

**CITY OF FEDERAL WAY
REQUEST FOR STATEMENT OF QUALIFICATIONS
Operations and Maintenance Facility Development**

I. PURPOSE OF REQUEST

The City of Federal Way (“City”) is soliciting statements of qualifications (SOQ) 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	July 17, 2020
Deadline for Submittal of Responses to Request	August 14, 2020
Selection of Firms to Interview	September 1, 2020
Interview Firms	September 15, 2020
Notify Firm Selected	September 30, 2020

III. INSTRUCTIONS TO PROPOSERS

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

Desireé S. Winkler, P.E., Deputy Public Works Director
City of Federal Way
(253) 835- 2711
PW_Bids@cityoffederalway.com

B. All proposals must be clearly labeled in the subject line with “OPERATION AND MAINTENANCE FACILITY RFQ.” 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 August 14, 2020, 2:00 PM 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 graphics, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

E. The Deputy Public Works Director or representative will notify the firm selected by September 30, 2020.

F. Any questions concerning the City’s specifications or Request process shall be directed to Desireé S. Winkler, P.E., Deputy Public Works Director, via email, at desiree.winkler@cityoffederalway.com no later than one (1) week prior to the submittal deadline.

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.
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- The hourly labor charge rate of personnel you anticipate will be working on any public contract.
- 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 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.
- 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

See attached Exhibit A.

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:
Federal Way Mirror	July 17, 2020; July 24, 2020
Daily Journal of Commerce	July 17, 2020; July 24, 2020

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EXHIBIT A – Scope of Services

PHASE 1: Site Selection

Objective: Complete preliminary needs assessment, site layout, and site recommendation for a new Operations and Maintenance Facility to be constructed in 2023 and 2024.

Background: The City of Federal Way provides streets, storm drainage, fleet (non-police only) and parks operation and maintenance out of several locations. The primary O&M location is located on a two parcel, 4.1 acre site at the intersection of S 312th Street and 28th Ave South in Federal Way, WA. The larger parcel was a former fire station. The city purchased the smaller adjacent parcel that has a single-family home (still utilized). This site serves as an operations center for 24 hour operations during inclement weather or environmental/weather emergencies. In addition to this main facility, there is equipment and material storage located in several other locations including: Celebration Park, Steel Lake Park, and an undeveloped SWM parcel (approximately ½ acre).

Population of Federal Way is approaching 100,000 residents and is anticipated to increase by 20,000 in the next 20 years.

Infrastructure maintained includes 255 centerline miles of roadway, 228 miles of pipe, 12,536 catch basins, 441 retention/detention and water quality facilities, 875 acres of developed park; and over 500 acres of open space.

Current staffing includes: Total of 33 FTEs and up to 33 temporary workers in the summer months.

In addition to city staff providing O&M services, the city contracts with King County and private contractors to complete some specific services including: signs and striping, traffic signal and street light maintenance, vactoring and jet rodding, and some landscape maintenance.

In the future, the city plans to reduce contract services and conduct this work in-house, thereby increasing staffing upward of 20-30 people in the next 20 years. The size of the new Operations and Maintenance Facility needs to accommodate this future growth both in staffing and associated equipment.

A future maintenance facility will need to either include or have space available for fueling of City vehicles and equipment and a maintenance area of the same. It will also need a combination of secure enclosed storage for large and small equipment and outdoor laydown and racking areas for materials. In addition, the City is evaluating the potential of constructing a covered decant facility.

Table 1: Staffing

Description	Current	Future
Streets - FTE	7	15
Streets - Seasonal	6	6
Traffic – FTE	0	4
SWM - FTE	7	10
SWM - Seasonal	6	6
SWM – Inspection	3	4
Parks – FTE	15	25
Parks – Seasonal	21	30
Fleet – FTE	1	3
TOTALS	66	103

Table 2: Vehicle and Large Equipment Inventory

Description	Current	Future
Dump Trucks	5	8
Sanders - large	5	8
Plows - large	5	8
Back Hoes/Wheel Loader	3	4
Excavator – mini	1	1
Skid Steer	1	2
Rollers	2	2
Paver	1	1
Large Equipment Trailers	7	8
Landscape Trailers	6	6
Crew Trucks (150-550)	25	40
Mowers – tractor	4	6
Mowers - landscape	10	10
Bucket Truck	1	2
Vactor Truck	0	2
Towable Generators, Light Towers, VMS/arrow signs, Chippers	10	12
Video inspection Trailer (future box truck)	1	1
Boat and Trailer	2	2

Table 3: Storage and Ancillary (Major)

Description	Current	Future
Bins – Covered - Salt	400 tons	600 tons
Bins - Crushed Rock	250 tons	250 tons
Cold mix	1 pallet (bagged)	2 pallets or covered bin
Bins – Quarry Sand	25 tons	25 tons
Bins – Engineered Wood Fiber	50 yards	50 yards
Bins – Beauty Bark	0	20 yards
Bins – Soil	0	20 yards
Bins - Waste	0	20 yards
Dumpster – organic debris	40 yard	40 yard
Dumpster - garbage	2 - 20 yard	3 - 20 yard
Storm Structures	5	5
Grates and Lids	10	10
Light Poles and Arms	10	10
Signal Poles	8	8
Storm Pipe	100 LF	200 LF
Bark	20 yards	20 yards
Signs and Markers	1 Conex	+
Fueling	2 portable (small equipment only)	4 – large equipment, vehicles, small equipment
Parks play equipment	0	Laydown area for repair / storage of playground equipment
Portable Stage	1	1
Toter storage	0	Space for 50-80 toters (96 gallons each)
Shopping Cart Storage	40'x40'	40'x40'

City staff have prepared a conceptual layout on an existing City owned property for the purposes of preliminary feasibility. A copy is included, however is not intended to be a basis for design or site selection.

Task 1: Needs Assessment

- a) Review future operation and maintenance functions and associated staffing, equipment, and material storage needs.
- b) Compare with other comparable operation and maintenance facilities.
- c) Confirm needed property, building space, and storage sizes.

Task 2: Site Selection

- a) Develop site selection criteria including, but not limited to: ease of access to all parts of the city, existing land use on and around site, topography, utility availability, environmental considerations (geology, habitat, cultural/historical, environmental justice), economic impacts (aka. Loss of opportunity to develop), and cost.
- b) Property search, including both existing City owned and privately owned property.
- c) Preliminary site selection to eliminate sites that are not feasible.
- d) Develop draft site layout(s) for a minimum of three (3) locations.
- e) Engineer's feasibility level cost estimate for a minimum of three (3) preliminary sites
- f) Final site selection recommendation.
- g) Refine draft site layout for final site selection.
- h) Engineer's preliminary cost estimate for final site selection.

PHASE 2: Final Design; GM/CM Package; or Design-Build Package

The City does not have funding for Phase 2 at this time. The City reserves the right to amend the contract with the Phase 1 consultant to continue with Phase 2 or conduct a new RFP process.