

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
COLD CREEK CULVERT REPLACEMENTS AND CHANNEL STABILIZATION**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from architects and 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	May 15, 2020
Pre SOQ Response Meeting	June 4, 2020 1:30 PM
Deadline for Submittal of Responses to Request	June 19, 2020 5:00 PM
Selection of Firms to Interview	July 13, 2020
Interview Firms	August 5, 2020
Notify Firm Selected	August 20, 2020
Anticipated Notice to Proceed	October 5, 2020

**III. INSTRUCTIONS TO PROPOSERS**

A. A non-mandatory, virtual pre-submittal meeting will be held through zoom on Thursday, June 4, at 1:30 p.m. City project staff will be on hand to provide a brief overview of the project and answer questions. The City requests that all project-specific questions be emailed in advance or held until this meeting. Those interested in attending the meeting shall email details to the Capital Engineer to receive a meeting invite or login to the meeting using the following information:

Join Zoom Meeting

<https://us02web.zoom.us/j/89913575037?pwd=OEgzbCtZWU5EZzl6QUFQdDZadDdNQOT09>

Meeting ID: 899 1357 5037

Password: 6qJzea

One tap mobile

+12532158782,,89913575037#,,1#,649525# US (Tacoma)

+13462487799,,89913575037#,,1#,649525# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)  
+1 669 900 6833 US (San Jose)  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)

Meeting ID: 899 1357 5037

Password: 649525

Find your local number: <https://us02web.zoom.us/j/89913575037>

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

Kent Smith, P.E., Senior Capital Engineer  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-2720

C. All SOQs must be received by the Deadline for Submittal of Responses to Request detailed in II, Time Schedule. No faxed, or telephone submittals will be accepted. Provide one electronic version (PDF) on a USB flash drive in a sealed envelope.

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 Capital Engineer or representative will notify the firm selected by the date indicated to Notify Firm Selected as shown in II, Time Schedule.

F. Any questions concerning the City's specifications or Request process shall be directed to Kent Smith, P.E., Senior Capital Engineer.

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.
- Proposed schedule.
- 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.	25%
3. Firm experience with grant application, successful award, documentation, and completion.	15%
4. Firm experience with environmental permitting, including JARPA, DOE, and WDFW permitting experience	25%
5. References, individual experience.	<u>10%</u>
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 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 has need for a feasibility investigation and alternatives analysis including architectural and engineering and related professional services including survey, design, geotechnical, environmental documentation, right-of-way and/or easement services, and construction management for the Cold Creek Culvert Replacements and Channel Stabilization project. The project includes a sequence of projects for the Marine Hills culvert downstream of SR 509 near the Marine Hills pool and the SR 509 Culvert that address upstream erosion and scour issues, install grade controls and channel stabilization downstream, and evaluate options to replace or daylight the culvert under Marine Hills pool, (the portion of culvert under Marine Hills pool shall be design only unless a permanent easement is obtained). The proposed project is a phased project with the initial phase to perform the feasibility and alternatives analysis including identification and application for grant funding followed by subsequent phases of design, permitting, and construction. The feasibility investigation shall include hydrologic modeling, geomorphic analysis, review of permit requirements, public participation including a neighborhood meeting to discuss proposed options, consultation with agencies and tribes, conceptual design, cost estimating, and identification and application of grant funding.

## **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:
Tacoma News Tribune	<u>5/15/2020 &amp; 5/22/2020</u>
Federal Way Mirror	<u>5/15/2020 &amp; 5/22/2020</u>

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