



City of Woodinville, Washington

**REQUEST FOR STATEMENT OF QUALIFICATIONS:  
FRA TRACK INSPECTION AND RAILROAD OPERATIONS CONSULTATION SERVICES**

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**Deadline: August 16<sup>th</sup>, 2017, 5:00pm PST**

**INTRODUCTION**

The City of Woodinville invites interest from qualified firms for the provision of rail inspection (per Federal Railroad Administration (FRA) standards) and related consultation regarding an active portion of the Eastside Rail Corridor located within the City and, as pertinent to City interests, located in neighboring jurisdictions (i.e., King and Snohomish County).

**PROJECT BACKGROUND AND SCOPE OF WORK**

The City purchased approximately 2.58 miles of the Eastside Rail Corridor (Mileposts 23.8 to 26.38) from the Port of Seattle in 2015, and assumed all rights and responsibilities granted its predecessor. The Corridor is utilized by Ballard Terminal Railroad to operate a freight-only railroad operation under agreement with Eastside Community Rail, holder of a freight easement within the Corridor. Both entities are subject to an Operation and Maintenance Agreement, now held by the City of Woodinville. Per the provisions of that O&M Agreement, the City desires to retain a qualified contractor to conduct a thorough inspection of the track, bridges and related appurtenances. Specific tasks may include, but are not limited to, the following:

- Inspection and reporting of condition of track, bridges and related appurtenances
- Estimation of cost to make necessary repairs to maintain current class standards
- Consultation with City Staff and/or representatives on various railroad related issues including operations and logistics

The selected firm should have experience in FRA track inspection procedures and extensive knowledge of railroad operations and logistics. Contractor will be responsible for coordinating access to track for inspection activities in the active freight areas with Ballard Terminal Railroad dispatchers.

**EVALUATION CRITERIA**

The City of Woodinville will evaluate proposals based on the following criteria:

- The firm's ability to perform the work;
- Demonstrated experience with similar projects;
- Demonstrated ability to keep projects on time and within budget;
- Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies;
- Skill level and experience of assigned staff to work with the City; and,
- Responsiveness to this request for qualifications.

The City of Woodinville reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Woodinville, and the respondents to this request have no appeal rights or procedures guaranteed to them.

**AGREEMENT FOR SERVICES:**

The selected firm will be expected to enter into a standard Professional Services Agreement through June 2018. The selected firm will have or be able to obtain a certificate of insurance, in the amount of \$1 million in commercial general liability insurance with an aggregate of \$2 million, with a policy endorsement which names the City of Woodinville as additional insured.

**APPROXIMATE TIMELINE**

July 26	RFQ Issued
<b>August 16</b>	<b>Statements Due</b>
August 16-31	Statement Review/Contract Negotiation
September 1	Contract Signed/Work to Commence

This schedule is tentative and may be changed based on the number of proposals submitted. Qualifications will be evaluated immediately with final selection targeted for mid-late August 2017.

The inspection and estimation work should be performed within 45 calendar days from Notice to Proceed unless otherwise agreed to by both parties. Duration of consultation work may be for a longer duration.

**SUBMITTAL PROCEDURE**

Qualified firms may submit a proposal via e-mail or U.S. mail, **due August 16, 2017 by 5:00 pm.** Submittals should include the firm's name and contact information, qualifications for each type of service the City is seeking, references, relevant project manager and personnel qualifications, and examples of previous projects. Proposals may be submitted via the following means:

Email: [BrandonB@ci.woodinville.wa.us](mailto:BrandonB@ci.woodinville.wa.us)

U.S. Mail: City of Woodinville  
17301 133<sup>rd</sup> Ave NE  
Woodinville, WA 98072

**QUESTIONS**

Questions about this proposal may be directed to Brandon Buchanan, City Manager, 425-877-2265, or [BrandonB@ci.woodinville.wa.us](mailto:BrandonB@ci.woodinville.wa.us). Copies of the RFQ may be obtained by visiting the City's website at [www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us).