

**CITY OF COLVILLE
NOTICE TO CONSULTANTS
FOR PEDESTRIAN, BICYCLE AND TRAILS PLAN**

The City of Colville solicits interest from consulting firms with expertise in Urban Planning, Small City Planning, Transportation Planning, Alternative Transportation Planning, Civil Engineering/Cost Estimating, Public Outreach, GIS and Plan Writing. This agreement will be for approximately 12 months (January 1, 2018 – December 30, 2018) with the option for the City of Colville to extend it for additional time and money if necessary.

The City of Colville reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

The City of Colville is inviting statements of qualifications and performance information from a qualified person or firm interested in providing consulting services to develop a Pedestrian, Bicycle and Trails Plan.

This project has a 0% mandatory DBE goal.

The work to be performed by the CONSULTANT consists of preparing a written pedestrian, bicycle and trails plan for the City of Colville with:

- Maps of Existing Alternative Transportation Facilities
- Maps of Existing Assets (Parks, Historic, Recreation, Art/Culture, Regional Connectivity, etc.)
- A Plan with prioritized recommendations and estimated cost of each improvement (similar to the Brookhaven Bike, Pedestrian & Trail Plan attached in the city’s 2017 TAP grant application)
- Certification from City stating that the envisioned Bike, Pedestrian and Trails network is consistent with the City’s Comprehensive, Strategic and Downtown Plans.

The City of Colville reserves the right to retain the services of the successful firm(s) for any subsequent phases (R/W, CN) associated with this project(s).

Evaluation Criteria

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

- 1) Qualification of Proposed Project Manager
- 2) Qualifications/Expertise of Firm
- 3) Ability to meet schedule
- 4) Approach to project
- 5) Familiarity with WSDOT/FHWA standards
- 6) Past Performance/References

Submittals should include the following information: Firm name, phone/fax numbers and email addresses; Names of Principal-in-charge and Staff.

Five (5) copies of the response to this RFQ shall be mailed to, delivered by courier, or presented in person to the City under seal with a concise statement marked on the outside thereof identifying the project to which the submittal pertains. Proposals delivered by facsimile or email will not be accepted. Questions regarding this

RFP should be directed by email to RJ Keetch, City Planner, at rjkeetch@colville.wa.us or to Sydney Gilmore, Administrative Secretary, at sgilmore@colville.wa.us.

Responses are due at the Building and Planning office in Colville City Hall at 170 S. Oak, Colville, WA 99114 by 4 pm, Friday, October 27, 2017. City Hall is open Mon-Fri from 8am to 5pm.

Copies of this Advertisement and the City's Consultant Selection Guidelines are posted in the Notice section of the City of Colville's Website at <http://www.colville.wa.us>.

Americans with Disabilities Act (ADA) Information

The City of Colville in accordance with Section 504 of the rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing RJ Keetch at rjkeetch@colville.com or by calling 509-684-5096.

Title VI Statement

The City of Colville in accordance with Title VI of the Civil Rights Acts of 1964, 78 Stat. 25, 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 this advertisement, disadvantages 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."

The City of Colville is an Equal Opportunity and Affirmative Action Employer. Minority and women-owned firms are encouraged to submit statements or proposals.

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