

REQUEST FOR QUALIFICATIONS

S 3rd Street - Oak St to Simpson Avenue

Project Number: STBGR-Z141(006)

Statement of Qualifications Due: November 14, 2025

1.0 PROJECT INFORMATION

The **City of McCleary** is requesting interested qualified A&E Professional Services Consultants to submit Statements of Qualifications (SOQ's) for the preparation of Preliminary Engineering (PE), Right of Way acquisition services, and Construction Engineering Services for the S 3rd Street - Oak St to Simpson Avenue project (See Attached Map).

The **City of McCleary** reserves the right to amend terms of this "Statement of Qualifications" (SOQ) to circulate various addenda, or to withdraw the SOQ at any time.

2.0 PROJECT DESCRIPTION

BACKGROUND – This project proposes improvements to S 3rd Street from Oak Street to Simpson Avenue to enhance safety, mobility, and accessibility for all users. The project will improve pedestrian and vehicular access while supporting the local business district and residential areas.

PROJECT – The project includes roadway improvements, pedestrian facilities, drainage improvements, and utility relocations as necessary. The improvements will include sidewalks, street lighting, street amenities (landscaping, signage, etc.), and stormwater management systems. The project may require acquisition of right-of-way and will need to comply with National Environmental Policy Act (NEPA) requirements.

FUNDING – This project has received federal funding and local agency funding for the completion of the project design and construction. The **City of McCleary** is providing matching local funds as well.

3.0 SCOPE OF WORK

The work to be performed by the CONSULTANT includes preliminary engineering, right-of-way acquisition services, construction engineering, and all necessary documentation for the project to receive NEPA certification and advertisement for the S 3rd Street - Oak St to Simpson Avenue Improvement project. The major features of the project are as follows:

Preliminary Engineering (PE) Services:

- **Preliminary Design Data Collection:** Consultant team shall collect necessary data and information for the successful completion of this project including surveying, geotechnical investigation, traffic analysis, and utility coordination.
- **Design Reports and Studies:** Consultant team shall complete all studies and evaluations necessary for the successful completion of this project design and permitting, including environmental documentation.
- **Project Design and Specifications:** Consultant team shall prepare preliminary and final engineering plans and specifications (30%, 90% and Issue for Bid (IFB)), project bid documents and construction plans. All submittals shall be consistent with WSDOT standards for federally funded projects.
- **NEPA Documentation:** Consultant team shall prepare all environmental documentation necessary to satisfy NEPA requirements, including coordination with regulatory agencies.
- **Estimate of Project Costs:** Consultant Team shall prepare an estimate of probable costs for the construction phase (30%, 90% and Issue for Bid (IFB)).

Right of Way Services:

- **Right of Way Plans:** Prepare right of way plans showing all property acquisitions, easements, and temporary construction easements required for the project.
- **Property Research:** Conduct title research and property ownership verification for all affected properties.
- **Appraisal and Acquisition Support:** Provide technical support for property appraisals and acquisition activities in accordance with federal regulations.
- **Relocation Assistance:** Provide relocation assistance planning and coordination as required.

Construction Engineering Services:

- **Construction Administration:** Provide construction administration services including shop drawing review, construction inspection, construction administration, and project management.
- **Quality Assurance:** Implement quality assurance programs and testing protocols.
- **Progress Monitoring:** Monitor construction progress and provide regular reporting to the City.

4.0 QUALIFICATION REQUIREMENTS

City evaluation team will score and rank SOQ based on the following criteria:

- **Team Composition and Key Personnel:** Scoring will look at firms included in the Consultant's project team, the qualifications and availability of staff assigned to this project. Consideration will be given to specialized project experience or technical competence relating to the Project Area, and familiarity with work in the southwestern Washington area. Demonstrate the ability to provide the proposed staff for the full duration of this project and that continuity will be maintained. **Required: Demonstrated**

experience with NEPA documentation and Right of Way acquisition processes. (25 points)

- **Project Approach and Schedule:** Consultant shall demonstrate a full understanding of the City's concerns, goals and objectives with this very important project; and how the Consultant's team will meet these goals in a "Consultant defined" timeline. (25 points)
- **Experience with Similar Projects:** Scoring will evaluate Consultant's team experience with projects of similar complexity and function. Also included in the evaluation will be past experience with similar federally funded projects and coordination with WSDOT local programs. **Required: Demonstrated experience with NEPA processes and Right of Way acquisition on federally funded projects. (20 points)**
- **Completeness of DBE Participation Plan:** Demonstrate ability to prepare a DBE plan and Good Faith Effort documentation. Evaluation will include complete documentation showing DBE firms are certified to perform the scope of work and any good faith effort documentation is included. (20 points)
- **Familiarity of Relevant Codes and Standards:** Demonstrated understanding of relevant codes (McCleary, FHWA, AASHTO, and WSDOT) and ability to coordinate projects with jurisdictional agencies and multidisciplinary projects. **Must demonstrate familiarity with NEPA regulations and Right of Way acquisition procedures. (10 points)**

Written proposals will be reviewed and evaluated by an Evaluation Committee comprised of City staff. Interviews will be scheduled with the top three scoring proposals.

5.0 SUBMITTAL REQUIREMENTS

Submittals should include the following information: Firm name, phone numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project. The entire submittal package, excluding front and back cover sheets, shall not exceed twenty (20) double-sided pages. At a minimum, the Consultant's qualifications should include:

- An introductory letter stating your firm's interest in the project,
- A clear concise description of the general approach to be undertaken on the project,
- A list of similar projects in the past five years with brief resumes of key members and project references, **specifically highlighting NEPA and Right of Way experience,**
- Organizational chart of project team, and
- Description and examples of process and quality control measures.
- Approach to meet DBE goal (DBE Participation plan).
- **Detailed description of NEPA experience and Right of Way acquisition experience on federally funded projects.**

Please submit FOUR copies of your Statement of Qualifications to the **City of McCleary** in a sealed package clearly labeled "SOQ for S 3rd Street - Oak St to Simpson Avenue". In person, or Deliveries and US Post will be accepted at the City Hall at 100 S 3rd St, McCleary, WA 98557 until 2:00 PM on November 14th 2025.

Address all RFQ questions to the Project Administrator, Jon Martin at JonM@CityofMcCleary.com Questions and inquiries received before 2:00 pm on November 14, 2025 will be answered. The City reserves the right to reject any and all submittals that are not responsive to this RFQ request.

6.0 EQUITY IN PROPOSAL SELECTION

The **City of McCleary** is an equal opportunity employer and encourages disadvantaged, minority, and women-owned consultant firms to respond.

Title VI Statement

The **City of McCleary**, 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 in 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.

DBE Goals

The city has applied the criteria and established a thirteen percent (13%) mandatory DBE firm participation for this project. The consultant shall submit a DBE Participation Plan prior to commencing work on the Agreement.

Americans with Disabilities Act (ADA) Information

The City of McCleary in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Jon Martin at JonM@CityofMcCleary.com or by calling 360-495-3667.