

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
BPA TRAIL – CITY CENTER EXTENSION**

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 anticipates the following timetable:

Issue Request for Statements	August 8, 2025
Deadline for Submittal of Responses to Request	August 29, 2025
Selection of Firms to Interview	September 2025
Interview Firms	September/October 2025
Notify Firm Selected	October 2025

III. INSTRUCTIONS TO PROPOSERS

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

John Cole, Civil Engineer
City of Federal Way
John.Cole@FederalWayWA.gov

B. All Statement of Qualifications (“SOQ”) must be emailed with the subject line clearly labeled with “SOQ for BPA Trail – City Center Extension.” 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 August 29, 2025.

D. Any questions shall be directed to *John Cole, Civil Engineer* via email at John.Cole@FederalWayWA.gov no later than three working days prior to the submittal deadline.

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

- **Cover Letter (1 page maximum):** Clearly indicate what services your firm can provide and which project(s) you want to be considered for.

- **General firm/team background & introduction (2 page maximum):** Provide a general background communicating the experience of the firm/team in general and the scope of services they typically provide.

Key Personnel (3 page maximum): The names of key personnel proposed to work on the project(s) and their experience/qualifications. Provide past projects similar in scope that key personnel worked on and discuss the past performance. Provide familiarity with WSDOT / FHWA standards. Highlight availability of key personnel and ability to meet proposed schedule.

- **References (1 page maximum):** Provide a current contact name and phone number for three references. Include a brief 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 participate in an interview process and/or commence negotiations with the City regarding any contract:

Firm Experience & In-House Expertise	20%
Key Personnel	20%
Ability to Meet Schedule	15%
Past Performance	15%
Familiarity with WSDOT/FHWA Standards	10%
DBE Approach and Commitment	10%
References	<u>10%</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 consultant.
- C. The City reserves the right to award any contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after the selection of the consultant.
- 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 the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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 John.Cole@FederalWayWA.gov or by calling 253-835-2718.

VI. SCOPE OF SERVICES

Please note that there has been a 16% Consultant DBE Goal assigned by WSDOT for the design/consultant phase of this project.

The City has a need for architectural and engineering, and related professional services including survey, design, geotechnical, environmental documentation, right-of-way services, and construction management for the BPA Trail – City Center Extension Project. More specifically, this project will construct a paved/concrete non-motorized path along the north side of S 324th and the west side of 23rd Ave S including pedestrian scale lighting, crossing improvements, landscape/hardscape buffer and associated storm drainage. Curb and sidewalk removal and relocation and roadway restriping to remove on-street bike lanes required.

This project involves Federal Funding, as such the project will follow the WSDOT Local Agency Guidelines to ensure eligibility for grants are maintained in all phases of the work including NEPA and right-of-way requirements.

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. This portion will be Cost plus fixed fee contract for the solicited services per LAG Manual 31.12A (3).
- 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:
Federal Way Mirror	<u>8/8/25, 8/15/25</u>
Daily Journal of Commerce	<u>8/8/25, 8/15/25</u>