

## Request for Proposal

### Jefferson Transit Authority (JTA) Park and Ride Project GCB 2291

We are soliciting civil engineering firms to be Jefferson Transit's consultant on this project. After a review of Qualifications on the MRSC Shared Roster, yours was one of five firms Jefferson Transit elected to invite to submit proposals.

Submittals should include the following information: firm name, phone and fax numbers of firm; contact name, phone and email address of contact; name of principal-in-charge of project and any other key personnel; estimated time to complete services; a list of past project experiences including project scopes and contact information of owners of those past projects. Per Chapter 39.80 RCW this is a Qualifications-Based Selection. Proposals should not include any references to fees or costs.

We request that submittals be limited to no more than ten (10) single-side or five (5) double-sided pages for the project plus any general firm information and photographs. Please submit one (1) original, four (4) copies, and one (1) digital version of your proposal.

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

1. Key personnel
2. Firm experience
3. Ability to meet schedule
4. Approach to project
5. Familiarity with relevant codes and standards, especially ADA regulations
6. Experience with Park and Ride development
7. Approach to landscape, hardscape, and urban design
8. Experience with stormwater modeling and bathroom design along with related septic design
9. Familiarity with WSDOT standards
10. Past performance/references

Jefferson Transit will base its selection on the strength of the proposal alone. The criteria listed will carry equal weight during the selection process. Transit may choose consultants from the submitted proposals or may choose to shortlist and conduct phone or in-person interviews for any or all proposals. Firms should be prepared to have the project manager and key personnel present their proposal in an interview by Transit staff, if necessary.

Jefferson Transit encourages disadvantaged, minority, and women-owned firms to respond.

Jefferson Transit Authority Board of Directors adopted the Disadvantaged Business Enterprise program update and goal of 1.1% DBE participation for the three-year period from May 2015 through May 2018. (DBE Resolution No. 15-05)

Please submit one (1) original, four (4) copies and one (1) digital version of your Proposal to: Cheryl Loran C/O Jefferson Transit, at 63 4 Corners Rd, Port Townsend WA 98368 by **Thursday, March 10, 2016 at 2:00 pm**. Responses delivered later will not be accepted.

All mailed proposals shall be placed in a sealed envelope, which is clearly marked with the project name JTA Park and Ride Project GCB 2991

Jefferson Transit is not responsible for delays in delivery. No fax or email submissions accepted.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling (800) 371-0497 extension 105.

Questions regarding this Request for Proposal may be directed to Cheryl Loran via email only at [cloran@jeffersontransit.com](mailto:cloran@jeffersontransit.com)