



CITY OF  
**SUMNER**  
WASHINGTON

---

**REQUEST FOR PROPOSALS  
FOR PROFESSIONAL RIGHT-OF-WAY  
SERVICES**

**FOR  
CIP 14-01, FRYAR AVENUE SHARED  
USE TRAIL, FEDERAL AID NO. TAP-  
1270(012)**

**MARCH 2024**

**CITY OF SUMNER**  
**REQUEST FOR PROPOSALS FOR PROFESSIONAL RIGHT-OF-WAY SERVICES**  
**FOR CIP 14-01, FRYAR AVENUE SHARED USE TRAIL, FEDERAL AID NO. TAP-**  
**1270(012)**

The City of Sumner solicits interest from consulting firms with expertise in providing professional services in the area of right-of-way (ROW) acquisition. Services are anticipated to be contracted for, and work completed in the 2024 calendar year with the option for the City of Sumner to extend further for additional time and money if necessary.

The City of Sumner reserves the right to amend the terms of this “Request for Proposals” (RFP), to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

Prospective consultants will be held to Federal Equal Employment Opportunity (EEO) requirements for federally funded projects and to the Americans with Disabilities Act (ADA) and the Civil Rights Act language adopted by the City of Sumner.

Aspects of this project may be subject to WA State Prevailing Wage rules, filings and requirements.

**Project Description**

The City of Sumner is seeking professional services for ROW acquisition involving approximately seventeen different parcels. The project will consist of constructing a shared use path along Fryar Avenue from Puyallup Street to West Main Street. The acquisition will consist of land acquisitions, temporary construction easements, and permanent easements. No relocation efforts are expected. The consultant will need to perform/obtain all ROW negotiations, appraisals, appraisal reviews, titles, administrative offer summaries, and administrative settlements.

The scope of work performed by the consultant shall result in a successful ROW certification from WSDOT Local Programs. The consultant’s work shall follow the WSDOT LAG Manual and the WSDOT Right of Way Manual. The consultant shall be included on the WSDOT Approved Consultant List for ROW services. The projects ROW plans and project funding estimate (PFE) have been approved by WSDOT Local Programs. The ROW Plans are available on the City Website with the full RFP.

**Funding and Cost**

A lump sum fee shall be negotiated with the selected consultant. The City anticipates that the contract will be based on hourly rate(s) not to exceed a maximum amount. A cost proposal is required as part of the submission. During the final selection process, the City may discuss

available project funds and a firm scope of work that will obtain the City's objectives within the available funds.

The City will not be liable for any costs incurred by the consultant in preparation of a submittal in response to this request, in conducting of a presentation, or any other activities related to responding to this RFP.

### **Format**

The Statement of Qualifications (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 subconsultants within their project team.

The Consultant's SOQ should include the following information:

- a) The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project.
- b) Provide resumes of no more than three (3) key members of the proposed project team inclusive of key subconsultant who will work on this project.
- c) List projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference.
- d) Reference projects should list the involvement of proposed project team members for whom resumes have been submitted.
- e) Provide management specifications to include a statement of assurance that listed team members, including those of subconsultants, will not be replaced without prior approval of the City.

The SOQ should consist of no more than ten (10) pages. The cover letter, front and back covers, and section dividers will not be counted in the ten (10) page limit.

### **Evaluation Criteria**

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

- 1) Qualifications/expertise of the firm with public works projects and ROW acquisition; experience with projects of similar complexity and function
- 2) Qualification of the proposed project manager and key staff members;
- 3) General approach and plan to meet the requirements of the RFP as well as an overall ability to successfully complete the project within the stated schedule;
- 4) Familiarity with WSDOT/FHWA standards, WSDOT LAG Manual, and working with WSDOT Local Programs.
- 5) Demonstrated ability of the consultant to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.
- 6) Past performances/references

### **Selection Procedure**

After the deadline for acceptance of proposals, the SOQs 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 Public Works staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

The City reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as the result of this RFP. The City also reserves the right to waive minor administrative irregularities contained in any submittal.

The City may choose to interview the top firms as ranked by the Evaluation Committee. Information from the interviews along with feedback from references will be incorporated into the final rankings.

If a contract cannot be negotiated with the top ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

The final selection, if any, will be that proposal which, in the opinion of the City after review of all submissions by the evaluation committee, best meets the requirements set forth in the RFP and is in the best interest of the City.

**Proposal Contact Person:** Written technical questions regarding this RFQ are preferred and should be directed to Andrew Leach, PE, Associate City Engineer, at [andrewl@sumnerwa.gov](mailto:andrewl@sumnerwa.gov). Please allow a minimum response time of two (2) business days.

**Submittal Deadline:**

Please submit an electronic version of your Statement of Qualifications in a single .pdf document by email or other electronic means to [andrewl@sumnerwa.gov](mailto:andrewl@sumnerwa.gov) no later than **2:00 p.m. on March 27th, 2024**. Hard copy submittals are not required. Any proposal received after the specified date and time may be rejected and may not receive any further consideration by the City. Postmarks will not be accepted.

Respondents should allow sufficient delivery time to insure receipt on or before the stated deadline. Respondents assume the risk for the delivery method chosen. The City assumes no responsibility for delays caused by any delivery service. All submittals and any accompanying documentation become the property of the City, become public information upon receipt, and will not be returned.

**City Contract**

The scope of work described herein shall be authorized by a WSDOT formatted contract for acquisition services. The final contract scope and schedule will be negotiated with the selected consultant.

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the consultant can propose. The submittal shall specifically stipulate the proposal is predicated upon acceptance of all terms and conditions in the RFP.

The consultant shall be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is understood that the proposal will become part of the official file on this

project without obligation to the City. This RFP does not, however, obligate the City to contract for services specified herein.

**Proprietary Information/Public Disclosure**

Material submitted in response to this RFP shall become property of the City.

All proposals shall remain confidential until the contract, if any, resulting from this RFP is fully executed. Thereafter, the proposal(s) shall be deemed public records as required by RCW Chapter 42.56 and other applicable laws.

**Americans with Disabilities Act (ADA) Information**

The City of Sumner 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 Andrew Leach at [andrewl@sumnerwa.gov](mailto:andrewl@sumnerwa.gov) or by calling 253-299-5711.

**Title VI Statement**

The City of Sumner, 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 Federal 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, national origin, or sex in consideration for an award.

**Date of Publication:**

Courier Herald: March 6 and March 13, 2024

Seattle Daily Journal of Commerce: March 6 and March 13, 2024