



Request For Qualifications (R.F.Q.)

White Salmon Bluff Connector Trail Study

Project Scoping & Preliminary Planning

Deadline to Submit: 3:00 PM (Friday, April 26, 2024)

Contact:

Troy Rayburn

City Administrator

administrator@ci.white-salmon.wa.us

Andrew Dirks

Public Works Director

Andrewd@ci.white-salmon.wa.us

Note: Email communication is required. No phone calls.

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1. INTRODUCTION AND STATEMENT OF NEED

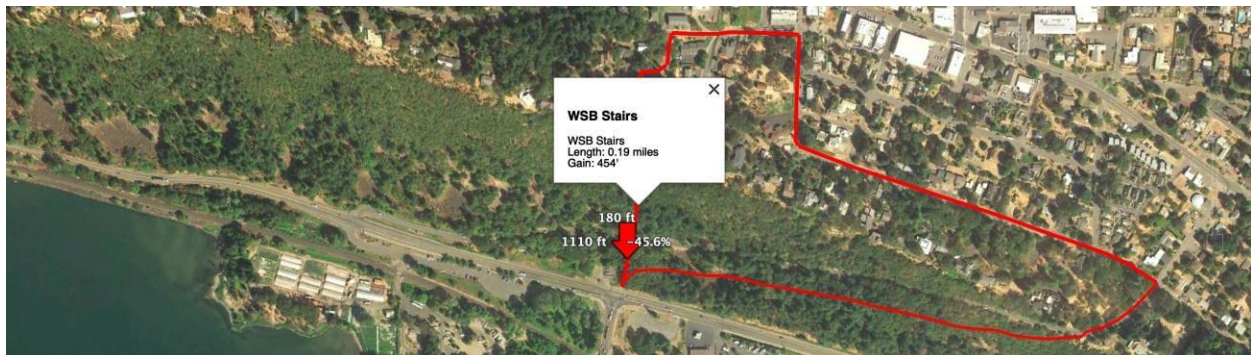
The City of White Salmon (City) is the recipient of a Transportation Alternatives Program (TAP) Grant through the Southwest Washington Regional Transportation Council to complete an initial analysis of the proposed Bluff Connector Trail.

The City seeks qualifications from experienced consulting firms with a joint focus in engineering and planning services to coordinate and lead a scoping and planning process. The primary objective of this study is an analysis to determine connection from SR 14 to SR 141.

The project site is a steep-grade connector to a larger pedestrian corridor. It is the most difficult section of the corridor due to land topography.

The scoping and planning process will identify project aspects that include both problematic incumbrances and creative solutions.

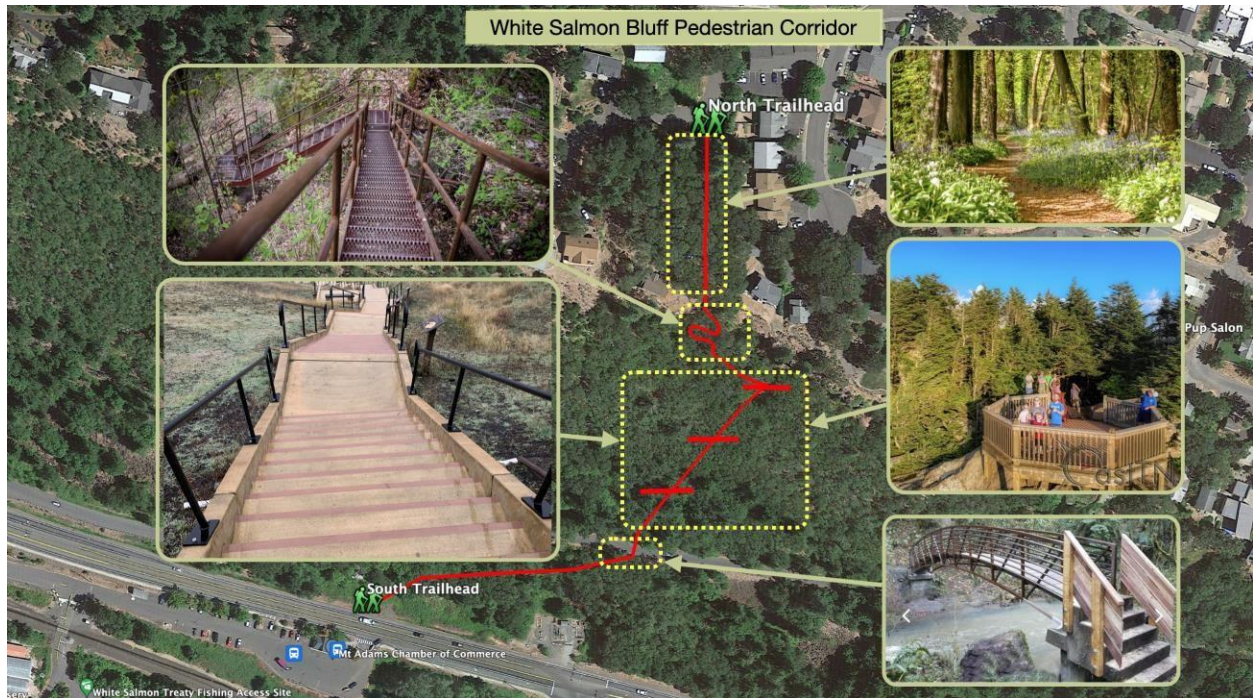
This section of the loop trail will link the City of White Salmon on the bluff above the Columbia River to pedestrian opportunities along the waterfront, State Route 14, the City of Bingen, and the City of Hood River once the new Hood River-White salmon Interstate Bridge is complete.



Currently, there is no pedestrian route that has complete sidewalks or a separate path that connects White Salmon and the Columbia River waterfront or Bingen. This connector project will provide a safe, separated pedestrian path that will avoid sharing right-of-way with high-volume traffic routes (9900 AADT at SR 14 and the Hood River Bridge, 3000 AADT at SR 141 and Main Street in White Salmon).

As the Hood River-White Salmon Interstate Bridge replacement project is completed, this route will provide a safe way to access the multi-modal options to be incorporated into the interstate bridge project.

Schematic Ideas



With an annual average daily traffic of over 3000 cars in downtown White Salmon and almost 10,000 at SR 14, these traffic counts create significant safety concerns. The annual averages also take into account significant seasonal traffic during the peak tourism season which creates additional traffic and safety concerns as pedestrians navigate conflicts without separated infrastructure.

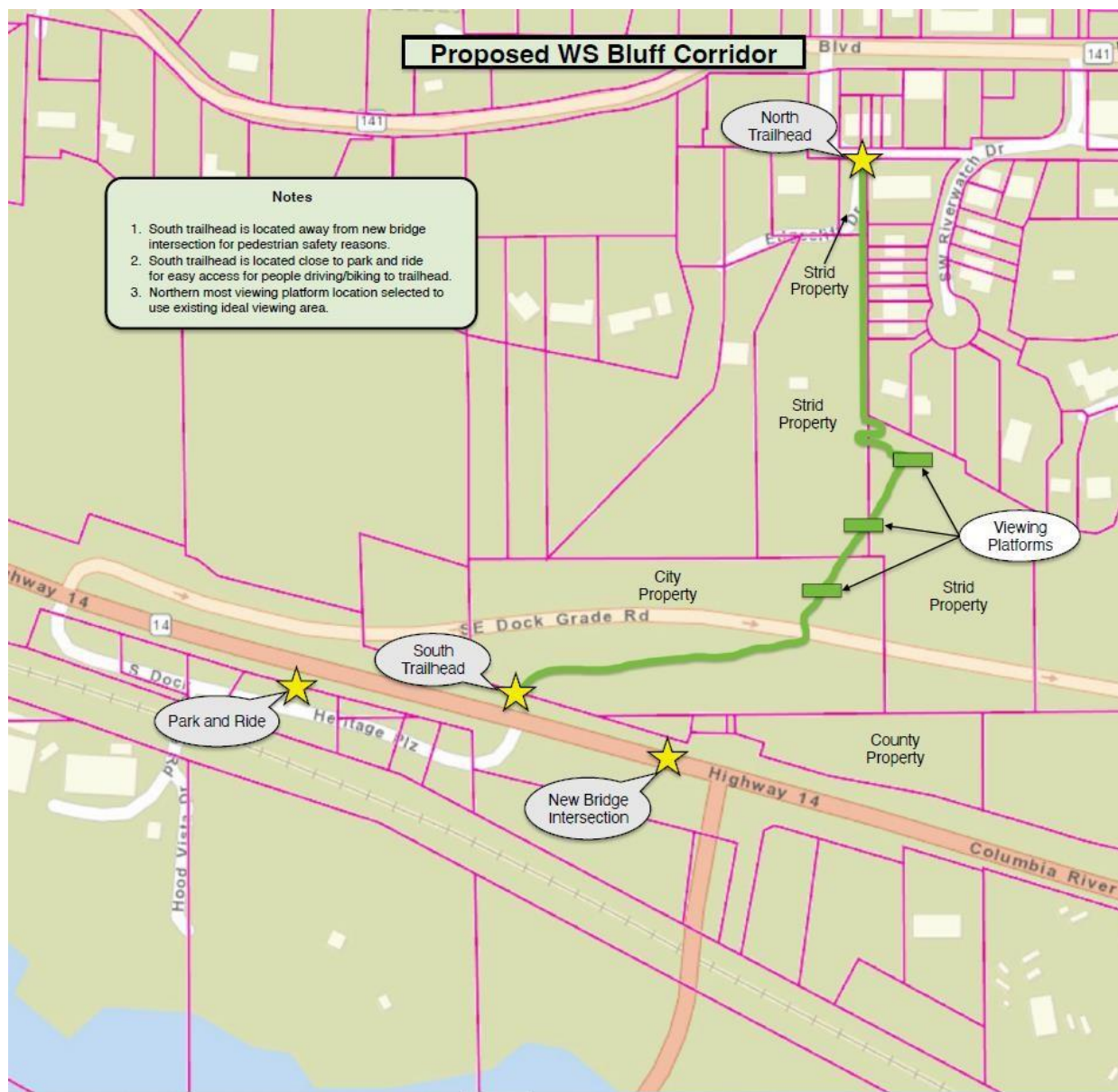
Without significant investment in pedestrian facilities along this much longer route, there is no way to increase safety for pedestrians seeking to access the area along the Columbia River and the services provided there.

Additionally, as this project moves into final design, safety will be a critical component of the design efforts. It will include clearly marked, safe crossings where the trail crosses existing roads (e.g. Dock Grade Road) and use best practices to identify the most appropriate strategy for crossing SR 14 to connect to the Columbia River, the existing Park and Ride, and future options to cross the Hood River-White Salmon Interstate Bridge on foot.

The identification of American with Disabilities Act (ADA) design elements is needed for development of the trail. With the difficulties of the steep terrain, it is anticipated that the ADA route would bypass the stair section, focusing on ensuring that the path going eastward from the SR 14 trailhead into the City of Bingen and then up to the City of White Salmon would provide for an ADA-accessible trail. The benefit of envisioning a loop trail is that it will allow for accommodating a fully ADA-accessible route. This proposed aspect of the project will need professional confirmation from the selected consultant.

The scoping and planning process will include public outreach to a variety of stakeholders in order to fully identify issues that (a) affect pedestrian mobility, (b) access to walking as an alternative means of transportation, (c) obstacles to a more fully developed seamless trail system, (d) wildfire mitigation, (e) other issues such as design compatibility, and (f) adjacent neighbors' interests.

Location Information / Trail Alignment Proximity to Adjacent Locations



From the late 1800s to the mid-1900s, a wooden stairway linked the two Washington communities of Bingen and White Salmon; this segment of the loop trail will return a set of stairs to the same general location as the original stairway, bring back a historic resource and contribute to a sense of identity and pride for the City of White Salmon and region in general. The updated design could,

potentially, incorporate viewing platforms and safe pedestrian crossings at Dock Grade Road and Highway 14.



Historic Stair Photos



Bluff Steps From White Salmon
To The Hood River Bridge
652 Steps

"Bluff Steps from White Salmon to the Hood River Bridge. 652 Steps."

Photograph is part of an exhibit at the Gorge Heritage Museum, Bingen, Washington, visited in July 2014. The stairway had more than 600 steps, with the last remnants being destroyed in a bluff fire in the early 1950s.

© Lyn Topinka, 2014

2. SCOPE OF WORK AND DELIVERABLES

Consulting teams shall submit to the City a White Salmon Bluff Connector Trail Study per information and direction contained throughout this Request for Qualifications.

The following deliverables are required:

- Preliminary stormwater needs
- NEPA (at least a draft review)
- Establishment of SR 14 location with WSDOT, to include the type of crossing (HAWK, signal, RRFB, etc.)
- Survey and preliminary schematics / evaluation of route alignment
- Ecological review for any forms of endangered or protected species of flora or fauna
- Is the steep hill stable enough to build a walkway up it without major walls and footing?
- Trail connectivity to previously mentioned trail loop from SR 14 to SR 141
- Americans with Disabilities Act (ADA) requirements
- Minimizing potential for fire burn / fire fuel mitigation
- Minimizing disturbance and trespassing into adjacent private property(s)
- A thorough review of existing site features, including identification of project aspects that are both problematic incumbrances and potential solutions
- Existing site features applicability to a fully functioning multi-modal connector trail
- Park benches for sitting / resting
- Potential service load relating to pedestrian & bike access
- Appropriate level of trash and waste disposal facilities
- Maintenance level and type of maintenance required

As previously mentioned, the approximate 0.19 mile / length of the project site is on a steep, rocky hill. It is immediately adjacent to privately owned homes and properties at various location points. The site is also surrounded by wild grasses and other plant life that is common fire fuel. It will be incumbent on the consultants to include fire fuel mitigation measures to minimize, and hopefully prevent, wildfire burns.

In addition to the above, the consultant shall also be responsible for the submittal and execution of the following tasks:

Public Outreach & Involvement – Recommendations regarding type of public participation strategies, number of meetings /open houses, and an action plan for implantation.

On-Going Technical Assistance – Retained consultant shall provide technical scoping and planning assistance throughout the duration of the project.

Communication – Consultant shall work with and through assigned primary staff.

Meeting Notes – The consultant shall be responsible for and keep an accurate record of meetings

summarizing such meetings to be provided to the City for retention purposes.

Research & Progress Reports – The consultant shall be responsible for submitting periodic progress briefs (updates). The Consultant shall provide research and advice or proposed direction suitable to enable completion of the project, including benchmarks met.

Meetings – The consultant will be responsible for meetings (virtually, in-person, or tele-conference) with City staff. The number and frequency of meetings will be determined in consultation with both the primary staff and consultant before the scoping and engineering starts. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, seek confirmation, and review progress.

Budget – The selected consultant shall endeavor to minimize costs and/or change orders. This is a key expectation.

3. CITY POINT OF CONTACT AND REQUESTS FOR CLARIFICATION

Questions, inquires, or comments regarding this Request for Qualifications (RFQ) must be submitted in writing by email no later than end of business day on **(Monday, April 22, 2024)** and shall be directed to: administrator@ci.white-salmon.wa.us and copied to andrewd@ci.white-salmon.wa.us (*required method*).

Any questions or comments directed by a Proposer to person outside of the individuals listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

4. RESPONDING TO THE RFQ

Qualifications shall be submitted in a sealed envelope, or other sealed container, which is clearly marked “**White Salmon Bluff Connector Trail Study / RFQ Response.**” Please provide one (1) digital copy, one (1) original hard copy, and six (6) hard copies printed one sided.

The original should be marked “Original” and must bear an original ink signature by an individual authorized to represent the proposing consultant team.

Qualifications must be addressed to:

- **For Hand Delivery / UPS / FedEx**
City of White Salmon
Attention: Stephanie Porter, City Clerk & Recorder
100 N. Main Street
White Salmon, Washington 98672
- For Traceable, Regular Mail via United States Postal Service Delivery:
Attention: Stephanie Porter, City Clerk & Recorder

P.O. Box 2139
White Salmon, Washington 98672

Deadline for Submitting –Qualifications shall be received by end of workday (Friday, April 26, 2024) 3:00 PM local time.

Regardless of cause or fault, late submissions will not be accepted.

No emailed or faxed materials will be accepted. Postmarks are not considered proof of delivery. Qualifications received before or at the noted deadline will be date stamped by City Hall personnel.

Any addenda or amendments to this RFQ will be in writing and posted on the City website at <https://www.whitesalmonwa.gov/rfps>. It is the responsibility of potential proposers to check the website for addenda or amendments. No proposal will be considered that is not responsive to any issued amendments.

5. TENTATIVE SCHEDULE FOR SELECTION PROCESS (SUBJECT TO CHANGE)

RFQ Posted on City Website	Wednesday, April 3, 2024
Legal Advertisement Requirement in Paper of Record	April 3 & 10, 2024
Possible Site Visit (Dependent on Property Owner)	Week of April 15, 2024
Clarification Inquiries Deadline	Monday, April 22, 2024
Proposals Due	Friday, April 26 (3:00 pm)
Interviews (Tentative)	Week of May 6, 2024
Council Award (Tentative)	Wednesday, May 15, 2024
Formal Project Commencement (Tentative)	Week of May 20, 2024

Note: This is the City's desired schedule but deserves the right to modify.

The City reserves the right to reject any and all qualifications, to waive any irregularities in a submitted proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents.

By requesting qualifications, the City is in no way obligated to award or to pay expenses of the proposing firm(s) in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all qualifications prior to execution of an agreement / contract, with no penalty to the City of White Salmon.

6. PROPOSAL EVALUATION

The City intends to select a qualified consultant that exhibits the strongest ability to provide the highest quality service and work well with assigned city personnel, the public, and appointed and elected officials. Q u a l i f i c a t i o n s will be ranked according to the following:

A. Pre-Selection Scoring Criteria of Qualifications at Internal Review

<u>Points</u>	<u>Criteria</u>
25	Experience and qualifications of firm and individual assigned staff
20	Understanding of the project, comprehensiveness, and <u>creativity</u> to Scope of Work and deliverables
<u>5</u>	References from a similar project
50	

B. Post Selection Interview Criteria

The evaluation committee reserves the right to select a short list of the highest scoring proposers to interview. Additionally, the Evaluation Committee may require submission of supplemental materials. Proposers' project presentation and interviews will be ranked based on the following:

<u>Points</u>	<u>Criteria</u>
25	Understanding of Scope of Work, overall approach, and <u>creativity to the project</u>
<u>25</u>	Consulting Firm and assigned staff's capabilities
50	

The City reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation to city council.

Upon completion of the evaluation process the City will advise the proposers of the selection and negotiate the appropriate professional services contract with the highest ranked proposer. For example: The City will use a council approved cost plus fixed-fee project specific contract (23 CFR 172.9(a)1) to retain consultant services and payment will be via monthly invoices submitted by consultant to city. Submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical / qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase (23 CFR 172.9.12(a))

The City is not obligated to explain to those proposers the whys and/or why nots of not being selected.

If a professional services contract cannot be successfully negotiated with the highest ranked proposer, then negotiations will be terminated with that proposer and the City will enter into negotiations with the next highest ranked proposer until an agreement is reached or an impasse is declared.

The contract will define the extent of the services to be provided and method and amount of compensation (*not to exceed RTC's TAP grant award*).

The City reserves the right to negotiate a final contract that is in the best interest of the City. The proposal will become a part of the agreement.

Once a tentative contract is prepared, it will be presented to the City Council to award the professional services contract.

Failure to include all information requested and/or failure to provide evidence that the applicant meets the minimum qualifications listed herein shall cause such proposal to be rejected and not evaluated or considered in the selection process.

C. Cost / Fees / Payment

The White Salmon City Council must approve the contract prior to commencement of work. Should circumstances arise during the project that require significant additional work to be performed in excess of the amount set forth in the contract, additional costs shall be negotiated prior to commencement of the work. Selected consultant will submit monthly invoices to the City's Clerk / Treasurer for payment. The selected consultant shall endeavor to minimize costs and/or change orders. This is a key expectation.

Submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical / qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase (23 CFR 172.9.12(a)).

D. Acceptance or Rejection of Qualifications

The City reserves the right to reject any and all qualifications, to waive any irregularities in a submitted proposal, to accept or reject any item or combination of items in a proposal, to request information or clarifications from respondent(s), and to negotiate or hold interviews with any one or more of the respondents. By requesting qualifications, the City is in no way obligated to award a contract or to pay expenses of proposing firms for the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all qualifications prior to execution of a contract with no penalty to the City of White Salmon.

E. Notice of Award and Appeal Process

A single consultant will be selected by the Evaluation Committee and notification will be provided to all proposers. Any proposer wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being made. Again, the City is not obligated to explain to proposers the whys and/or why nots of not being selected.

7. SCOPE OF CONSULTANT SERVICES

A. General Information / Confirmation of Qualifications / Services Sought

The City is requesting qualifications from experienced consulting firms with a joint focus in engineering and planning services related to pedestrian trails to coordinate and lead a scoping and preliminary design process for the Bluff Connector Trail Study.

B. Minimum Qualifications

The minimum qualifications include proven ability to provide the services requested throughout this RFQ and the staff talent / qualifications to deliver a high-quality, creative final product.

C. Final Work Product Provided

Submitted to the City by the selected Consultant a complete White Salmon Bluff Connector Study (including preliminary schematics and associated cost estimates including annual cost of inflation), per information and direction contained throughout this Request for Qualifications.

Submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical / qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase (23 CFR 172.9.12(a))

D. Assistance Provided by The City

Primary staff will be available during all phases of the project to assist in providing assistance, information, explanations as needed, and coordinating internal schedules for public open houses.

8. PROPOSAL REQUIREMENTS

Submitted qualifications must be limited to a total of twenty pages (20) pages with the primary focus on need for Bluff Connector Trail, opportunities, hinderances or incumbrances, approach and objectives, and be prepared to simplify technical information for multiple audience review. *The goal is show how the consultant's selected team's qualifications will accomplish the forementioned.*

Only the primary information pages count toward the 20 page limit. Not the signed introduction letter, cover page, index, and page dividers. Do not provide a page number for the previously mentioned. Only page number the relevant information pages that directly respond to requested information. One-page resumes should be noted as an exhibit at the back-end of the proposal.

Provide a straight forward, concise description of the proposer's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

Information obtained from the submitted proposal and from any other relevant sources may be used in the evaluation and selection process (e.g. references, news coverage, etc.).

A. Letter of Transmittal

Qualifications must include a cover letter addressed to Troy Rayburn, City Administrator, and signed by an official legally authorized to bind the applicant to both its proposal and cost schedule.

The cover letter must include name, position, address, email address, and telephone number of the proposer submitting the proposal and the same for the person to contact who are authorized to represent the proposer in his/her absence.

Proposer shall confirm that they have not and will not discriminate in obtaining subcontractors.

Cover letter shall also provide a brief, high level overview of submitted proposal.

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Executive Summary

The proposer shall use this section to introduce the scope of the proposal in greater detail and to summarize the key provisions of the proposal. Provide a statement describing why you or the firm are qualified to perform this work. Proposer shall confirm that they have not and will not discriminate against in obtaining subcontractors.

D. Experience, Technical, and Other Qualifications

List the firm and key personnel qualifications relative to the Scope of Consultant Services of this RFQ. Including but not limited to the items listed below:

1. Indicate the location of the office and the number of people, by level, expected to both manage and work on the project.
2. Provide a list of the firm's recent and former government clients, indicating the type(s) of services performed for each and the final product or outcome of that work.
3. Provide names of the principals, key personnel, and any subcontractors who will be assigned to the project, their experience, qualification, and periods of service with the firm.
4. Identify proposed sub-contractors, if any, and the portion(s) of the work for which they will be used.
5. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.

6. Describe current and/or previous professional relationship with the City of White Salmon and/or work within the City.

E. Response to Scope of Consultant Services

Demonstrate understanding of the project, overall creative ideas and solutions, approach to public involvement and participation and the City's needs. Including but not limited to the items listed below:

1. Explain how you propose to use City personnel, if at all, to assist you during the project and indicate the approximate time required of City personnel in this capacity.
2. Strategies to engage in a citywide conversation about White Salmon's promising future.
3. Strategies to facilitate a creative public outreach and participatory process to gather community input.
4. Provide a schedule (calendar) indicating proposed timing of deliverables to the City to ensure adoption of the Plan by City Council.
5. Formulate and recommend objectives and strategies based on the results of the participatory process. Develop an implementation timeline.

F. References

Provide contact information for at least two municipal clients, current and/or prior, so reference checks can be conducted.

G. Compensation

Qualifications should include cost estimates and other necessary cost information for project; however, compensation will not be the primary factor in the selection of a Consultant. List the Consulting firm's billing rates for all other applicable professional services for City reference as the City may request additional services which are outside the scope of work.

Submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical / qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase (23 CFR 172.9.12(a))

H. Additional Information

Any other information that the proposer feels applicable to the evaluation of the Proposal or their qualifications for accomplishing the services requested should be included in this section. You may

use this section to address those aspects of your services that distinguish you or your firm from others. You might consider including examples of awards, certifications, news coverage, special recognitions, etc.

The selected Proposer will be required to comply with all applicable state and federal laws, regulations, policies, and guidelines and requirements with respect to funding sources and non-discrimination.

The successful applicant will hold harmless and indemnify the City with regard to any claim made against Proposer during performance of the contract. The successful applicant will also maintain Professional and General Liability policies in amount of \$1,000,000 and any other additional policies as may be required.

Americans with Disability Act (ADA) Information

The City of White Salmon, in accordance with Section 504 of the Rehabilitation Act and the American with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities.

Title VI Statement

The City of White Salmon, 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 associated regulations, hereby notifies all bidders that it will affirmatively ensure that 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.

Washington State Department of Transportation Disadvantaged Business Enterprise Goal

The Washington State Department of Transportation applied required criteria and determined that setting a zero percent Disadvantaged Business Enterprise goal for consultants on this project is appropriate.

Contract Type and Method of Payment

The City will use a council approved cost plus fixed-fee project specific contract (23 CFR 172.9(a)1) to retain consultant services and payment will be via monthly invoices submitted by consultant to city. Submission of any requested cost proposals or elements of cost shall be in a concealed format and separate from technical / qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase (23 CFR 172.9.12(a))

Publication:

Dates of publication in the Columbia Gorge News and the Daily Journal of Commerce : (Weeks of April 1, April 8, and April 15, 2024)

NOTE: Submitted qualifications are subject to public records laws and proposers shall identify anything that is a trade secret or otherwise intended to be confidential.