

**TOWN OF YARROW POINT  
REQUEST FOR QUALIFICATIONS  
92<sup>nd</sup> AVE NE PATHWAY EXTENSION AND UGC**

Deadline for Submittal: August 27, 2014

**I. Purpose of Request**

The Town of Yarrow Point is requesting proposals from qualified consultants for the purpose of extending the 92<sup>nd</sup> Ave NE pathway from NE 41<sup>st</sup> Street to NE 47<sup>th</sup> Street. This project will also involve undergrounding the overhead utility distribution and service lines and installing new street lights.

**II. Timeline**

The following schedule is an estimated timetable for selecting a person or firm:

Issue Request for Proposal	July 28, 2014
Optional Guided Walk-Through	August 6, 2014
Deadline to Submit Proposals	August 27, 2014
Review proposals and select finalists	September 8, 2014
Interview finalists	September 15-29, 2014
Council Approval	October 2014

**III. Background**

The Town of Yarrow Point is located on the eastern shore of Lake Washington. The Town is entirely single-family residential, with approximately 1,000 residents. Parks, trails, and road end beaches complement the residential community.

The existing Town trail system includes both urban and forested park paths. Morningside Park and the Wetherill Nature Preserve offer forested paths, while 92<sup>nd</sup> Avenue NE has been developed with a pedestrian pathway. The 92<sup>nd</sup> Ave NE pathway extension and underground conversion project will connect the existing pathway to the NE 47<sup>th</sup> Street Road End Beach. The consultant selected as a result of this RFQ will help the Town create plans and specifications for the pathway extension which reflect input from each adjacent property owner, the Town Council, and the Town Parks Board. The successful applicant will work directly with the Town Engineer to identify opportunities for trail development, design trail components, formulate cost estimates, and provide a directory of potential grant sources.

Based on Council feedback it is anticipated the design phase of this project may begin as early as October 15, 2014, and wrap up no later than March 15, 2015, in order to be ready for construction by July 1, 2015.

**IV. Qualifications**

The person or firm selected to perform this task shall be experienced with the development of similar trail systems.

## **V. Instructions to Proposers**

- A. All proposals shall be sent to:

Town Engineer  
4030 – 95 Ave NE  
Yarrow Point, WA 98004

- B. Proposals may be mailed or hand delivered to the above address.
- C. All proposals must be received by **Wednesday, August 27, 2014, 4:00 pm**. Please submit six copies of your proposal. Faxed, e-mailed, or telephone proposals will not be accepted.
- D. Any questions related to the RFQ should be addressed to Stacia Schroeder, Town Engineer: [sschroeder@ci.yarrow-point.wa.us](mailto:sschroeder@ci.yarrow-point.wa.us).

## **VI. Optional Guided Walk-Through**

The Town Engineer will host a guided tour of the existing 92<sup>nd</sup> Ave NE trail and proposed extension Wednesday, August 6, 2014, 6:00 pm. Please inform the Town Engineer if you intend to participate. Attendance is not required for submittal of a proposal. The walk-through will depart from Yarrow Point Town Hall.

## **VII. Content of Proposal**

Proposals must include written responses to all requirements of this RFQ in the order of the items listed below. Any additional information that is considered to be relevant by the Consultant, but does not apply to the categories listed, should be added after the items listed below.

- A. **Project Approach:** The submittal should include a brief outline of the method the consultant expects to use to efficiently develop the Yarrow Point 92<sup>nd</sup> Ave NE Pathway Extension and UGC.
- B. **Scope of Services and Deliverables:** Outline the services that your firm proposes to provide to the Town of Yarrow Point, addressing the project components identified in the background information stated in Paragraph III.
- C. **Project Schedule:** Provide a draft schedule outlining target dates for all meetings and deliverables.
- D. **Team Experience:** Provide names and background for all professional members of the consultant's team. Identify the person who will serve as Project Manager. Identify hourly rates for all professional members who may be assigned to this project.
- E. **Relevant Experience:** Provide details of experience and past performance of the firm and team members on comparable work for municipal or other government entities.
- F. **References:** Provide the name, title and telephone number of three references for which similar services have been provided.

## **VIII. Selection Criteria**

The following will be used in the selection of a consultant given in no particular order of priority or weight.

- Responsiveness of the written proposal to the purpose and scope of service
- Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work

## **IX. Terms and Conditions**

- A. The Town reserves the right to change the intended timeline or issue amendments to the RFQ at any time. The Town reserves the right to cancel or reissue the proposal.
- B. The Town reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- C. The Town reserves the right to request clarification of information submitted and to request additional information from any proposer relevant to the proposal.
- D. The Town shall not be responsible for any costs incurred by the person or firm in preparing, submitting or presenting its response to the RFQ.
- E. The terms of an agreement are anticipated to be for development of the Yarrow Point 92<sup>nd</sup> Ave NE Pathway Extension and UGC Plans and Specifications.