

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
SW KING COUNTY REGIONAL TRAIL PLAN**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from planners 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	<i>January 10, 2022</i>
Deadline for Submittal of Responses to Request	<i>January 31, 2022</i>
Selection of Firms to Interview	<i>February 2022</i>
Interview Firms	<i>February 2022</i>
Notify Firm Selected	<i>February 2022</i>

III. INSTRUCTIONS TO PROPOSERS

A. All Responses to Request for Statements shall be sent via email to:

Jason Kennedy, Senior Traffic Engineer
City of Federal Way
PW.Bids@cityoffederalway.com

B. The subject line of the email shall identify the contents as “RFQ SW KING COUNTY REGIONAL TRAIL PLAN.”

C. All SOQs must be received by **4:00 PM on January, 31 2022**, at which time they will be opened.

D. SOQs should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. The City will only be accepting an electronic (PDF) version via email with a 10 MB maximum size limit and a maximum page limit of **15** pages (not including references and resumes).

E. Jason Kennedy, Senior Traffic Engineer or representative will notify the firms selected for interview by the date listed in the Time Schedule above.

F. Any questions concerning the City’s specifications or Request process shall be directed to Jason Kennedy, Senior Traffic Engineer via email only to jason.kennedy@cityoffederalway.com.

G. 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 Request for Statement of Qualifications can be made available in an alternate format by emailing Jason Kennedy, Senior Traffic Engineer at jason.kennedy@cityoffederalway.com or by calling 253-835-2744.

H. All SOQs must include the following information:

- Qualification of proposed project manager.
- Familiarity with WSDOT/FHWA trail standards.
- 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.
- A proposed outline of tasks and project schedule assuming an anticipated notice to proceed for February 2022.
- 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.	20%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	40%
3. Firm experience with federally funded projects.	15%
4. Experience of specific individual assigned to perform the proposed work.	20%
5. References	<u>5%</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.
 - A. 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

General Introduction

In reviewing all regional trail and non-motorized plans for King County, Federal Way, Des

Moines, Auburn, and Kent, there is a large gap in the trail system providing connectivity between southwest King County to north and east King County as well as to Pierce County. With the extension of the light rail to South King County and Pierce County and anticipated growth within the designated urban growth centers, it is imperative to provide a multi-modal approach to accommodating travel to and through the area. The City of Federal Way was awarded funding through Puget Sound Regional Council (PSRC) to conduct a planning level study for a trail network in Southwest King County to help address the identified gaps and needs. The City is seeking a consultant to help develop this SW King County Trail Plan. The consultant selected for this project will accomplish the following tasks as outlined in the Scope of Work (SOW) below to develop this plan.

Scope of Work (SOW)

Task 1 – Project Management and Coordination

In this task, the consultant will organize, manage, and coordinate the services required to perform the scope of work. The consultant will provide project management to facilitate efficient progress on the project and will maintain ongoing, clear communication with the City and partnering agencies.

1.1 Kickoff meeting

The consultant will facilitate a kick-off meeting to review the scope of work, confirm the goals and limits of the project, set a schedule, discuss critical issues, and discuss the project's purpose and need. The consultant will prepare meeting notes summarizing the meeting and propose a draft purpose and need statement.

1.2 Ongoing communication with Project Manager

Ongoing communication includes email and phone correspondence. All project management meetings will be done via phone or virtual platform unless scheduled with other in-person meetings. Brief monthly project management check-in calls will be scheduled with the City.

Meetings:

- Kick-off meeting
- Monthly calls

Task 1 Deliverables:

- Kickoff Meeting agenda and notes, including draft purpose and need statement
- Monthly invoices and progress reports on task completion and budget status

- Brief monthly project management phone calls to discuss project progress and issues, with agenda and action items

Task 2 – Develop Baseline and Planned Trail Network and Land Use Maps

In this task, the consultant will develop the baseline and planned trail network and land use maps from existing planning and land use documents and stakeholder interviews.

The GIS maps will be developed in an ESRI Geodatabase and provided to city upon completion of the project.

2.1 Review Existing Planning Documents

The consultant will gather and review plans and studies to document the project’s compatibility with other planning initiatives. The relevant planning and project plans include, but are not limited to:

- City of Federal Way Comprehensive Plan
- City of Federal Way Bicycle and Pedestrian Master Plan
- City of Federal Way existing and planned non-motorized project plans
- Other SW King County agency’s planning documents (King County, Pierce County, Des Moines, Tacoma, Kent, Milton, Pacific, Algona, Auburn)
- PSRC Active Transportation Plan
- WSDOT Active Transportation Plan

2.2 Review Existing Land Use Information

The consultant will gather and review existing land use information and documentation from jurisdictions within the Southwest King County area.

2.3 Conduct Stakeholder Interviews

The consultant will conduct interviews with up to 8 jurisdictions and up to 3 transit agencies that are within the Southwest King County region. A summary of interview notes will be developed and provided to the City.

2.4 Existing and Planned Trail Network and Land Use Map Development

The consultant will work with City and participating agency staff to create an existing conditions map of the biking and off-road trail networks, existing and planned regional transit routes, and land use in Southwest King County. The consultant will prepare a base map based on the information gathered in Tasks 2.1 through 2.3. The GIS maps will be developed in an ESRI Geodatabase and provided to the City upon completion of the project.

Task 2 Deliverables:

- Stakeholder Interview Notes and Summary
- GIS map of Baseline and Planned Trail Network
- GIS map of Baseline and Planned Land Uses and Transit Network

Task 3 – Steering Committee

The City will identify members of and assemble the steering committee to include a representative from each neighboring jurisdiction, WSDOT, PSRC, and trail advocacy groups such as the Cascade Bicycle Club. The consultant, along with the City will work with the Committee members to help guide the planning process. It is anticipated that the first meeting with the committee will serve as the kick-off meeting for the project. The consultant will be responsible for preparing presentation materials. The consultant will attend up to six (6) steering committee meetings.

Task 3 Deliverables

- Meeting Materials

Task 4 – Public Outreach

Engagement for the Plan will include working with the general public, key stakeholders, and the project steering committee composed of organizations and individuals with a special interest in the plan outcomes. The goal will be to solicit a broad range of input and develop support for the plan recommendations.

4.1 Engagement Plan

The consultant, in coordination with the City, will develop a brief Community Engagement Plan (CEP), which will include work with a steering committee made up of key stakeholders and organizations the City will partner with to reach a broad and representative group of residents.

The plan will include strategies to ensure inclusive and equitable engagement of the full community. The CEP will state initial goals, messages, events and engagement tools (in-person and virtual Open Houses, maps, social media), a schedule, and an approach to public noticing of events. The consultant will attend and facilitate up to two (2) in-person open houses and two (2) virtual open houses.

It is anticipated that there will be two engagement phases: first, a presentation and confirmation of existing conditions and project goals, and second, a sharing of draft recommendations.

Feedback will be gathered in both phases. The final plan (reviewed and vetted by the City) will be shared publicly, but public feedback will not be solicited. Materials provided for outreach and steering committee presentations will be developed through Task work or otherwise intended for the final Plan document.

4.2 Engagement Event

For Phase 1 of the engagement, community members will be invited to provide input on what types of improvements they feel are needed to make the Southwest King County area more accessible and comfortable to bike. One in-person open house and one interactive online open house early in the project will be held to gather input on needed connections from the public. The consultant will be responsible for all meeting materials. For Phase 2 of the engagement, the

bike trail network plan will be posted to the City website for review, and the community will be asked to help provide feedback of the proposed connections / alignments.

4.3 Input and Engagement Summary

The feedback from the steering committee and engagement events will be recapped and summarized into a report or memo, describing how the input informed the plan recommendations.

Task 4 Deliverables

- Community Engagement Plan (including mailings, social media notices)
- Meetings with Steering Committee
- Develop engagement event materials (in-person and on-line open houses)
- Report summarizing community input

Task 5 – Preliminary Design / Draft Plan

In Task 5, the consultant will develop a draft trail network for up to 5 routes at approximately 3 miles long for each, using the data collected and analyzed during the previous tasks, as well as input received from the Steering Committee and the public via engagement opportunities. The draft trails network, with specific facilities recommendations, will respond to identified barriers, gaps, needs, and opportunities. The draft network will be vetted first with City staff, then, after any needed revisions, with the Steering Committee and the wider community during Phase 2 of the engagement effort.

5.1 Right of Way Survey

The consultant will conduct a right-of-way (ROW) survey to identify potential issues or constraints associated with potential alignments near private property. The consultant should plan on the possibility of holding a limited number of meetings with potential impacted property owners.

5.2 Walking Routes

As part of the planning of the design work, the consultant will walk the potential trail routes (estimate up to 5 routes at approximately 3 miles long for each) and conduct other related field visits to verify reported issues, take photographs, and investigate challenges and opportunities.

5.3 Aerial Survey and Map

The consultant will conduct an aerial survey and develop maps based on the survey results.

Task 5 Deliverables

- Preliminary Trail Network Design (approximately to 5% design)
- Aerial Survey and Map
- ROW Survey Results
- Property Owner Meeting Notes

Task 6 – Develop Final Recommendations / Report

The consultant will gather all input received on the draft network and convene a meeting with the City staff and Steering Committee to discuss and finalize recommendations. Once the network has been finalized, planning level cost estimates will be prepared, and each recommendation will be assigned priority and feasibility ratings. Input from Phase 2 of the engagement will also be incorporated into the final recommendations.

6.1 Assemble the Technical Report

In Task 6, the consultant will compile all task findings, maps, analyses, and data into a draft report that summarizes project outcomes. The report will describe the study process and document the collaboration that took place with the public and stakeholders.

6.2 Final Plan

The final plan will incorporate review comments on the draft plan and will be resubmitted for review, with one round of comments. The final plan will need to be approved by the City and the Steering Committee.

Task 6 Deliverables

- Draft and Final Recommendations and Report (PDF)
- Final map files

Supporting documents can be found at:

<https://www.cityoffederalway.com/publicworks/traffic-division>

VII. COMPENSATION

- 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.
- 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

January 10, 2022, January 17, 2022

Federal Way Mirror

January 14, 2022, January 21, 2022

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