CITY OF EDMONDS
REQUEST FOR PROPOSALS
Wayside Horn (Main St. and Dayton St. Railroad Crossings)

**Project:** Wayside Horns (Main St. and Dayton St. Railroad Crossings)

**Scope:** The City of Edmonds, Washington is soliciting proposals from individuals or firms interested in providing engineering and construction services to install the Wayside Horns and additional railroad crossing safety measures for the various users (Main St. and Dayton St. Railroad Crossings).

**Supplemental Information:** Additional information related to scope of project, requested services, proposal requirements, and evaluation process are available from the City’s website at: [http://www.ci.edmonds.wa.us/rfp.stm](http://www.ci.edmonds.wa.us/rfp.stm). No questions, either written or oral will be taken by Edmonds staff related to the technical components of this RFP.

THIS PROJECT IS LOCALLY-FUNDED.

**Submittal:** One unbound original, four bound copies, and one electronic copy of the proposal shall be submitted to the City of Edmonds, Office of the City Engineer, 121-5th Ave North, Edmonds, WA 98020-3145. The format and content of the proposal shall follow the guidelines in the Supplemental Information.

The deadline for proposals by interested parties is **June 5th, 2015 by 4:00 PM.** Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of proposals. Proposals shall not be delivered by facsimile transmission or other telecommunication or electronic means.

Proposals shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than **15 pages (including resumes)** and bound in a single volume. A page is defined as one side of an 8½ by 11 inch page.

**Selection Process:** Submittals will be evaluated and ranked based on the following criteria:
1. Project approach; 2. Qualifications/Experience of Project Team; 3. Experience on similar Wayside Horn Projects; and 4. References/Past Performance.

**Dates of Publication:**

<table>
<thead>
<tr>
<th>Newspaper</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everett Herald</td>
<td>May 22\textsuperscript{nd}, 2015 and May 29\textsuperscript{th}, 2015</td>
</tr>
<tr>
<td>Seattle Daily Journal of Commerce</td>
<td>May 22\textsuperscript{nd}, 2015 and May 29\textsuperscript{th}, 2015</td>
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The City of Edmonds, Washington is soliciting proposals from individuals or firms interested in design and construction services of the Wayside Horns at (2) at-grade crossings along the BNSF Railway Corridor (Main St. Crossing #085445K and Dayton St. Crossing #085439G).

BACKGROUND
Main St. and Dayton St. are (2) at-grade railroad crossings with on-going locomotive noise with the more than (60) daily train crossings from Sounder Commuter, Amtrak, and Freight (BNSF) trains. The Wayside Horns would reduce noise pollution and improve motorist and pedestrian safety at those crossings. The Main St. Crossing is approximately 150’ east of the Edmonds Ferry Terminal and directly west of Downtown Edmonds. The ADT at both crossings is approximately 6,000 vehicles per day. The Dayton St. crossing is approximately ¼ mile south of the Main St. crossing. The Wayside Horns must be BNSF-approved. Additional railroad crossing safety measures for the different users should be analyzed at those (2) crossings.

PROJECT SCOPE AND SCHEDULE
The anticipated scope of work for the firm consists of the following services:

1. Survey work along the project limits;
2. Plan design & specifications of the Wayside Horns and additional safety features;
3. Public process involvement (including City Council meetings / Open Houses);
4. Permitting, coordination, and discussions with BNSF; and
5. Installation of Wayside Horns and additional safety features.

The following is the anticipated project schedule:

<table>
<thead>
<tr>
<th>Task</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Advertise</td>
<td>May ’15</td>
</tr>
<tr>
<td>Preliminary Design</td>
<td>July ’15 – December ’15</td>
</tr>
<tr>
<td>Construction</td>
<td>February ’16 – March ’16</td>
</tr>
</tbody>
</table>

SUBMITTAL
One unbound original, four bound copies, and one electronic copy of the proposal shall be submitted to the City of Edmonds, Office of the City Engineer, 121-5th Ave North, Edmonds, WA 98020-3145. The deadline for proposals by interested parties is June 5th, 2015 by 4:00 PM. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of the proposal. Proposals shall not be delivered by facsimile transmission or other telecommunication or electronic means. No questions, either written or oral will be taken by Edmonds staff related to the technical components of this proposal.

Proposals shall be limited to single space, typewritten pages, (minimum 12 point font) and shall be no more than 15 pages (including resumes) and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. The following format and content shall be adhered to by each firm and presented in the following order:
Proposal Evaluation Components/Criteria

A. Executive Summary: An executive summary letter should include the key elements of the respondent’s proposal and an overview of the team. Indicate the address and telephone number of the respondent’s office located nearest to Edmonds, Washington, and the office from which the project will be managed.

B. Approach: Describe your work plan for this project and who is involved with the decision making process for the development of the work plan in the engineering and the construction phases.

C. Expertise of Project Team: List key personnel for the project team and their role/responsibility on the project. Provide the qualifications and experience of key personnel and provide up to (3) examples of recently completed wayside horn projects (design and construction phases). Include the name of the project(s), owner(s), dates of the project(s), and roles/responsibilities of key personnel on those project(s).

D. References/Past Performance: Provide reference information for a minimum of three (3) construction projects in the last five (5) years where wayside horns were installed. References shall include the project name, dates of service on projects, dollar amount for completion of the project, contact name, contact phone number, and name of your project manager on those projects.

The City's Evaluation Team will use the following criteria to evaluate each proposal:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Approach</td>
<td>0-20</td>
</tr>
<tr>
<td>Qualifications / Experience of Project Team</td>
<td>0-30</td>
</tr>
<tr>
<td>Experience on Similar Projects</td>
<td>0-30</td>
</tr>
<tr>
<td>References / Past Performance</td>
<td>0-20</td>
</tr>
</tbody>
</table>

Maximum Points 100

The proposals will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the proposals received, selected firms may be invited to make oral presentations before the City’s Evaluation Panel. The City’s representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City’s Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFP may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFP at any time. The City reserves the right, at its sole discretion, to waive material irregularities contained in the proposals. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.