



**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL, ENGINEERING AND ARCHITECTURAL LANDSCAPING AND
CONSULTING SERVICES**

I. PURPOSE OF REQUEST

The City of Federal Way ("City") is soliciting annual statements of qualifications and performance data (RFQ) from architects, engineers, architectural landscaping and consulting/professional firms in connection with performing professional services for the City pursuant to Chapter 39.80 RCW.

II. TIME SCHEDULE

The City will follow the following timetable:

Issue RFQ	12/21/2005
Deadline for Submittal of Responses to RFQ	OPEN

III. INSTRUCTIONS TO PROPOSERS

A. All responses shall be sent to:

Jeri-Lynn Clark / Management Services
City of Federal Way
Mailing Address: PO Box 9718
Physical Address: 33325 8th Ave South
Federal Way, WA 98063-9718
(253) 835-2526

B. Please place one (1) copy of your RFQ in a sealed envelope and clearly label in the lower left corner "Statement of Qualification for A & E Services."

C. Qualifications should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. 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.

- D. An authorized representative of the firm must complete and sign the attached application (Exhibit A) and return it with your statement of qualifications.
- E. Any questions concerning the City's specifications or RFQ process shall be directed to Jeri-Lynn Clark / Management Services at (253) 835-2526.
- F. The firm must include a completed U.S. Standard Form 330.
- G. The firm must include evidence that he or she maintains the following minimum insurance:
 - 1. Workers' compensation and employer's liability in amounts required by law;
 - 2. Commercial general liability with limits of liability not less than \$2,000,000;
 - 3. Automobile liability insurance with limits of liability not less than \$2,000,000; and
 - 4. Professional Liability with limits of liability not less than \$2,000,000.

IV. SELECTION CRITERIA

In the event your firm is selected to commence negotiations with the City regarding any contract, your RFQ and/or proposals will be evaluated on the following criteria:

Factor

- 1. Responsiveness of the request for qualifications and/or proposal to the purpose and scope of services.
- 2. Ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work.
- 3. Performance data, references, key personnel.

V. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.
- 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 proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal 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 proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, 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 RFQ.
- G. The City encourages minority and women-owned firms to submit qualifications consistent with the City's policy to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

VI. SCOPE OF SERVICES

Please refer to Exhibit A, page 2.

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 RFQ shall be published as follows:

Daily Journal of Commerce	12/21/2005
Federal Way Mirror	12/21/2005
City of Federal Way Website www.cityoffederalway.com	12/21/2005 thru 1/31/2006



ARCHITECTURAL, ENGINEERING & Consultants Application

APPLICATION INFORMATION

PRACTICING WASHINGTON STATE LICENSE #		OWNER'S FULL NAME	
NAME OF FIRM		BUSINESS PHONE	BUSINESS FAX#
ADDRESS	CITY	STATE	ZIP CODE
AUTHORIZED AGENT			TITLE

INSURANCE CARRIER

ADDRESS		CITY	STATE	ZIP CODE
POLICY NUMBER	EXPIRES	ERROR/OMISSION INSURANCE \$1,000,000 OR MORE	<input type="checkbox"/> YES	<input type="checkbox"/> CLAIMS MADE
MINORITY OR WOMEN OWNED BUSINESS <input type="checkbox"/> MBE <input type="checkbox"/> WBE		FEDERAL TAX PAYER ID No.	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> SOLE PROPRIETOR
CERTIFICATE#:			<input type="checkbox"/> PARTNERSHIP	<input type="checkbox"/>
REFERENCES		CITY OF FEDERAL WAY BUSINESS LICENSE: <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER:		

BANKING REFERENCES – NAME OF BANK		CONTACT PERSON	
ADDRESS	CITY	STATE	PHONE

PLEASE PROVIDE THE NAMES AND ADDRESSES OF AT LEAST TWO (2) CLIENTS FOR WHOM YOU HAVE PERFORMED CONTRACT WORK DURING THE PAST YEAR (MUNICIPAL REFERENCES PREFERRED).

CLIENT		CONTACT PERSON	
ADDRESS	CITY	STATE	ZIP CODE
CLIENT		CONTACT PERSON	
ADDRESS	CITY	STATE	ZIP CODE

DO YOU AGREE TO COMPLY WITH ALL EQUAL OPPORTUNITY EMPLOYMENT LAWS AND ALL OTHER LOCAL APPLICABLE STATE AND FEDERAL LAWS PERTAINING TO THE PERFORMANCE OF GOVERNMENT CONTRACTS?

YES NO

PROJECT SIZE FOR WHICH YOU WISH TO BE CONSIDERED:

\$0-\$7,500 \$7,500-\$15,000 \$15,000-\$30,000 \$30,000+

STATEMENT OF CERTIFICATION

I THE UNDERSIGNED, DULY SERVING AS AUTHORIZED AGENT FOR THE FIRM FIRST INDICATED HEREIN, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWELDGE AND THAT THERE HAS BEEN NO WILLFUL INTENT TO MISREPRESENT ANY FACT OR CIRCUMSTANCE REGARDING THE STATUS OF SAID FIRM OR ITS ABILITY TO PERFORM THE WORK INDICATED HEREIN.

SIGNATURE		
PRINTED NAME / TITLE	TITLE	DATE

PLEASE RETURN COMPLETED APPLICATION TO: City of Federal Way • Purchasing Division • PO Box 9718 • Federal Way, Washington 98063

SCOPE OF WORK

THE FIRMS WHO RESPOND TO THE RFQ SHALL BE PLACED ON THE CITY'S ARCHITECT & ENGINEER LIST. THE CITY MAY SELECT FIRMS FROM THIS LIST AND FROM FIRMS RESPONDING TO PUBLISHED REQUIREMENTS, IF ANY, AND ENTER INTO NEGOTIATIONS FOR CONTRACTS COVERING ALL AREAS OF ARCHITECT AND ENGINEERING SERVICES INCLUDING THE FOLLOWING:

- | | |
|---|--------------------------|
| ARCHITECTURE | <input type="checkbox"/> |
| BUILDING INSPECTION SUPPORT/EXPERTISE | <input type="checkbox"/> |
| CIVIL ENGINEERING/STREETS AND STORM DRAINAGE | <input type="checkbox"/> |
| COMPREHENSIVE PLANNING | <input type="checkbox"/> |
| CONSTRUCTION MANAGEMENT | <input type="checkbox"/> |
| CONSULTING/PROFESSIONAL SERVICES | <input type="checkbox"/> |
| DRAFTING SERVICES | <input type="checkbox"/> |
| ELECTRICAL ENGINEERING | <input type="checkbox"/> |
| ENVIRONMENTAL SERVICES | <input type="checkbox"/> |
| ENVIRONMENTAL SITE ASSESSMENT (ESA's) | <input type="checkbox"/> |
| FIRE PLAN REVIEW | <input type="checkbox"/> |
| GEOTECHNICAL ENGINEERING | <input type="checkbox"/> |
| GRAPHIC DESIGN | <input type="checkbox"/> |
| HISTORIC RESOURCE ANALYSIS AND PRESERVATION | <input type="checkbox"/> |
| HYDROGEOLOGIST | <input type="checkbox"/> |
| LANDSCAPE ARCHITECTURE AND PARK DESIGN | <input type="checkbox"/> |
| MATERIALS TESTING | <input type="checkbox"/> |
| MECHANICAL ENGINEERING | <input type="checkbox"/> |
| NATURAL SYSTEMS STUDIES AND ANALYSIS (E.G., GEOLOGY, HYDROLOGY, NEGOTIATION, RIGHT-OF-WAY, FISH AND WILDLIFE) | <input type="checkbox"/> |
| PAVEMENT ANALYSIS | <input type="checkbox"/> |
| PROJECT MANAGEMENT AND SERVICES | <input type="checkbox"/> |
| REAL ESTATE APPRAISAL AND NEGOTIATOR | <input type="checkbox"/> |
| SEPA/EIS ANALYSIS | <input type="checkbox"/> |
| SOLID WASTE/RECYCLING | <input type="checkbox"/> |
| STRUCTURAL ENGINEERING | <input type="checkbox"/> |
| SURVEYING, MAPPING AND PHOTOGRAMMETRY | <input type="checkbox"/> |
| TRAFFIC AND TRANSPORTATION ENGINEERING | <input type="checkbox"/> |
| TRAFFIC SIGNAL ANALYSIS AND DESIGN | <input type="checkbox"/> |
| URBAN DESIGN AND PLANNING | <input type="checkbox"/> |
| WETLANDS ANALYSIS | <input type="checkbox"/> |
| MISCELLANEOUS | <input type="checkbox"/> |