

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
ON-CALL STORMWATER ENGINEERING SERVICES**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from Stormwater Engineering Firms 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	January 17, 2025
Deadline for Submittal of Responses to Request	February 7, 2025 – 3pm
Selection of Firms to Interview	February 14, 2025
Interview Firms	February 2025
Notify Firm Selected	February 2025

III. INSTRUCTIONS TO PROPOSERS

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

Cole Elliott, P.E., Development Services Manager
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835-2730

B. Please place three (3) copies of your Statement of Qualifications (“SOQ”) and performance data in a sealed envelope and clearly label in the lower left corner “Statement of Qualification for On-Call Stormwater Engineering Services.” No faxed or telephone statements will be accepted.

C. All SOQs must be received by 3:00 p.m. on February 7, 2025, 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. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.

- E. The Cole Elliott, P.E., Development Services Manager or representative will notify the firm selected by February 14, 2025.
- F. Any questions concerning the City’s specifications or Request process shall be directed to Cole Elliott, P.E., Development Services Manager.
- G. All SOQs must include the following information:
 - 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, products and project schedule, including the number of hours required to complete each task or product.
 - The hourly labor charge rate of personnel you anticipate will be working on any public contract.
 - 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.	40%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	50%
3. References, key personnel.	<u>10%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors 1 through 3.

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 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 as defined at 49 CFR Part 26 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.
- 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 PW-Admin@federalwaywa.gov or by calling 253-835-2700.

VI. SCOPE OF SERVICES

Contract shall commence on March 1, 2025 for a two-year term unless otherwise amended.

On-Call Stormwater Review Services: The selected firm must be a Washington State professional engineering company. Typical services that may be requested under this on-call contract include, but are not limited to, the following:

- Stormwater design plan review in conformance with the *King County Surface Water Design Manual* (KCSWDM) and the City's addendum to that manual.
- Provide site civil design review in conformance with City of Federal Way *2024 Design and Construction Standards*.

On-Call Inspection Services: The selected firm must have a thorough knowledge and understanding of engineering plans, contract documents and specifications, and inspection best practices. The selected firm will be responsible to meet the following requirements:

- Conducting a thorough and professional inspection of the work.
- Inspector(s) must possess strong verbal and written communication skills.
- Inspector(s) must display the ability to cooperate with and coordinate activities with outside agencies assisting in the matters related to the work.
- Inspector(s) must identify violations, deficiencies, or discrepancies in installation or existing conditions at the time of the inspection.
- Inspector(s) must create a written record, detailing daily activities including any issues found at the time of inspection and documentation of all actions necessary to gain compliance. Basic report writing including English usage, spelling, punctuation, and grammar are necessary.
- Inspector(s) must have knowledge of the procedures for conducting and documenting civil inspections. The individual or firm must be familiar with local, state and national statutes, standards and regulations related to civil inspections and permit requirements for the City of Federal Way.
- Inspector(s) shall provide their own transportation, all safety outfits & equipment, cell phone, digital camera, iPad for inspection tracking, and associated work activities.

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.

VIII. PUBLICATION

This Request shall be published as follows:

Name of Publication:

Dates:

Daily Journal of Commerce
Federal Way Mirror

January 17 & January 24, 2025
January 17 & January 24, 2025