

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
A&E PROFESSIONAL SERVICES  
S 320<sup>th</sup> St at 21<sup>st</sup> Ave S Grade Separation Feasibility Study**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting statements of qualifications (“SOQs”) 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 has established the following timetable:

Issue Request for Qualifications	August 19, 2022
Virtual Pre-Submittal Meeting (Zoom)	August 30, 2022
Deadline for Submittal of SOQ	September 16, 2022
Selection of Firms to Interview	late-September 2022
Interview Firms	mid-October 2022
Notify Firm Chosen	late-October 2022

**III. INSTRUCTIONS TO PROPOSERS.**

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

Omar Barron, P.E., Senior Capital Engineer  
City of Federal Way  
PW\_Bids@cityoffederalway.com

B. All proposals must be clearly labeled in the subject line with “SOQ S 320<sup>th</sup> St at 21<sup>st</sup> Ave S Grade Separation.” 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 3:00pm on September 16, 2022 at which time they will be opened.

D. SOQs should be prepared simply and economically and provide a straightforward, concise description of provider capabilities to satisfy the requirements of the request. The emphasis should be on completeness and clarity of content. SOQ content shall be limited to fifteen (15) numbered pages not including the front and back covers.

- E. All SOQs must include the following information:
1. Cover letter clearly indicating what services your firm can provide.
  2. Qualification of proposed manager.
  3. The names of individuals who will be working on the project and their areas of responsibility.
  4. Specific experience of individuals relative to the proposed project.
  5. A proposed outline of tasks, products and project schedule.
  6. References.
- F. Any questions concerning the City’s specifications or Request process shall be directed to Omar Barron, P.E., Senior Capital Engineer, via email at [omar.barron@cityoffederalway.com](mailto:omar.barron@cityoffederalway.com) no later than one (1) week prior to the submittal deadline.
- G. Interested firms are required to attend the Virtual Pre-Submittal Meeting hosted over Zoom on August 30, 2022 prior to submitting their SOQ. Send an email to Omar Barron at [omar.barron@cityoffederalway.com](mailto:omar.barron@cityoffederalway.com) to request Meeting ID and Passcode information.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the SOQ to the purpose and scope of services outlined in Section VI of this Request.	30%
2. Ability and history of successfully completing contracts of this type, meeting project deadlines, experience in similar work.	25%
3. Experience of specific individuals assigned to project.	25%
4. References, key personnel.	<u>20%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors one (1) through four (4) by a committee comprised of City staff. The top ranking consultants will be invited to interview with the evaluation committee.

**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 SOQs. Any SOQ not withdrawn timely 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 SOQs have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of an 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 this Request.
- G. The City, as a recipient of federal funding, 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.**

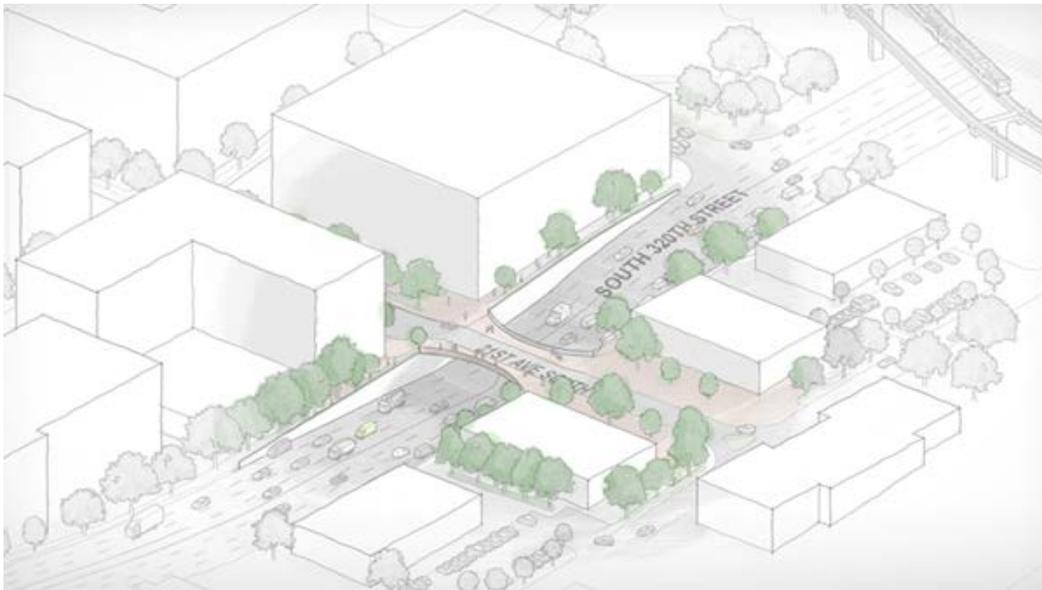
The City has a need for architectural, engineering, and related professional services including feasibility analysis and engineering evaluation for the proposed S 320<sup>th</sup> St at 21<sup>st</sup> Ave S Grade Separation Feasibility Study.

The S 320<sup>th</sup> St at 21<sup>st</sup> Ave S Grade Separation Feasibility Study will evaluate lowering S 320<sup>th</sup> St between Pete Von Reichbauer (PVR) Way S and 23<sup>rd</sup> Ave S to construct a grade separated north-south pedestrian connection at 21<sup>st</sup> Ave S. The feasibility study

will evaluate such items as: the impacts to & mitigation requirements for the surrounding transportation network; the extent of private and public utility relocations; right-of-way acquisition and private property impacts; stormwater management considerations; geometric considerations; ADA considerations; schedule & sequencing of work; constructability; overall estimated project cost; and other related topics.

The City has an existing contract with DKS & Associates (“DKS”) that recently completed a traffic analysis of the downtown area in conjunction with other planning projects. The City will supplement this current contract to provide all necessary supporting traffic analysis for this feasibility study. The firm selected in response to this SOQ shall coordinate with DKS and include this information in the preparation of the feasibility study reports.

## **VII. CONCEPTUAL GRAPHIC.**



## **VIII. 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.

**IX. PUBLICATION.**

This request shall be published as follows:

Daily Journal of Commerce                      August 19, 2022; August 26, 2022

Federal Way Mirror                                August 19, 2022; August 26, 2022