



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

FOR

WWTF Building Improvements

April 2026

CITY OF SUMNER
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
FOR WWTF BUILDING IMPROVEMENTS

The City of Sumner solicits interest from consulting firms with expertise in providing professional services in the area of architecture on municipal public works projects for the evaluation of existing buildings, preparation of architectural/engineering design plans, specifications, cost estimates, and construction bid documents for facility construction or reconstruction at a public industrial facility. Current funding sources are local funds. Services are expected to last 18 months 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 retain the services of responsive and qualified firm(s) for subsequent phases associated with this project including but not limited to Construction Management services.

Consultants will be considered for the following project.

Project Description

The City of Sumner wastewater treatment facility, located at 13114 63rd St E, Sumner, WA 98390, has existing office and equipment buildings that are aging, no longer meet the needs of the facility, and need upgrades to continue to house the technology and workforce. The upgrades may include remodeling current building(s), and/or demolition of existing buildings, and adding additional building(s) to the current site.

The current configuration of the WWTF process is expected to meet the anticipated processing capacity needs through 2043. In 2016, the City completed the Wastewater Treatment Plant Phase III Feasibility Study that projects future expansion needs to the wastewater process. This document can be requested via email.

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

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

Project Scope of Work

The anticipated tasks for the project are summarized below:

- **Document review:** Consultant team shall review all existing WWTF documentation to fully understand current and future facility needs, including site plans.
- **Existing Building Field Assessments and Data Collection:** Consultant team shall collect all necessary data and information for the successful completion of this project. Data may include, but not be limited to, existing site conditions, geotechnical data, facility building needs assessment, existing building evaluation, survey data (topography and existing utilities).
- **Space Program:** Development of a Space Program and Preliminary Design Criteria facility needs and baseline expectations for the quantity (SF), general performance, and general quality of the proposed facilities;
- **Recommended Masterplan Improvements:** Consultant team shall analyze and identify what improvements are needed for future facility upgrades and building replacements. Prioritized project lists should be developed to forecast projected needs.

Development of these lists should include packaging suggestions and planning level cost estimates for each project.

- **Master Plan Study Document:** consultant team shall prepare a report that includes the following:
 - Document Review Summary
 - Existing Building Field Assessments and Data Collection
 - Recommended site layout
 - Phased site building approach
 - Phasing and Implementation
 - Appendix information should, at a minimum, include:
 - Site layout
 - Project Descriptions
 - Project Costs
- **Site Permitting:** Development of documentation along with assistance in the facilitation of public outreach, as needed to initiate a Conditional Use Permit (CUP) through the City of Sumner.

Evaluation Criteria

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

- 1) Qualifications/expertise of the firm with public works industrial facility infrastructure; experience with projects of similar complexity and function.
- 2) Qualifications/expertise of the proposed project manager and key staff members
- 3) Consultant's approach to the City's project as demonstrated in a description of their approach to the work.
- 4) Familiarity with City of Sumner standards, relevant codes, and City planning requirements.
- 5) Ability to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.
- 6) Past Performance/Reference

Selection Procedure

After the deadline for acceptance of proposals, the Statement of Qualifications (SOQ) 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 may select directly from the SOQs or interview the top firms as ranked by the Evaluation Committee. If interviewed, the 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.

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 subconsultants within their project team.

The Consultant's SOQ should include the following information:

- 1) The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project;
- 2) Provide resumes of no more than five (5) key members of the proposed project team

- inclusive of key subconsultant(s) who will work on this project;
- 3) List projects of similar complexity and magnitude undertaken and completed in the past five (5) years and provide references and a phone number for each reference;
 - 4) Reference projects should list the involvement of proposed project team members for whom resumes have been submitted; and
 - 5) Please 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, resumes, front and back covers, and section dividers will not be counted in the ten (10) page limit.

Submittal Deadline:

Please submit an electronic version of your Statement of Qualifications in a single .pdf document by email or other electronic means to bids@sumnerwa.gov no later than **10:00AM on Tuesday, May 19, 2026**. 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. All questions regarding this solicitation should be directed to Deputy Public Works Director | City Engineer, Alisa O’Haver-Ayala, at (253) 299-5703 or 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 bids@sumnerwa.gov or calling (253) 299-5703.

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.

Dates of Publication:

Courier Herald: 04/22/2026

Seattle Daily Journal of Commerce: 04/22/2026