



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION MANAGEMENT
SERVICES FOR WASHINGTON STREET
PRESERVATION PROJECT, CIP 24-04**

JANUARY 2026

CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT
SERVICES FOR WASHINGTON STREET PRESERVATION PROJECT, CIP 24-04

The City of Sumner solicits interest from consulting firms with expertise in reconstruction of roadway, curb, gutter and sidewalk and replacement of utilities – sewer, storm and water projects. This request is for Construction Management services for the construction of Washington St Preservation project. This agreement will be for approximately 12 months in duration with the option for the City of Sumner to extend it for additional time and money if necessary. Consultants will be considered for the following project.

The City of Sumner reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to reject all responses and withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. Sumner may waive informalities in the process of evaluating responses. If not rejected, the City may require the correction of any deficiency in a response and accept the corrected response. This solicitation does not obligate Sumner to accept or contract for any services. Any resulting contract is subject to approval and may be rejected if it fails to confirm to City contracting specifications and guidelines.

Project Description

The work to be performed by the consultant consists of Construction Management Services for the aforementioned project, in which the scope will include but is not limited to construction management services, construction inspection services, construction testing services, commissioning agent, and construction administration/document control services.

This project includes reconstruction of roadway, curb, gutter and sidewalk, and the replacement of water, sewer, and storm utilities on Washington St between Wood Ave and McMillan.

Draft construction plans and specifications are available at the City’s website: <http://connects.sumnerwa.gov/washington-st-project>.

Expected Tasks

The City is seeking a full suite of Construction Management, Construction Inspection, and Construction Administration/Document Control services. The following tasks are examples of some that are expected of the consultant:

- Lead weekly meetings with the City, contractor, and engineer.
- Change management.
- Risk management.
- Contractor schedule review and coordination.
- Track and review contractor RFIs and submittals, coordinate responses.

- Prepare/maintain documentation including: inspection logs, daily reports, force accounts, material testing, pay estimates, serial letters, pre-construction and daily photo documentation, and meeting notes.
- Monthly Pay Estimates.
- Force account tracking and pricing.
- Ensure contractor is utilizing and maintaining Temporary Erosion and Sediment Control (TESC) best practices.
- Inspecting and ensuring the project red-lines/record drawings are up to date.
- Identifying and tracking construction quality issues and problems and recommending potential solutions.
- Monitor deliveries of material for quantities and acceptance criteria.
- Use of cloud-based document control system that will be accessible to the City.

Consultant Qualification

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.

The SOQ should:

- a) Include resumes for key staff to include experience with construction methods used on this project;
- b) Detail the team's experience in managing at least three (3) similar type projects within the past 3 years;
- c) Demonstrate experience managing contractor payments, estimating and drafting change orders, contractor schedule review, protests and claims, and processing submittals and RFIs;
- d) Demonstrate familiarity with construction methods being used on this project, and
- e) Include no less than three (3) Past Performance references.

Respondents may include sub-consultants within their project team.

Evaluation Criteria

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

- 1) Qualifications of Proposed Project Manager
- 2) Qualifications/Expertise of the Firm
- 3) Ability to meet the schedule
- 4) Approach to the project
- 5) Familiarity with construction methods and standards
- 6) Past Performance/References

Submittal

Submittals must include the following information: Firm name and contact information, Name of Principal-in-Charge and Resident Engineer, and number of employees in each firm proposed to

the project. The submittal shall not exceed a total of 10 pages, including cover letter and title pages. Resumes will not be counted towards the maximum page count.

Please submit an electric copy of your Statement of Qualifications to Gursimran Singh, Engineering Specialist, bids@sumnerwa.gov no later than 1 PM on February 10, 2026. Submittals will not be accepted after that time and date.

Contact Person

Any questions regarding this project should be directed to Gursimran Singh, Engineering Specialist, bids@sumnerwa.gov.

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 the Contact Person or by calling collect (253) 299-5700.

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 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.

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