



## Public Notice

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**CITY OF BONNEY LAKE, WASHINGTON  
REQUEST FOR STATEMENT OF QUALIFICATIONS – CONSULTANT SERVICES FOR  
FENNEL CREEK TRAIL – PHASE 2**

**I. PURPOSE OF REQUEST**

The City of Bonney Lake (“City”) is requesting Statements of Qualifications (“SOQ”) for the purpose of selecting a firm(s) or individuals who are qualified to design and prepare plans, specifications and estimates for the construction of a non-motorized trail.

**II. SCOPE OF WORK:**

The Scope of Work will consist of surveying and design necessary to prepare bid documents for the construction of a 1.5-mile non-motorized trail adjacent to Fennel Creek inside the City of Bonney Lake. Other services may include: geotechnical engineering, landscaping and irrigation, structural engineering, NEPA documentation and permitting, sensitive area delineation, preparation of critical area reports, ROW acquisition and construction services including engineering support during construction, construction administration and construction observation/inspection. The project limits are the continuation of the Fennel Creek Trail located near the Willowbrook Neighborhood adjacent to Fennel Creek to Veterans Memorial Drive. This is a Federal Aid contract and will be required to meet appropriate federal and state standards and conditions.

**III. SCHEDULE:**

The following is the proposed schedule of work:

Issue RFQ	February 26, 2014
Deadline for Submittal of SOQs	March 12, 2014; 4PM P.S.T.
Shortlist and Interviews (if necessary)	March 25, 2014 to March 27, 2014
Notify Firm(s) Selected	March 28, 2014

**IV. INSTRUCTIONS TO INTERESTED FIRMS:**

All SOQs shall be delivered to the Public Works Center (PWC), located at 19306 Bonney Lake Blvd, Bonney Lake, WA 98391 no later than 4:00 p.m. on March 12, 2014. No faxed, emailed, or telephone submittals will be accepted. SOQs may be mailed but will not be accepted following the set time and date regardless of postmark.

- A. Five (5) copies of the SOQs shall be placed into a sealed envelope that is clearly marked: SOQ – Fennel Creek Trail Phase 2.
- B. Inquiries regarding the RFQ will only be accepted in written form and should be directed to the Public Works Center address or by email to [woodcockj@ci.bonney-lake.wa.us](mailto:woodcockj@ci.bonney-lake.wa.us)

V. **PROPOSAL FORMAT AND CONTENT:**

In submitting a Statement of Qualifications (SOQ), each consultant acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection to costs incurred by any proposer in anticipation of City Council action approving or disapproving any proposed agreement. The City may accept or reject any SOQ or proposed agreement without limitation. Nothing in this Request for SOQs or in subsequent negotiations creates any vested rights in any person or firm.

Submittals shall be limited to a total of twenty (20) pages including a Letter of Introduction and shall be printed on both sides of the paper for a total 10 pieces of paper.

Proposals, which do not address the items listed in this section, may be considered incomplete and/or deemed non-responsive by the City.

- A. **A one page Letter of Introduction:** include the project name/title and the Project Manager's name and contact information for Prime firm who is submitting the SOQ.
- B. **Project Team and Past Work Experience:** provide a brief description of your project team, include an organization chart and brief biographies for key team members including relevant project experience.
- C. **Relevant Project Experience:** provide descriptions of between three (3) and five (5) non-motorized trail projects completed in the past 5 years.
- D. **Project Experience in Bonney Lake:** provide descriptions of projects completed in the City of Bonney Lake in the past 5 years.
- E. **Knowledge of Relevant Standards and Guidelines:** provide a description of your key team members experience and knowledge of key design guidelines and standards relevant to the scope of work for this project.
- F. **References:** provide a minimum of three (3) references for your firm. Minimum required information includes the references name, current job title, current agency or employer, phone number, email address and relevant project name/title.

VI. **EVALUATION & AWARD:**

Evaluation of the SOQs will be performed by a committee of individuals to be selected by the City of Bonney Lake. Submittals will be evaluated and ranked based on the following criteria: 1) Staff qualifications and ability and history of successfully completing contracts of this type and experience in similar work (10 points); 2) Knowledge of City of Bonney Lake standards, policies, and processes (10 points); 3) Prior large scale engineering and technical experience with small communities (10 points); 4) Assigned project staff experience with managing federally funded projects using Local Agency Guidelines (20 points); 5) Proven ability to meet project schedule and budget (10 points).

The City may select a consultant based upon the SOQ scores alone. In the event of close scoring, up to three (3) of the top ranked firms may be invited to interviews. Should it be deemed that interviews are necessary, selected firms will be contacted with specific information as to location and time of the interviews. The City reserves the right to negotiate final contract, scope of work, schedule, and fee with the selected firms.

### **IMPORTANT NOTICE**

The City of Bonney Lake, 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 insure 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.

The City of Bonney Lake hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

The City of Bonney Lake is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.