



## Public Notice

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**CITY OF BONNEY LAKE, WASHINGTON  
REQUEST FOR STATEMENT OF QUALIFICATIONS – CONSULTANT SERVICES FOR  
FENNEL CREEK TRAIL – Segment 2B-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 provide Construction Management and Observation services for non-motorized trails in Washington State.

**II. SCOPE OF WORK:**

The Scope of Work will consist of construction management and observation for the construction of a 0.5-mile non-motorized trail adjacent to Fennel Creek inside the City of Bonney Lake up to 18 months. The project limits are the continuation of the Fennel Creek Trail located near the stormwater detention pond (located west of the Target store and north of SR 410) north to Sumner-Buckley Highway. The scope of work includes:

- Pre-construction services that may include development of online shared document control, bid document review, evaluation of responsiveness of bids received by the City and attendance of the pre-construction meeting.
- Construction services including all aspects of general construction management and observation of the contractor’s progress.
- Construction documentation and file maintenance in accordance with the Local Agency Guidelines.

This is a Federal Aid contract and will be required to meet appropriate federal and state standards and conditions. Note that the Washington State Department of Transportation has implemented a Diversity Management and Compliance System (DMCS) for tracking payments to subcontractors, lower tier subcontractors and consultants. This includes all Disadvantaged, Minority, Small, Veteran or Women’s Business Enterprise firms.

**III. SCHEDULE:**

The following is the proposed schedule of work:

Issue RFQ	August 4, 2021
Deadline for Submittal of SOQs	August 18, 2021; 4PM P.S.T.
Shortlist and Interviews (if necessary)	August 24, 2021 to August 26, 2021
Notify Firm(s) Selected	August 31, 2021

**IV. INSTRUCTIONS TO INTERESTED FIRMS:**

All SOQs shall be delivered to the Justice and Municipal Building located at 9002 Main Street E., Suite 300, Bonney Lake, Washington 98391 no later than 4:00 p.m. on August 18, 2021. 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. Three (3) copies of the SOQs shall be placed into a sealed envelope that is clearly marked SOQ – Fennel Creek Trail Segment 2B-2.
- B. Inquiries regarding the RFQ will only be accepted in written form and should be directed to the Justice and Municipal Building address or by email to [woodcockj@cobl.us](mailto:woodcockj@cobl.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 twelve (12) pages including a Letter of Introduction and Resumes and shall be printed on both sides of the paper for a total 6 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 at least three (3) projects the firm has done that are similar to the project described in this RFQ. It is preferred that the projects were for public agencies and clearly demonstrate familiarity with non-motorized trail work.
- 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 the Local Agency Guidelines.
- 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 (40 points); 2) Previous experience in the services required (50 points); 3) Clarity of the Statement of Qualifications (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 the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.