



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

**FOR
2024-2030 PARKS & TRAIL PLAN
UPDATE**

November 2022

CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR
LONG-RANGE PLANNING SERVICES FOR THE 2024-2030 PARKS & TRAIL PLAN
UPDATE.

The City of Sumner is requesting interested consulting firms submit a Statement of Qualifications (SOQ) for professional long-range planning services for the 2024-2030 Parks & Trail Plan Update. The work under these services may include, but are not limited to, public outreach (including a statistically valid survey), an update to the current system inventory, level of service analysis and goals, funding approaches, impact fee setting and recommendations. The services are anticipated to commence in February 2023. For future phases of the park projects, the selected firm could be retained for master plans, construction contract bid documents and construction support if the City is successful in obtaining grant funding.

The City of Sumner reserves the right to amend terms of this “Request for Qualifications” (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, without liability to any interested or responding firm, regardless of how much time and effort consultants have spent on their responses.

The City of Sumner reserves the right to retain the services of responsive firm(s) for subsequent phases associated with this project.

Prospective consultants will be held to Federal EEO requirements for federally funded projects and to the ADA and Civil Rights language adopted by the City of Sumner.

Project Description

The City of Sumner adopted the current [Parks & Trail Plan](#) in 2018. The consultant’s tasks may include but are not limited to: public outreach (including a statistically valid survey), an update to the current system inventory, level of service analysis and goals, funding approaches, impact fee setting and recommendations as needed to update the Parks & Trail Plan and be compliant with Recreation and Conservation Office requirements.

Upon award of the contract, the consultant will be expected to propose a project timeline for the plan to be formally adopted no later than December 31, 2023

A package of supplemental information is available through a link at the City’s website www.sumnerwa.gov or by contacting Derek Barry at derekb@sumnerwa.gov.

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of the proposed project manager and key staff members.
- 2) Qualifications/expertise of the firm with park planning/design; experience with projects of similar complexity and function is preferred.
- 3) A description of the Consultant’s approach to the City’s project.
- 4) Familiarity with City standards, relevant codes, and City planning requirements; and
- 5) Demonstrated ability of the Consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments and goals are met.

Selection Procedure

After the deadline for acceptance of proposals, all timely-submitted SOQ's will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Community Development staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

The city may choose to interview the top firms as ranked by the Evaluation Committee. Information obtained from a combination of the SOQ's, interviews, will be considered and incorporated into the rankings. Feedback from references may be considered and incorporated into the final rankings.

If the City and the top ranked firm are unable to negotiate a contract, the City will contact the next-ranked firm and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Format

The SOQ should describe the composition of the proposed team, the qualifications of the key individuals identified on that team, and the relevant experience of the team on similar projects. Respondents may include sub-consultants within their project team.

The Consultant's SOQ should include the following information:

- The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project.
- Provide resumes of no more than five (5) key members of the proposed project team inclusive of key sub consultant who will work on this project.
- List projects of similar complexity and magnitude undertaken and completed in the past six (6) years and provide references and a phone number for each reference.
- Reference projects should list the involvement of proposed project team members for whom resumes have been submitted.
- Please include a statement of assurance that listed team members, including those of sub-consultants, will not be replaced during the course of the services, without prior approval of the City.

The SOQ should consist of no more than fifteen (15) pages inclusive of any resumes. The cover letter, front and back covers, and section dividers will not be counted in the fifteen (15) page limit.

Submittal Deadline:

The entire SOQ shall be transmitted electronically as a single .pdf file to the attention of Derek Barry, Community Services Manager at derekb@sumnerwa.gov, no later than 1 pm PST on Wednesday, December 14, 2022.

Any proposal received after the specified date and time may be rejected and not receive any further consideration by the city. The applicant is responsible for confirming and ensuring that digital submittals have been received. Bounced emails or other delivery failure will not justify a late submittal

Proposal Contact Person:

All questions regarding this solicitation should be directed to Derek Barry, Community Services Manager, at (253) 299-5714 or derekb@sumnerwa.gov.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing Derek Barry, Community Services Manager at derekb@sumnerwa.gov or (253) 299-5714.

Title VI Statement

The City of Sumner 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.

Federal Emergency Management Agency Assurances

Agencies shall read and document that they will comply with the assurances and certifications contained in FEMA Form 20-16A, Assurances – Non-construction Programs; FEMA Form 20-16B, Assurances-Construction Programs; FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements; SF LLL, Disclosure of Lobbying Activities (If applicable). Agencies shall further agree that they will include the clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” provided by the FEMA Regional Office, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Dates of Publication:

Courier Herald: November XX and November XX, 2022

Seattle Daily Journal of Commerce: November XX and November XX, 2022