

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
PROJECT #34301: COLD CREEK PHASE 1 - UNMAPPED CULVERT REPLACEMENT**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from architects, engineers and related professional services 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 15, 2025
Deadline for Submittal of Responses to Request	September 5, 2025
Selection of Firms to Interview	Sept/Oct 2025
Interview Firms	October 2025
Notify Firm Selected	October 2025

III. INSTRUCTIONS TO PROPOSERS

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

Charskie Kinloch, EIT, Civil Engineer
City of Federal Way
charskie.kinloch@federalwaywa.gov

B. All Statement of Qualifications (“SOQ”) must be emailed with the subject line cleared labeled with “SOQ for #34301: Cold Creek Phase 1 – Unmapped Culvert Replacement” 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 *September 5th @ 10:00am*

D. Any questions shall be directed to *Charskie Kinloch, EIT, Civil Engineer* via email at charskie.kinloch@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 for similar projects. 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/Team Experience	20%
Key Personnel	30%
Ability to Meet Schedule	15%
Past Performance	15%
Familiarity with WSDOT/FHWA Standards	10%
References	10%
	<hr/> 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 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 *charskie.kinloch@federalwaywa.gov* or by calling (253)-388-3503.

VI. SCOPE OF SERVICES

The City has a need for engineering and related professional services including survey, design, and environmental documentation/permitting for the 34301: Cold Creek Phase 1 – Unmapped Culvert Replacement project. Construction management & inspection services may also be amended to the consultant contract based on the needs of the City at the time of construction.

The goal of this project is to provide improved fish passage; enhance fish habitat; stabilize the stream channel; reduce flood risks; repair or replace damaged culverts; and reduce City maintenance requirements (such as sediment removal). This Cold Creek Phase 1 project consists of:

- (1) Replacement of the “unmapped culvert”
- (2) Improvements to the northern half of “Reach #3”
- (3) Improvements to “Reach #4”

A basin study was previously completed and is available for reference, along with a basin map, at:

<https://www.federalwaywa.gov/page/cold-creek-culvert-replacements-and-channel-stabilization>

The Design phase (including environmental permitting) is scheduled to be completed in 2025-2027. The City intends for construction to occur in either 2027 or 2028 (depending on permitting).

The design phase will be funded by City funds or other non-federal sources.

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. The City anticipates to contract for the solicited services with a Cost-Plus Fixed Fee agreement. In order to receive payment, the selected firm must submit on a monthly basis a voucher or invoice in the form specified by the City, including a description of what Services have been performed, the name of the personnel performing such Services, and any hourly labor charge rate for such personnel, along with a final bill upon completion of all Services. Payment shall be made on a monthly basis by the City only after the Services have been performed and within thirty (30) days following receipt and approval by the appropriate City representative of the voucher or invoice. If the Services do not meet the requirements of this Agreement, the Contractor will correct or modify the work to comply with the Agreement. The City may withhold payment for such work until the work meets the requirements of the Agreement.

VIII. PUBLICATION

This Request shall be published as follows:

Name of Publication:	Dates:
<u>Daily Journal of Commerce</u>	August 15, 2025
<u>Federal Way Mirror</u>	August 15, 2025