

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
A&E PROFESSIONAL SERVICES FOR
PACIFIC HIGHWAY NON-MOTORIZED TRAIL PH 3 &
CONSTRUCTION INSPECTION**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data 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	May 15, 2026
Deadline for Submittal of Responses to Request	June 5, 2026 (by 5:00 pm)
Selection of Firm(s) to Interview	June 2026
Interview Firm(s)	June 2026
Notify Firm(s) Selected	June 2026

III. INSTRUCTIONS TO PROPOSERS

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

Jonathan Strong, Civil Engineer
City of Federal Way
Jonathan.Strong@FederalWayWA.gov

B. All Statement of Qualifications (“SOQ”) must be emailed with the subject line clearly labeled with “SOQ for Pac Hwy Trail Ph 3” or “SOQ for Construction Inspection”. 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. Any questions shall be directed to Jonathan Strong, Civil Engineer via email at Jonathan.Strong@FederalWayWA.gov no later than three business days prior to the submittal deadline.

D. A maximum of two SOQ’s may be submitted per company. One for the Pacific Hwy Trail Ph 3 and one for Construction Inspection Services. 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 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/certifications. 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	30%
Ability to Meet Schedule	20%
Past Performance on Similar Projects	10%
Familiarity with WSDOT/FHWA Standards	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 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 jonathan.strong@federalwaywa.gov or by calling 253-835-2753.

VI. SCOPE OF SERVICES

The City plans to select multiple consultants – one for the Pacific Hwy Non-Motorized Trail Phase 3 project and one or more for construction inspection services for the various projects listed.

Pacific Highway Non-Motorized Trail Phase 3 – S 288th St to N City Limits

The City has a need for architectural and engineering, and related professional services including survey, design, geotechnical, structural, environmental documentation, and right-of-way acquisition services for the Pacific Highway Non-Motorized Trail Phase 3 Project. The City may elect to amend the consultant agreement to include construction management and/or inspection services at a later date.

This project will construct a non-motorized corridor (mostly) parallel to Pacific Highway S from S 288th St to north city limits (S 279th Pl). The non-motorized corridor

will consist of a combination of shared use path and greenway/bike boulevard improvements. The shared use path will run adjacent to 16th Ave S until 15th Ave S where it will transition into a greenway through the neighborhood. There will be significant retaining walls and property acquisition necessary for this project.

The City plans to start design in 2026.

This is a federally funded project. There is a consultant FSBE Goal of 10% for the design phase.

Construction Inspection Services

The City has a need for construction inspection services on several federally funded transportation projects and potentially on other city funded projects as well. The City may select one or more companies to provide inspection services for the projects listed below.

The City will be providing Construction Management services in-house. The consultant construction inspector(s) will report to the City's Project Manager. FSBE Goal determination is currently under review by WSDOT for these federally funded construction inspection services. Please indicate your firm's ability to meet a FSBE goal if one is assigned.

The construction inspector(s) shall:

- Be certified as a WSDOT certified construction inspector.
- Provide an iPad and be proficient in using the device.

It is preferred that the selected construction inspector(s) shall:

- Be experienced with Headlight Inspection software.

Projects may include:

- **21st Ave SW Preservation Project (SW 320th St to SW 339th St)** – An asphalt preservation (overlay) project with pedestrian push button modifications and curb ramp replacements to meet current ADA standards. Construction is planned to start in June 2026. There are 80 working days planned for this project. The City anticipates needing full-time construction inspection. This is a federally funded project.
- **S 320th St Preservation Project (1st Ave S to SR-99)** – An asphalt preservation (overlay) project with pedestrian push button modifications and curb ramp replacements to meet current ADA standards. Construction is planned to start in May 2026. There are 70 working days planned for this project. The City is interested in construction inspection services to supplement existing City inspector as needed. This is a federally funded project.
- **High Friction Surface Treatments** – Construction of a high-friction surface treatment on curves at six locations throughout the City. Construction is

planned to start in summer 2026 (pending warm & dry weather). There are 17 working days planned for this project. The City anticipates needing full-time construction inspection. This is a federally funded project.

- **Other City Funded Projects** – There is the potential that construction inspection services will be needed to supplement City staff. These projects are funded with local funds or other grant sources such as TIB. There would not be federal funds for these projects. Such projects may include: S 288th St Road Diet Phase 2 (remaining signal work); City Center Greenway; 2025 Overlay (remaining work).

VII. COMPENSATION

- A. Upon selection of the most qualified firm(s) 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(s) selected, negotiations with the firm/firms will terminate and the City may select another firm/firms. This Contract is for A&E Services.

- 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	15-May-2026 & 22-May-2026
Federal Way Mirror	15-May-2026 & 22-May-2026