

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
CITY OF FEDERAL WAY’S COMPREHENSIVE SAFETY ACTION PLAN**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from traffic engineers, planners and traffic safety professionals in connection with performing services for the City pursuant to Chapter 39.80 RCW. The City’s needs are outlined in the following Request for Statements (“Request”).

**II. TIME SCHEDULE**

The City will follow the following timetable:

Issue Request for Statements	November 25, 2024
Deadline for Submittal of Responses to Request	December 20, 2024 @ 4:00 PM
Selection of Firms to Interview	Target date: January 17, 2025
Interview Firms	Target date: January 28, 2025
Notify Firm Selected	Target date: February 3, 2025
Project Start	Target date: March 1, 2025
Project End	Target date: August 31, 2026

**III. INSTRUCTIONS TO PROPOSERS**

A. All Responses to Request for Statements shall be sent via email to:

Jason Kennedy, Senior Traffic Engineer  
City of Federal Way  
[PW.Bids@federalwaywa.gov](mailto:PW.Bids@federalwaywa.gov)

B. The subject line of the email shall identify the contents as “RFQ CITY OF FEDERAL WAY’S COMPREHENSIVE SAFETY ACTION PLAN.”

C. All SOQs must be received by **4:00 PM on December 20, 2024**, at which time they will be opened.

D. SOQs should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. The City will only be accepting an electronic (PDF) version via email with a 10 MB maximum size limit and a maximum page limit of **20** pages (not including references and resumes).

E. Jason Kennedy, Senior Traffic Engineer or representative will notify the firms selected for interview by the date listed in the Time Schedule above.

- F. Any questions concerning the City’s specifications or Request process shall be directed to Jason Kennedy, Senior Traffic Engineer via email only to [jason.kennedy@federalwaywa.gov](mailto:jason.kennedy@federalwaywa.gov).
- G. All SOQs must include the following information:
- Qualification of proposed project manager.
  - Familiarity of the USDOT Safe Streets and Roads for All (SS4A) Grant Program and its requirements.
  - The names of individuals from those firms who will be working on the project and their areas of responsibility.
  - Specific experience of individuals relative to the proposed project.
  - A proposed outline of tasks and project schedule, including the number of hours required to complete each task assuming an anticipated notice to proceed of February 2025.
  - References.

**IV. SELECTION CRITERIA**

The following factors will be used to evaluate your SOQ and determine whether your firm will be selected to commence negotiations with the City regarding any contract:

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the SOQ to the purpose and scope of services.	25%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	35%
3. Firm experience with federally funded projects.	15%
4. Experience of specific individuals assigned to perform the proposed work.	20%
5. References, key personnel.	5%

Total Criteria Weight

100%

Each SOQ will be independently evaluated on factors 1 through 5.

**V. TERMS AND CONDITIONS**

- A. The City reserves the right to reject any and all SOQs, and to waive minor irregularities in any SOQ.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the selection of the contractor.
- D. Any SOQ may be withdrawn up until the date and time set above for opening of the SOQ's. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the City the services described in the attached specifications, or until one or more of the SOQ's have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a SOQ by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this Request. A copy of the contract is available for review, and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this Request, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, Submitting, or presenting its response to the Request.
- G. The City, 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 will affirmatively ensure that 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.

- H. The City, 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 [jason.kennedy@federalwaywa.gov](mailto:jason.kennedy@federalwaywa.gov) or by calling 253.835.2744.

## VI. SCOPE OF SERVICES

### A. Background Information

In coordination with the Puget Sound Regional Council (PSRC), the City of Federal Way applied for, and was successfully awarded, federal Safe Streets and Roads for All (SS4A) funding to develop a comprehensive transportation safety action plan. With this funding, the City of Federal Way will complete the comprehensive safety action plan following the eligibility guidelines of the federal SS4A grant program.

### B. Scope of Work (SOW)

The general scope of work for this contract is expected to include the tasks in this section. Proposers are expected to be familiar with the requirements of the USDOT SS4A program and compliance requirement for comprehensive safety action plans. Proposers are also expected to be familiar with the [Safe Systems Approach and Vision Zero principles](#).

The general scope of work for this contract will include the following tasks:

#### **Task 1 – Project Management and Coordination**

The consultant will organize, manage, and coordinate the services required to perform the scope of work. The consultant will provide project management to facilitate efficient progress on the project and will maintain ongoing, clear communication with City staff.

#### **Task 2 – Equity Consideration and Public Engagement**

The consultant will conduct a quantitative review of equity data and prepare a brief technical memorandum comparing the data with the goal of identifying a quantitative equity analysis approach that meets the needs of the region and responds to USDOT guidance to ensure that the region is competitive for funding.

The Comprehensive Safety Action Plan (CSAP) Outreach Program will use a multi-faceted approach to engage a broad representation of the community's population and interests. The purpose of the CSAP Outreach Program is to incorporate public input into the Plan through detailed and specific communications and engagement efforts.

#### **Task 3 – Safety Data Collection and Analysis**

Assess the existing safety conditions including the policies and programs influencing safety outcomes. The consultant will also work with the City to complete the SS4A Self-Certification Eligibility Worksheet and work with City staff to conduct a gap analysis of the City's existing Local Road Safety Plan. This task will build the framework for the actions and strategies identified in the CSAP with the ability to actively review data over time including effectiveness

of implemented projects and programs (such as a “Tracking Database”).

**Task 4 – Conduct Policy Review and Recommend Updates**

Assess how current policies, plans, and guidelines prioritize safety and potential opportunities for improvement.

**Task 5 – Project Selection**

Identify a comprehensive set of projects and strategies to address safety issues identified through public feedback, safety analyses, and the City’s input.

**Task 6 – Comprehensive Safety Action Plan (CSAP)**

The consultant, in collaboration with the City, will prepare the CSAP.

The CSAP will be consistent with the following:

- Washington State Target Zero Plan to maintain alignment with the overarching State Strategic Highway Safety Plan
- Safe Streets and Roads for All (SS4A) Action Plan Requirements to ensure eligibility for future SS4A Implementation Grants.

**6.1 Develop Target Goal**

The consultant will incorporate findings from previous data analysis and public engagement tasks to determine the overall vision, potential interim goals to meet that vision, high-level safety focus areas, and strategies/actions to meet the overall goals and focus area-specific goals.

The consultant, in collaboration with the City, will assist in obtaining an official public commitment from the City Council to a vision of zero fatalities or serious injuries in the region. The consultant will draft first version of written commitment document for City to review and edit for final draft.

**6.2 Develop Draft and Final CSAP**

The consultant will incorporate all elements of this task into a First Draft CSAP that meets the requirements of SS4A. Upon receipt of comments on the Draft Final Plan from City staff, the consultant will incorporate those and prepare the Final CSAP.

**VII. COMPENSATION**

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City may select another firm.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set

forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

C. The City anticipates awarding a Cost Plus Fixed-Fee contract.

**VIII. PUBLICATION**

This Request shall be published as follows:

Name of Publication:	Dates:
Daily Journal of Commerce	November 25, 2024, December 2, 2024
Federal Way Mirror	November 29, 2024, December 6, 2024