

**THE CITY OF KELSO  
REQUEST FOR PROPOSAL  
FOR  
HAZEL STREET RAILROAD GRADE SEPARATION  
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES**

**PURPOSE**

The City of Kelso (City) is seeking proposals from qualified consulting firms or a team of consultants (Consultant) with expertise in Civil Engineering Construction Management and Inspection Services to provide such services for the City's Hazel Street Railroad Grade Separation project. Funding is through Washington State's 2015 Connecting Washington funding package, administered by the WSDOT Rail Division, and Section 130 railroad crossing safety federal funding. The successful consultant will need to manage contract documentation in compliance with all funding sources.

The construction management and inspection services are expected to take place from August 2022 through December 2024.

The contract may be terminated sooner as provided in the agreement, and the City reserves the right to extend the agreement for additional time if necessary.

The City reserves the right to amend the terms of this Request for Proposal (RFP), to issue various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent preparing a proposal.

**PROJECT DESCRIPTION**

The area of South Kelso that lies east of the Cowlitz River and west of the railroad grade is isolated and currently served by two at grade intersections; one at Mill Street and the other at Yew Street. Both crossings have poor sight distance due to grades and are controlled by automatic crossing barriers. Yew Street has horizontal geometric constraints as well.

The City has been in the development stages of a project for nearly a decade to provide a new unrestricted crossing that would replace two existing at-grade crossings and improve access to approximately 265 acres of land that is surrounded by the railroad and the river. With the railroad corridor between Kelso and Martin's Bluff receiving the addition of a third rail through Kelso, the need for safe crossings becomes more important as the crossing length increased with the rail bed expansion.

The overall project is to construct a grade separated roadway overcrossing in South Kelso in the vicinity of Hazel Street that spans South Pacific Avenue and the BNSF tracks and right-of-way. It also includes roadway improvements extending to South River Road. The existing at-grade crossings will be closed to public vehicular traffic. Mill Street will be maintained for emergency service access and pedestrian use.

The City has progressed through final design, land acquisition, and environmental and railroad approvals. The project is expected to bid in July 2022 with construction starting in August 2022. The City of Kelso

and Cowlitz County have entered into an Interlocal Agreement guiding cooperative efforts between the jurisdictions. The consultant selected for this phase of work will perform construction management, inspection, and documentation services for the project.

### **SCOPE OF SERVICES**

Scope of services included in this RFP may include but are not limited to:

- Project Management and Consultant Agreement Administration
- Construction Contract Administration and Closeout
- Construction Inspection and Documentation
- Testing and Special Inspection Services during Construction

### **CONSULTANT SELECTION CRITERIA**

Submittals will be evaluated and ranked based on the following criteria:

- Technical Competence and pertinent experience of project team members
- Experience of team working together on previous projects
- Approach to scope of work/ understanding of the project
- Adequacy and availability of staffing and in-house resources
- Satisfactory record of performance on past project/references
- Knowledge of FHWA requirements and standards
- Experience with administration of prevailing wage requirements
- Ability to provide indirect cost rate developed in accordance with the cost principles contained in the 48 CFR Part 31 of the Federal Acquisition Regulations (FAR) for the prime consultant and sub-consultants
- Ability to meet the qualified tester requirements for construction projects on the NHS Highway System as outlined in the LAG Manual Section 52.3 Quality Control.
- Conformance with the proposal guidelines and format outlines in the RFP

### **SUBMITTAL CONTENT**

Submittals shall be limited to a total of twenty (20) 8.5 x 11 pages (excluding covers) in 11 point font minimum. 11 x 17 sheets count as two pages. The format shall be as follows:

- A letter of interest signed by a principal of the firm, not to exceed two pages, with a statement of availability to complete the work.
- Qualifications and experience of the team members assigned to the project, including clear identification of sub-consultants and commitment of the Project Manager. Work experience shall be specific to the individuals' actual tasks performed on other projects.

- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- References, including names and telephone numbers, of at least four previous clients with similar projects.

The City encourages participation of DBE as specified in section 49 CFR Part 26 by all qualified and responsible firms regardless of business size or ownership whether as prime consultant or a sub-consultant. There is no established Disadvantaged Business Enterprise participation goal for the Contract, but participation is highly encouraged.

The City of Kelso in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Submittals that fail to comply with these requirements will be rejected.

Project information is available through the City of Kelso's website:

<https://www.kelso.gov/projects/south-kelso-railroad-crossing>

### **Submittal Requirements**

Please submit three bound copies of the proposal along with an electronic file that contains the complete proposal, formatted for printing, by July 6, 2022 at 4:00pm. Postmarks will not be accepted. Submittals received after the deadline will not be considered.

Submit in a sealed envelope that is plainly marked with "Proposal – Hazel Street Railroad Grade Separation - Construction Management and Inspection Services," and that bears the Proposer's name and address, addressed to:

City of Kelso  
Attention: Michael Kardas, PE  
203 S. Pacific, Ste. 205  
Kelso, WA 98626

The City expects to select up to three firms for project interviews at the City offices. All consultants submitting a proposal will be notified of the selection. Please do not contact the City or its representatives for status on the selection process.

Questions regarding the project or this Request for Proposal may be directed to Craig Bozarth, PE at 360.831.0640, or [bozarth@robertsonengineering.us](mailto:bozarth@robertsonengineering.us)

Date(s) of publication:

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