

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
ARCHITECTURAL AND ENGINEERING SERVICES**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications 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 will follow the following timetable:

Issue Request for Statements	March 30, 2018
Deadline for Submittal of Responses to Request	April 20, 2018
Selection of Firms to Interview	May 2, 2018
Interview Firms	May 9, 2018
Notify Firm Selected	May 16, 2018

III. INSTRUCTIONS TO PROPOSERS

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

Desireé Winkler, P.E.
Deputy Public Works Director / Street Systems Manager
City of Federal Way
33325 8th Ave S
Federal Way, WA 98003-6325
(253) 835- 2711

B. Please place three (3) copies of your Statement of Qualifications (“SOQ”) and performance data in a sealed envelope and clearly label in the lower left corner “Statement of Qualification for Construction Management and Materials Testing Services.” No faxed or telephone statements will be accepted.

C. All SOQs must be received by 4:00 PM, April 20, 2018 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. 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. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.
- E. The Deputy Public Works Director or representative will notify the firm selected by May 16, 2018.
- F. Any questions concerning the City’s specifications or Request process shall be directed to Desireé Winkler, P.E. via email at desiree.winkler@cityoffederalway.com.
- G. All SOQs must include the following information:
- The names of individuals from those firms who will be working on the needed service and their areas of responsibility.
 - Specific experience of individuals relative to the proposed needed service.
 - 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.	40%
2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.	50%
3. References, key personnel.	<u>10%</u>
Total Criteria Weight	100%

Each SOQ will be independently evaluated on factors 1 through 3.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all SOQ's, 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. The City reserves the right to award any contract to one or more firms for various City projects.
- 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 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 need for on-call construction management services for various projects scheduled for construction in 2018 and 2019 that may vary from full construction

management support to construction inspection only. In addition the City has a need for on-call construction materials testing firms that are certified to perform these services on federally-funded transportation projects. The projects we need the above-noted construction services for include the following:

- A. National Highway System (NHS) Preservation Projects: SW Campus Drive (19th Ave SW to 1st Ave S); and 16th Ave S (S 348th to Pacific Highway S): This project includes the construction of a full width hot-mix asphalt (HMA) pavement overlay including: pavement dig-out and repair; concrete sidewalk and ramp replacement; pavement planing; HMA; striping and pavement markings. This project is federally funded. Project to be constructed between June 2018 and October 2018.
- B. Military Road and S 298th Street Compact Roundabout: This project includes construction of a compact roundabout including: curb, gutter, sidewalk, pavement widening, storm drainage, street lighting, HMA overlay, curbing, signage, striping and pavement markings. This project is federally funded. Project to be constructed either in Summer/Fall of 2018 or Spring 2019.
- C. Grand Staircase – 21st Ave S – S 316th Ave to S 314th Ave Pedestrian Connection: This project includes the construction of a “grand staircase” and integrated ADA accessible ramp to provide a key downtown non-motorized connection from the City’s new Performing Arts and Event Center to Town Square Park, Transit Center, and surrounding properties. Project elements include: cast-in-place concrete retaining walls, stairs, ramps, and sidewalks, illumination, landscaping, and irrigation. This project is state and locally funded. Project to be constructed in Spring/Summer 2018.
- D. Other construction projects that may need construction inspection and/or construction materials testing services.

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. 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

March 30, 2018; April 6, 2018; April 13, 2018

Federal Way Mirror

March 30, 2018; April 6, 2018; April 13, 2018