

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
PROFESSIONAL SERVICES  
2017 TRANSPORTATION AND STORM DRAINAGE PROJECTS**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from architectural, engineering, and related professionals in connection with performing services for the City pursuant to Chapter 39.80 RCW. The City is requesting Statements of Qualifications (Request) for the purpose of design, environmental documentation, right-of-way services, and construction management for the following projects:

- *S 356<sup>th</sup> Street - Pacific Highway South to Enchanted Parkway (Construction Management)*
- *21<sup>st</sup> Ave S Sidewalks (Construction Management)*
- *21<sup>st</sup> Ave S Pedestrian Connection – Grand Stair Case Project (Design and Construction Management)*
- *Adaptive Signal Control System (Systems Engineering, Design, and Construction Management)*
- *Lakota Middle School Safe Route to Schools Project. Dash Point Road - 21<sup>st</sup> Ave SW to SW 312<sup>th</sup> Street (Design and Construction Management)*
- *City Center Access Phase I (Preliminary Interchange Justification Report (IJR) and Environmental Documentation)*
- *West Hylebos Educational Center and Trail, and West Hylebos Watershed Trail (Feasibility Study and Design)*
- *Bridges Property Culvert Removal and Replacement (Feasibility Study and Design)*

**PROJECT DESCRIPTIONS:**

*S 356<sup>th</sup> Street – Pacific Highway South to Enchanted Parkway*

This project is designed and all of the required right-of-way has been acquired. This project is scheduled for advertisement for bids in early 2017. The project includes the construction of continuous five-lane cross-section with a two-way left turn lane and bike lanes. Other improvements include curb and gutter, sidewalk, planter strips, illumination, joint utility trench, and storm drainage. (Funding Source: State-TIB)

*21<sup>st</sup> Ave S Sidewalks (S 318<sup>th</sup> Street to S 316<sup>th</sup> Street)*

This project is designed and all of the required right-of-way has been acquired. This project is scheduled for advertisement for bids in early 2017. The project includes a 12-foot sidewalk / shared-use path (1,050 LF) with street trees and decorative street

lights on the west side of 21<sup>st</sup> Ave S between S 318<sup>th</sup> Street and S 316<sup>th</sup> Street.  
(Funding Source: Federal - CMAQ)

21st Ave S Pedestrian Connection – Grand Staircase Project

The proposed improvement is to provide a “grand staircase” (with an integrated ADA accessible ramp) along the north side of S 316<sup>th</sup> Street at 21<sup>st</sup> Avenue S within dedicated right-of-way to improve non-motorized connectivity between S 316<sup>th</sup> Street and S 314<sup>th</sup> Street. A preliminary conceptual plan (see attached) includes a triangular shaped plaza at the bottom, the staircase and ramp, integrated planters, and modifications to the existing retaining wall system. The project will integrate with the construction of the Performing Arts and Events Center and a hotel and their associated improvements. A wide plaza is proposed to be constructed by the hotel at the top of the stairs/ramp to connect to the extension of 21<sup>st</sup> Avenue S fronting the proposed hotel and new Performing Arts and Event Center (“PAEC”). (Funding Source: State Regional OTM Grant and Local)

Adaptive Signal Control System

This project is to implement an adaptive signal control system in Federal Way’s City Center. The project would site a traffic control center in City Hall, upgrade communications to support the system, provide surveillance cameras for monitoring, and implement adaptive control at up to 25 intersections. Consultant to provide systems engineering analysis, design, and construction management. (Funding Source: Federal – CMAQ)

Lakota Middle School Safe Route to School Project – Dash Point Road from 21<sup>st</sup> Ave SW to SW 312<sup>th</sup> Street

The project will install approximately 970 feet of new sidewalk on the east side of Dash Point Road (SR 509) between 21<sup>st</sup> Avenue SW and SW 312<sup>th</sup> including curb, gutter, sidewalks, planter strip, street lighting, storm drainage, and necessary utility relocation. (Funding Source: Federal – SRTS)

City Center Access Phase I – Alternatives Analysis and Environmental Update

The project would update the existing alternatives analysis / environmental documentation completed in 2004. This project will reconstruct the I-5 @ S 320<sup>th</sup> Street interchange in Federal Way to current standards to alleviate safety and congestion issues associated with the current interchange. The project would also add ramps between I-5 and S 324<sup>th</sup> Street or S 312<sup>th</sup> Street, to alleviate congestion on S 320<sup>th</sup> Street. (Funding Source: Local)

West Hylebos Educational Center and Trail, and West Hylebos Watershed Trail

The project will evaluate the feasibility of two Surface Water Management (“SWM”) capital projects, the West Hylebos Educational Center and Trail, and the West Hylebos Watershed Trail. The first project will explore the conversion of a portion of the Brook Lake Community Center site into a water and environmental education outreach center. Conversion would include retrofit of the existing building and parking lot into a multi-use education and community center that would also function as a trailhead for the West Hylebos Wetlands Park Trail. The second project will evaluate constructing a new nature trails system within the Spring Valley and Lower West Hylebos conservation areas to expand on the existing West Hylebos Wetland Park trails. The project will include a demonstration of the Meers Homestead historic significance and interactive educational features throughout the trail system.

The first phase of work will be a feasibility study, including identification of grant funding opportunities. Depending on the feasibility study outcome, the second phase of work will be design, development of construction documents, and preparation of supporting materials for funding applications. (Funding Source: Local)

Bridges Property Culvert Removal and Replacement

The project will evaluate removing and replacing the existing 48” diameter culvert under 8<sup>th</sup> Ave S. The project will include a feasibility study, identifying possible funding opportunities, and design of a fish passable culvert replacement. (Funding Source: Local)

**II. TIME SCHEDULE**

Estimated timetable is as follows:

Issue Request for Statements of Qualifications	November 3, 2016
Pre-SOQ Response Meeting	November 18, 2016
Deadline for Submittal of SOQs	December 1, 2016
Selection of Firms to Interview / Submit Proposal	December 15, 2016
Deadline for Submittal of Proposal	January 12, 2017
Interview Firms	January 17, 2017
Notify Firm Selected	January 20, 2017

**III. INSTRUCTIONS TO PROPOSERS**

- A. A non-mandatory, pre-submittal meeting will be held on Friday, November 18, 2016, 10:00 AM at Federal Way City Hall Council Chambers, 33325 8<sup>th</sup> Avenue South, Federal Way, WA. City project staff will be on hand to provide brief overviews of

each project and answer questions. The City requests that all project-specific questions be held until this meeting.

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

Desireé Winkler, P.E., Deputy Public Works Director  
City of Federal Way  
33325 8<sup>th</sup> Ave S  
Federal Way, WA 98003-6325  
Desiree.winkler@cityoffederalway.com  
(253) 835- 2711

C. Please place six (6) copies of your Statement of Qualifications (“SOQ”) in a sealed envelope and clearly label in the lower left corner “Statement of Qualification for Professional Services, 2017 Transportation and Storm Drainage Projects.” No faxed or telephone statements will be accepted.

D. All SOQs must be received by 3:00 pm on December 1, 2016.

E. 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. Submittals shall include a maximum of ten (10), 8 ½” x 11”, double-sided sheets of paper (covers will not count as a page). A minimum of 10-point font shall be used.

F. The top three (3) firms may be requested to submit a proposal prior to interviews. The City reserves the right to move straight to interviews without firms preparing a proposal.

G. The City will notify the firms selected to submit proposals and/or schedule an interview by December 15, 2016.

H. Any questions concerning the City’s specifications or request process shall be directed to Desireé Winkler, Deputy Public Works Director.

I. All SOQs must include the following information:

- A cover letter listing which project(s) the firm is requesting to be considered for.
- The names of individuals from those firms who will be working on the project(s) and their areas of responsibility.

- Specific experience of individuals relative to the proposed project(s).
- List of similar projects the firm or the individuals have worked on.
- 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 City of Federal Way or other municipalities plans, specifications, and estimates (“PS&E”).
- C. Firm experience with federally funded project documentation.
- D. Past performance in successfully completing contracts of this type, and meeting projected deadlines and budget.
- 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 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 SOQs. 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 SOQs 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 of Federal Way, 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 AND 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 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.

**VII. PUBLICATION**

This Request shall be published as follows:

Name of Publication:	Dates:
Daily Journal of Commerce	November 3, 2016; November 10, 2016
Federal Way Mirror	November 4, 2016; November 11, 2016