

CITY OF FEDERAL WAY

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR SHORELINES CODE AMENDMENT SERVICES

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting Statements of Qualifications (“SOQ”) and performance data from environmental and geotechnical professionals and engineers in connection with performing services for the City pursuant to Chapter 39.80 RCW. The City is requesting SOQs for the purpose of developing services in its “periodic update” of the adopted Shorelines Management Program (“SMP”) as required by state law, Chapter 90.58 RCW and its implementing rules, Chapter 173-26 WAC.

II. TIME SCHEDULE

The City will follow the following timetable:

Issue Request for SOQ	May 18, 2018
Deadline for Submittal of SOQs	June 15, 2018
Notify Firms Selected to Interview (if necessary)	June 19, 2018
Interview Firms (if necessary)	June 26, 2018
Notify Firm Selected	June 27, 2018

III. INSTRUCTIONS TO PROPOSERS

A. All responses to this Request for Statement of Qualifications (SOQ) shall be sent to:

Robert “Doc” Hansen, Planning Manager
City of Federal Way
33325 8th Avenue South
Federal Way, WA 98003-6325
(253) 835-2643

B. Please place three copies of your SOQ in a sealed envelope and clearly label in the lower left corner “Statement of Qualification for SMP Periodic Review Services.” No faxed or telephone statements will be accepted.

C. All SOQs must be received by 3:00 PM on June 15, 2018.

D. SOQs should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Submittals shall include a maximum of ten, 8½” x 11”, double-sided sheets of paper (covers will not count as a page). A minimum font size of 10-point shall be used.

- E. The top three firms or individuals may be requested to interview. The City reserves the request to select the most qualified firm or individual with or without interviews. The City will notify the firms selected to interview by June 1, 2018.
- F. Any questions concerning the City's specifications or request process shall be directed to Robert "Doc" Hansen, Project Manager.
- G. All SOQs must include the following information:
 - 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;
 - List of similar work to the desired services that firms and individuals have performed;
 - Past performance in successfully completing task orders and projects of this type and meeting projected deadlines and budgets;
 - Familiarity with relevant codes and standards; and
 - References.

IV. SELECTION CRITERIA

Firms will be evaluated and ranked based on the following criteria:

- A. Experience of specific individuals assigned to perform the proposed work.
- B. Firm experience with the City of Federal Way, or other municipalities on projects similar to the desired services.
- C. Firm experience with typical services identified in Section VI of this SOQ, including:
 - Environmental assessments, surveys, investigations, monitoring, regulations, compliance, and mitigation.
 - Geotechnical evaluations, assessments, analysis, design standards, and practices.
- D. Past performance in successfully completing task orders and projects of this type, and meeting projected deadlines and budgets.
- E. Familiarity with relevant codes and standards.
- F. References.

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 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 SOQs. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of 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 Professional Services Agreement resulting from acceptance of a SOQ by the City is provided in Attachment A, and includes requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed amendment to the 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 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 Contractor shall provide consulting services to the City, as requested. Upon identification of tasks by the City, the Contractor will prepare a list of activities and a schedule determined necessary to complete the tasks identified, and the cost of such services. Specific services to be provided under this Agreement will relate to the requirements for the periodic review and will be determined by the time the chosen proponent begins work. Applicants should have capability to conduct the following tasks if they are requested, which include, but are not limited to the following:

- Develop a public participation program (“PPP”) for the project and provide for timing and implementation of the participation events and outcome;
- Conduct participation activities that are determined necessary to complete the periodic review and potential code amendments;
- Review the current SMP and determine what, if any, revisions are necessary to meet the current state regulations and/or the goals of the City’s comprehensive plan and SMP;
- Draft revised SMP goals, policies, and regulations, or prepare a Finding of Adequacy if no amendments are necessary;

- Assemble complete Final Draft SMP amendment or Findings of Adequacy; and
- Other tasks that may be considered by the City necessary to complete the process including, but not limited to, completing SEPA review and documentation; participation in the public hearing to adopt any changes that are proposed as a result of the activities; or preparing a responsive summary to public comment or the DOE.

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 scope of services and 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.

VIII. PUBLICATION

This request shall be published as follows:

Name of Publication: *Daily Journal of Commerce & Federal Way Mirror*

Daily Journal of Commerce May 18, 2018 and May 25, 2018

Federal Way Mirror May 18, 2018 and May 25, 2018