

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
PACIFIC HIGHWAY (SR99) – South City Limits to Weigh Station**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from engineers 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	<i>February 11, 2022</i>
Deadline for Submittal of Responses to Request	<i>March 4, 2022</i>
Selection of Firms to Interview	<i>March 15, 2022</i>
Interview Firms	<i>March 22, 2022</i>
Notify Firm Selected	<i>March 25, 2022</i>

III. INSTRUCTIONS TO PROPOSERS

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

John Cole, Capital Engineer
City of Federal Way
PW_Bids@cityoffederalway.com
(253) 293-9785 (cell)

B. A pre-submittal meeting will be held via Zoom on February 22, 2022, – from 3 pm to 4 pm.).

I. You are invited to a Zoom webinar.

When: Feb 22, 2022 03:00 PM Pacific Time (US and Canada)

Topic: Pre-Submittal Meeting - SR99@373rd RAB

Please click the link below to join the webinar:

<https://cityoffederalway.zoom.us/j/95558067178?pwd=aUg3ZTZSVjhGQTRpeW1kN3gwMXpQUT09>

Passcode: 526084

Or One tap mobile :

US: +12063379723,,95558067178# or +12532158782,,95558067178#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 206 337 9723 or +1 253 215 8782 or +1 213 338 8477 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 955 5806 7178

International numbers available:

<https://cityoffederalway.zoom.us/j/95558067178>

- C. All Statement of Qualifications (“SOQ”) shall be submitted electronically in PDF format to PW_Bids@cityoffederalway.com with the subject: “Statement of Qualification for State Route 99 at S 373rd St Roundabout Support Services.” No faxed or telephone statements will be accepted.
- D. All SOQs must be received by 3:00 pm on March 4, 2022, at which time they will be opened.
- E. SOQs should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- F. John Cole, Capital Engineer or representative will notify the firm selected by March 25, 2022.
- G. Any questions concerning the City’s specifications or Request process shall be directed to John Cole, Capital Engineer via email only to john.cole@cityoffederalway.com.
- H. 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.	30%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	30%
3. Approach to working in a support role understanding the City's goal is to complete the civil engineering design in-house.	30%
4. <u>References, key personnel.</u>	10%
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors 1 through 4.

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 an 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.

VI. SCOPE OF SERVICES

The City intends to complete the design of this project with in-house engineering staff. However, the City has a need for support service engineering, including traffic analysis, Washington State Department of Transportation (WSDOT) Channelization Plan and Basis of Design documentation, Quality Assurance/Quality Control (QA/QC) of the roundabout and roadway design, and related professional support services, including environmental documentation, right-of-way services, geotechnical, and construction management for the State Route 99 at S 373rd St Roundabout Project. More specifically, this project will include a 2-lane roundabout, median control, Hot Mix Asphalt (HMA), storm drainage, street lighting, signage, striping and pavement markings, pedestrian crossing, utility relocation/replacement as necessary.

The Transportation Improvement Board (TIB) grant application and preliminary layout is available for review on the city website at www.cityoffederalway.com/bids.

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

February 11, 2022; February 18, 2022

Federal Way Mirror

February 11, 2022; February 18, 2022

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