**(*AGENCY NAME*) NOTICE TO CONSULTANTS FOR  
(*PROJECT NAME*)**

The (*AGENCY NAME)* solicits interest from consulting firms with expertise in Civil and Structural Engineering Design. This agreement will be for approximately (*TIME FRAME*) in duration with the option for the (*AGENCY NAME*) to extend it for additional time and money if necessary. Consultants will be considered for the following project.

The (*AGENCY NAME*) 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 work to be performed by the CONSULTANT consists of preparing preliminary engineering design for improvements to 36th Street East to Rainier Boulevard East. The proposed improvements include widening the road to accommodate four lanes of traffic, improving intersection radii, increasing left turn storage, revisions to existing signal systems in order to accommodate the proposed improvements, and construction of retaining walls to provide for roadway widening. This project has *(insert assigned UDBE agreement goal, if a voluntary goal was assigned, insert Voluntary 10% SBE)* goal. The major features of the project are as follows:

• Approximately 1.74 miles of widening for two additional lanes.

• Improving intersection radii to meet design standards.

• Environmental documentation and preparation of permit applications.

• Signal modifications and design.

• Structural design for retaining walls and culvert extensions/replacements.

• Determination of R/W needs and R/W plan preparation.

The (*AGENCY NAME*) reserves the right to retain the services of the successful firm(s) for any subsequent phases (R/W, CN) associated with this/these 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

7) Approach to meet the DBE goal or SBE goal (DBE Participation Plan or SBE Plan)

# Submittal

Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project.

Please submit FOUR copies of your Statement of Qualifications to: (*AGENCY NAME, ADDRESS, and CONTACT PERSON*) no later than10:00 a.m. on June 28, 2015. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to (*AGENCY CONTACT PERSON*), at (*AGENCY PHONE*).

# Americans with Disabilities Act (ADA) Information

The (*AGENCY NAME*) 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 (*AGENCY CONTACT PERSON*) at (*EMAIL ADDRESS*) or by calling collect (*AGENCY PHONE*)*.*

# Title VI Statement

The (*AGENCY NAME*), 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 the Regulations, hereby notifies all bidders that it will affirmatively ensure that in 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.”

Dates of publication in the (*NEWSPAPER of RECORD*): (*Date of first publication*), and (*Date of second publication*).