

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS**

**2022-2023 ON-CALL STRUCTURAL AND STORMWATER SERVICES**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from engineering 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”). Submitting firms are not required to provide all services. The City prefers to contract with multiple consultants directly versus having requested services sub-consulted or sub-contracted out.

**II. TIME SCHEDULE**

The City will follow the timetable below:

Issue Request for Statements	10/22/2021
Deadline for Submittal of Responses to Request	11/12/2021
Selection of Firms to Interview	on going/as needed
Interview Firms	on going/as needed
Notify Firm Selected	on going/as needed

**III. INSTRUCTIONS TO PROPOSERS**

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

[pw.bids@cityoffederalway.com](mailto:pw.bids@cityoffederalway.com)

B. Please submit one electronic version (PDF) of your Statement of Qualifications (“SOQ”) and performance data to the email listed in III.A. with “Statement of Qualification for On-Call Professional Services, 2022-2023” written in the email subject line. No faxed or telephone statements will be accepted.

C. All SOQs must be received by 11/12/2021 by 1 p.m. 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. Emphasis should be on completeness and clarity of content. Total file size of RFQ shall be less than 10.0 MB.
- E. The Development Services Manager or representative will notify the firm selected no later than 11/19/2021.
- F. Any questions concerning the City’s specifications or Request process shall be directed to Cole Elliott, P.E., Development Services Manager via email at [cole.elliott@cityoffederalway.com](mailto:cole.elliott@cityoffederalway.com).
- G. All SOQs must include the following information:
- Cover letter clearly indicating what services your firm can provide. The City prefers to contract with multiple consultants directly versus having requested services sub-consulted or sub-contracted out.
  - Qualification of Proposed Project Manager.
  - 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.
  - Familiarity with City of Federal Way and WSDOT standards.
  - 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. Experience of specific individuals assigned to perform the proposed work. The City prefers to contract with multiple consultants directly versus having requested services sub-consulted or sub-contracted out.	30%
4. References.	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 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, sex or in consideration for an award.

## VI. SCOPE OF SERVICES

The City has a need for engineering professional services including structural plan review, on-call service in structural inspection, stormwater plan review, construction administration, and construction inspection for 2022 and 2023. Projects needs may vary from complete A&E services and construction management support, to construction inspection only.

**On-call Stormwater Review:** The selected firm must have on staff Washington State licensed civil engineer(s) and construction inspector(s) with experience in the following:

- Experience in Master Drainage Plans review or preparation.
- Experience in design review of stormwater improvements in conformance with the latest edition of the *King County Surface Water Design Manual* (“KCSWDM”).

**On-call Structural Review:** The City has a need for a firm certified to provide structural review services including:

- Underground vaults.
- Retaining walls.
- Damaged structures inspection.

### **On-Call Construction Administration and Inspection**

- Ability to provide construction administration services including review of submittals, verification of materials, utility coordination, and other related items.
- Ability to provide construction inspection services.
- Certification in Construction Erosion and Sediment Control Lead (“CESCL”).

## 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	October 22, 2021 & October 29, 2021
Federal Way Mirror	October 22, 2021 & October 29, 2021