

CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
A&E PROFESSIONAL SERVICES FOR
ON-CALL AGREEMENTS

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	28-February-2025
Deadline for Submittal of Responses to Request	14-March-2025
Interview Firms if needed	March 2025

III. INSTRUCTIONS TO PROPOSERS

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

Cole Elliott, P.E., Development Services Manager
City of Federal Way
Cole.Elliott@cityoffederalwaywa.gov

B. All proposals must be clearly labeled in the subject line with “On-Call Professional Services SOQ” No faxed, hard copy, or telephone statements will be accepted. The maximum file size that can be accepted via email is 10.0 MB.

C. All SOQs must be received by 3:00 p.m. on 14-March-2025.

D. Any questions shall be directed to Cole Elliott, P.E., Development Services Manager, via email at cole.elliott@cityoffederalwaywa.gov no later than one (1) week prior to the submittal deadline.

E. All SOQs must be submitted as a single PDF document and shall be comprised of the following:

- **Cover Letter (1-page maximum):** Clearly indicate what services your firm can provide and for which projects / on-call services you want to be considered for.
- **General firm/team background & introduction (2-page maximum)**
- **Key Personnel (3-page maximum):** The names of key personnel proposed to work on the project(s) and their experience/qualifications. Construction inspection services, please include familiarity of proposed inspector(s) with the Headlight inspection software. Also provide familiarity with KCSWDM, and WSDOT / FHWA standards. Highlight availability of key personnel for projects that have schedules listed.

- **References (1-page maximum):** Provide the name, phone number, and email for three references. Include a description of project/work completed for reference (no more than 3-4 sentences) and list the specific role of proposed key personnel in completing work for reference.

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:

Cover Letter	15%
General Firm/Team Background	15%
Key Personnel	50%
References	<u>20%</u>
	100%

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 contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages, or (4) disqualifying the contractor from future bidding as non-responsible.

VI. SCOPE OF SERVICES

The City has a need for architectural and engineering, and related professional services including survey, design, environmental documentation, and construction management and inspection for various projects, as well as on-call services. The projects and on-call contracts needing the abovementioned services include the following:

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:

Daily Journal of Commerce	28 February & 7 March 2025
Federal Way Mirror	28 February & 7 March 2025