

CITY OF CASTLE ROCK NOTICE TO CONSULTANTS FOR

Huntington Avenue S. Roundabout and Pedestrian Improvements

Fed Aid Project STBGUM-6848(001)

The *City of Castle Rock (City)* solicits interest from consulting firms with expertise in Surveying, Civil, Structural and Electrical Engineering Design of public infrastructure improvements. The Agreement for this project will be for approximately 18 months in duration from February, 2026 through July, 2027 with the option for the City to supplement the Agreement for additional PE Phase work and for future RW and CN phase consulting services.

The City 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.

Consultants will be considered for the following project:

Project Description

Work to be performed by the selected Consultant will consist of preparing preliminary engineering design for a federally funded project in Castle Rock, Washington. The City of Castle Rock requests one (1) Statement of Qualifications from Consultants that outlines qualifications. The selected Consultant will be expected to enter into a Local Agency A&E Professional Services (Negotiated Hourly Rate) Consultant Agreement. The Scope of Services to be provided will be site specific with the intent to advertise.

Scope of Work

Design, engineer and identify right-of-way to be purchased, if necessary, for a single lane round-a-bout with a slip lane in the 1900 block of Huntington Avenue South. Other improvements along Huntington Avenue South will include pedestrian and bicycle connectivity from the intersection of Larsen Lane to and through the proposed round-a-bout.

Amenities to this project will be pedestrian friendly lighting and landscaping.

This project has a 13% DBE goal in the PE and RW.

These projects are funded by the Washington State Department of Transportation (WSDOT) utilizing federal pass-through funds from the Federal Highway Administration (FHWA).

Professional and technical requirements for these projects will require surveying, civil, structural and electrical engineering. A topographic survey of the project corridors will be required to be performed by the consultant.

Deliverable expectations for the project will include, but not limited to; 30% design concept drawings, 50% and 90% design drawings, preliminary right-of-way drawings identifying right-of-way to be obtained; construction contract documents including technical specifications and an opinion of total construction costs; 100% complete, bid-ready, printable design drawing and construction contract documents and a final opinion of total construction costs suitable for the City’s use in advertising for construction bids and issuing the documents to prospective bidders. Final bid-ready deliverables will be reviewed and approved by the City and by WSDOT.

Evaluation Criteria

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

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

Consultant SOQs will be evaluated by The City of Castle Rock's review panel for accuracy, clarity, readability, and concise information along with consultant suggestions/comments for Castle Rock included scope of work, PS&E timeline, environmental outline, and other potential project complications.

The submitting Consultants will be required to put any requested cost proposals or elements of cost in a concealed format and separate from technical/qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase

Interviews

Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in an interview process. The Castle Rock Public Works will schedule interviews with the project manager provided in the SOQ. Additional interview information shall be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the SOQ, and to give the City's selection committee an opportunity to learn more about the consulting firm's available relevant experience and expertise.

Submittal

Please submit four (4) hardcopies of your Statement of Qualifications with no more than 12 pages in length, excluding resumes, to: City of Castle Rock, 141 A Street SW, Castle Rock or PO Box 370, Castle Rock, WA, 98611 attention: Tyler Stone Public Works Department no later than November 12, 2025 by 2:00 PM PST. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Tyler Stone at 360-274-7478.

The qualifications submittals shall include at least:

- Fed Aid Project Number and Name
- Prime Consultant's company name, address, phone number and email contact information

- Project team, including resumes of team members for the consultant and any subconsultants
- Description of understanding of project by the team
- Approach to DBE goals
- Professional communication regarding project scope, scheduling, staff and citizens responses

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only and the City reserves the right to adjust these dates at its sole discretion:

- First advertisement of RFQ: October 18, 2025
- Second advertisement of RFQ: October 23, 2025
- SOQs due: November 12, 2025 (2:00 PM Local Time)
- Short list for interviews: December 3, 2025
- Interviews: December 16, 2025
- Consultant Selection January 26, 2025
- Develop Scope, Schedule, Budget February 23, 2025
- Signed consultant agreement March 9, 2025
- Anticipated notice to proceed March 23, 2025

Americans with Disabilities Act (ADA) Information

The City of Castle Rock 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 David Vorse at crpwd@ci.castle-rock.wa.us or by calling 360-274-7478.

Title VI Statement

The City of Castle Rock, 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 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

Dates of publications:

The Daily News: October 18, 2025, and October 23, 2025.

The Oregon Daily Journal of Commerce Dated: October 17, 2025 and October 24, 2025