in evaluating the construction contracts bids, as requested.
- Work with King County Transit in preparing addenda and additions to drawings, as requested.

Potential Deliverables

- *Written responses to questions during the bidding process.*
- *Addenda preparation as required (two hard copies and one electronic copy).*

TASK 7 – SERVICES DURING CONSTRUCTION

The Consultant shall provide services during construction, which may include, but are not limited to:

- Attend pre-construction meeting(s) with the representative from King County Transit.
- Attend weekly construction meetings, as requested. Meetings may be required with King County construction staff, contractors, and local agencies.
- Review and approve contractor submittals as necessary.
- Review and respond to contractor/owner requests for information.
- Review and provide input regarding Requests for Information (RFIs).
- Field staking of right of way lines and/or survey control.

Potential Deliverables

- *Notes from preconstruction and construction meetings.*
- *Draft and final written response on RFIs.*
- *Written responses to submittals.*
- *Maintained submittal and RFI logs.*

TASK 8 – OPTIONAL SERVICES

Work under this task will be authorized in writing and at the sole discretion of the County's Project Representative. Written authorization shall include a specific

description of the work and hours allowed to complete the work. King County's right to exercise any of these optional services shall remain in effect for the duration of the contract. Optional services could include, at a minimum, special project management services, Downtown RapidRide branding improvements, ROW and private license agreement support, architectural design modifications to existing RapidRide components, environmental support/documentation, and value engineering.

8.1 – Special Project Management Services

Provide project management consultant services to King County as requested. The consultant will be assigned project(s) to manage on behalf of King County in coordination with King County key personnel. In addition, the consultant may be needed to provide project management on behalf of King County in coordination with other partner agencies. The Consultant will be expected to coordinate the work efforts of its staff and subconsultants with the County Project Representative assigned to oversee each work order.

Potential Deliverables

- *Attendance at regular project meetings.*
- *Materials for presentation to transit manager(s).*
- *Recommendations/strategies for transit mitigation.*
- *Facilitation of meetings with other stakeholders to resolve issues.*

8.2 – Downtown RapidRide Stop Branding Improvements

The City of Seattle is responsible for sidewalks and pedestrian facilities in the Ballard-Uptown corridor; however, RapidRide will enhance many of the pedestrian environments in the corridor, by improving passenger waiting environments. Many riders will be walking to reach RapidRide stations and stops, where there will be sufficient pedestrian lighting, benches, bike racks and real-time information to let customers know when the next bus will be arriving. RapidRide stations and stops will provide a comfortable waiting environment for riders waiting for the next bus to arrive.

Special considerations for RapidRide branding at the bus stops in Downtown Seattle include the high volume of other routes at the bus zones used by RapidRide, extensive passenger way-finding needs, potential conflicts with existing utilities, buildings, and areaways, and the City of Seattle's goals for the design of the Third Avenue streetscape.

Potential Deliverables

- *Technical memoranda with recommended branding improvements.*
- *Coordination with Seattle City Light and/or other utilities to identify power source locations and/or utility needs/conflicts*
- *Schematic layouts of passenger amenity improvements at bus stop locations.*
- *Design plans for construction of passenger amenity improvements at the bus stop locations.*

8.3 – Pavement and/or Geotechnical Analysis and Design

The Consultant may provide pavement and/or geotechnical analysis and design described below as applied to a wide variety of transit facility and urban street arterial projects.

Examples of the types of work that may be required under this task include, but are not limited to, the following disciplines:

Geotechnical Engineering

- Perform soil analysis.
- Perform slope stability analysis and propose solutions for unstable slopes.
- Design mechanically stabilized earth walls.
- Review the designs, analyses and any other work prepared by others for the above-listed tasks.

Pavement Engineering

- Perform load-rating analysis for pavement design.
- Design pavement sections for parking lots, transit centers, and street improvements.
- Prepare design plans for parking lots, transit centers, and street improvements consisting of asphalt concrete pavement, cement concrete pavement, and brick pavement.
- Review the designs, analyses, and any other work prepared by others for the above listed tasks.

Potential Deliverables

- *Geotechnical and/or pavement engineering studies, evaluations, technical memos, reports and recommendations.*
- *Predesign layouts and documents.*
- *Analysis results, including input models and final analysis printouts.*
- *Plans, Specifications and Estimates (PS&Es) for geotechnical and/or pavement engineering disciplines at design phases 30%, 60%, 90% and Final. Each phase revision will address the County's comments on the previous phase documents.*

Task 8.4 – Civil Drafting Services

Civil Drafting tasks to be performed by the consultant include CADD drafting of civil and electrical design plans and details as requested by the County on an as needed basis.

Potential Deliverables

- *Drafting of schematic, preliminary and final design documents/plans that may or may not be included in development of PS&E plans for a specific work order.*
- *CADD Products as requested by the County.*

Task 8.5 – Architectural Design of Transit Facilities

The Consultant may provide the expertise described below as applied to RapidRide passenger amenities project.

Potential Deliverables

- *Architectural and engineering studies, evaluations, technical memos, reports and recommendations for public transit facilities. All reports to include both a draft, submitted for review comments, and a final that addresses the County's comments on the draft.*
- *Schematic designs/pre-design documents for public and/or industrial facilities.*
- *Plans, Specifications and Estimates (PS&Es) for public and/or industrial transit facilities for all necessary architectural and engineering disciplines at design phases 30%, 60%, 90% and Final. Each phase revision will address the County's comments on the previous phase documents.*

Task 8.6 – Value Engineering

The Consultant may provide value engineering services necessary for RapidRide passenger facility projects.

Potential Deliverables

- *Value engineering report detailing the findings and recommendations reached through the value engineering process.*

Task 8.7 – RapidRide Projects Associated with the Elimination of the Ride Free Area (RFA) in Downtown Seattle.

In August 2011, the King County Council passed legislation for a two-year \$20 Congestion Reduction Charge that includes the elimination of the ride free area by October 2012. With this change, passengers will need to pay on entry throughout the entire system.

Pay on entry will cause increased dwell time at selected bus stops and will add travel time through the corridors. To minimize the impacts, staff needs to develop a mitigation plan on the surface streets and in the down town transit tunnel.

At this time two locations are identified for improvements/modifications: the zones at southbound 3rd and Pike, which will serve the RapidRide C, D and E lines; and the southbound 5th and Jackson stops (E Line bus staging and stopping as it now exists for the Route 358).

Potential Deliverables

- *Technical memoranda with recommended improvements and project challenges.*
- *Coordination with SCL and/or other utilities to identify power source locations and/or utility needs/conflicts.*
- *Schematic layouts of passenger amenity improvements the bus stop locations.*
- *Design plans for construction of passenger amenity improvements at the bus stop locations.*

Exhibit A

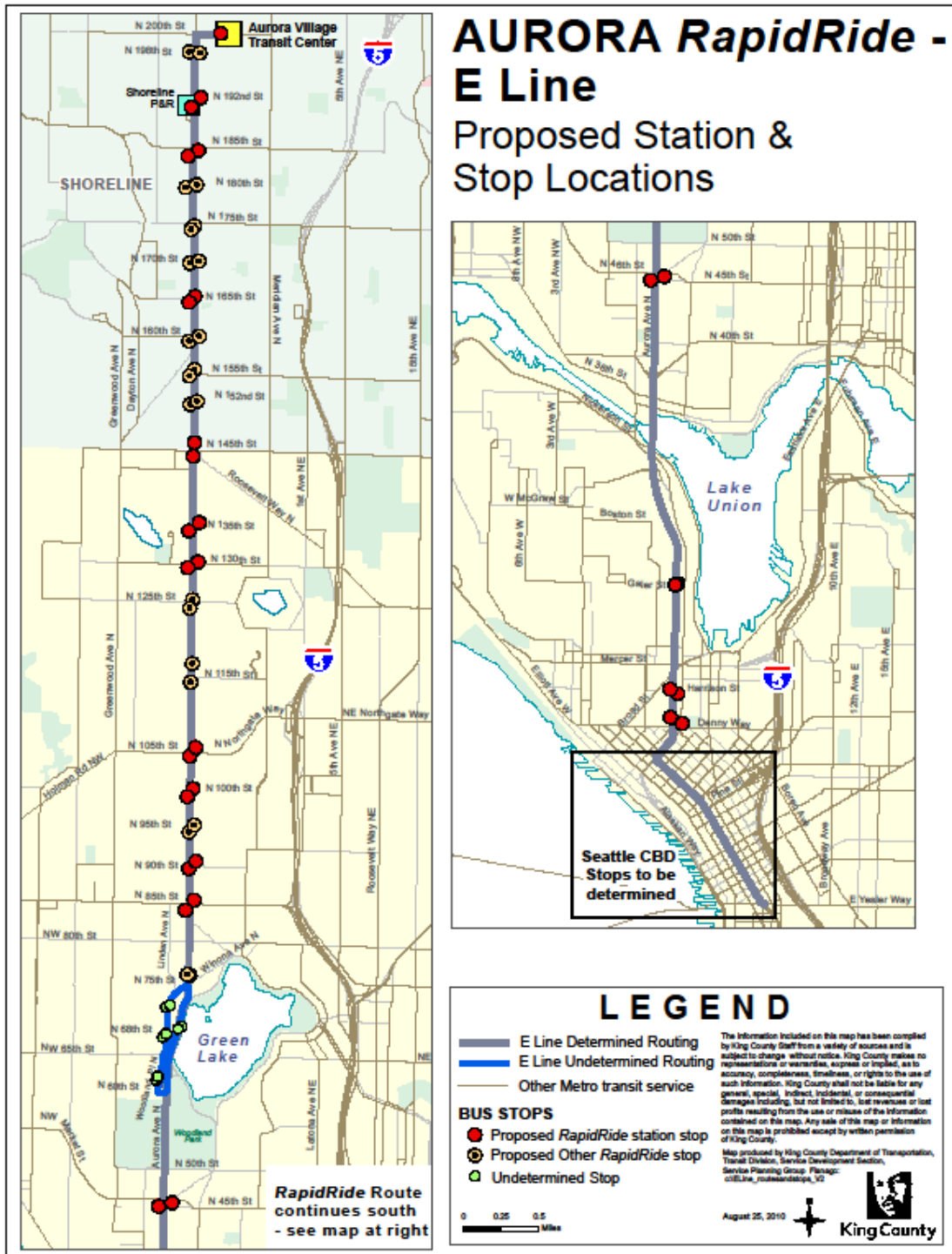
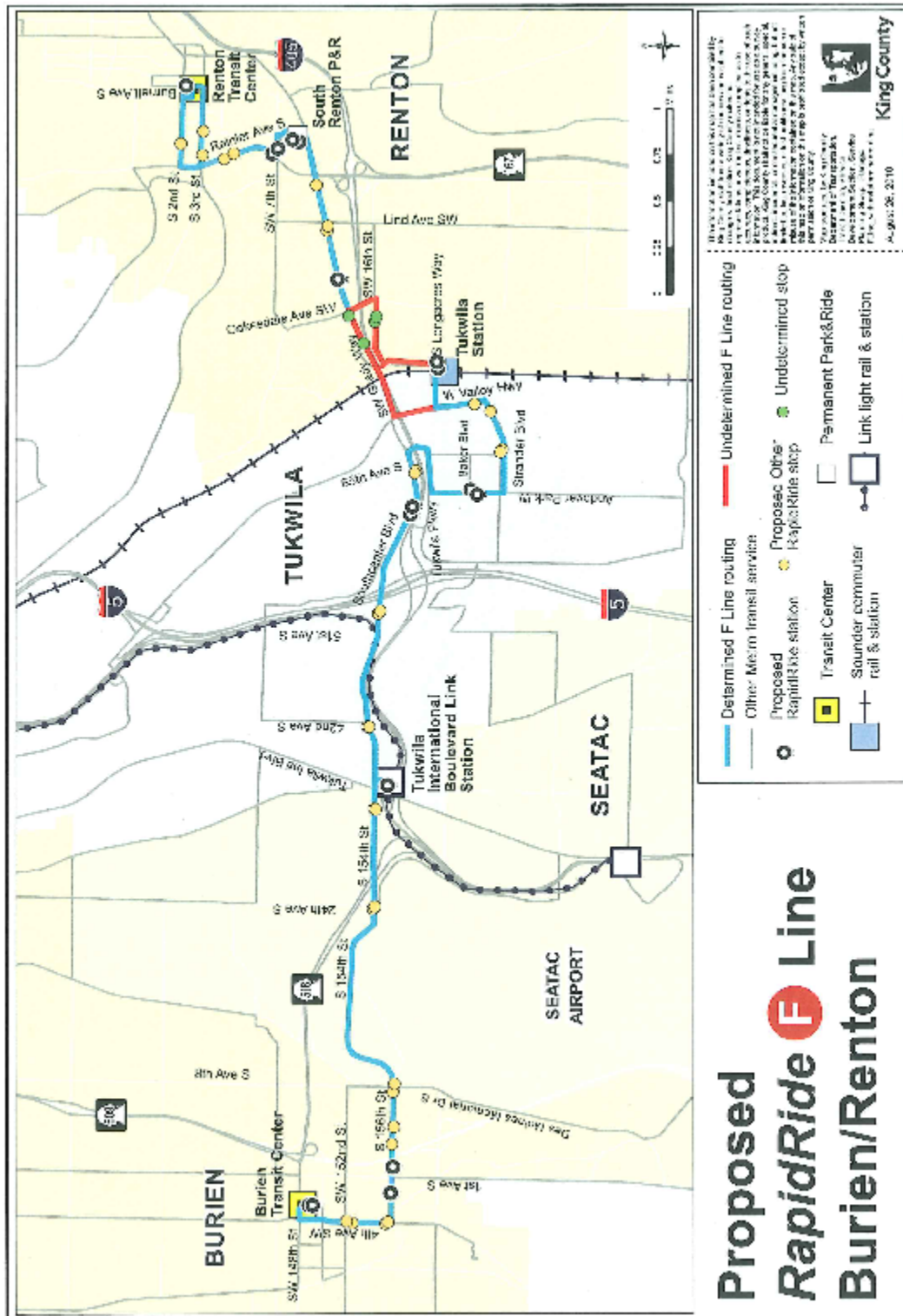


Exhibit B



ATTACHMENT 2 - STATEMENT OF QUALIFICATIONS CERTIFICATION

The undersigned is authorized to execute this certification on behalf of the Proposer and certifies on the Proposer's behalf that, to the best of its knowledge, the information presented in this Statement of Qualifications is a statement of facts and that the Proposer has the financial capability to perform the work which is the subject of this solicitation. The Proposer further certifies that it knows of no personal and/or organizational conflicts of interest prohibited under federal, state and local law.

The Proposer certifies that Proposal is submitted in accordance with this solicitation and all issued addenda, and that the Proposer agrees to be bound by the same.

Proposer _____

Signature _____

Title _____

Date _____

ATTACHMENT 3 - NOT USED

ATTACHMENT 4 - FORMS

The following listed documents must be completed and submitted by all Proposers with their proposals:

1. Proposer Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Lower Tier Covered Transactions (FTA)
 - completed by **Prime Only**
2. Lower Tier Participant Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Lower Tier Covered Transactions (Consultant)
 - completed by **all Subconsultants**
3. Certification for Contracts, Grants, Loans, and Cooperative Agreements (FTA)
 - completed by **Prime and all Subconsultants**
4. Disclosure of Lobbying Activities
 - Standard Form – LLL; completed by **Prime and all Subconsultants with lobbying activities to disclose**
5. Consultant's Compliance Statement (Executive Order No. 11246)
 - completed by **Prime only**

Current versions of all forms are available for review and download at:
<http://www.kingcounty.gov/procurement/forms>, Consultants web page.