CITY OF
SUMNER
WASHINGTON

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

FOR

BENNETT PROPERTY PARK

November 2026

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REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
FOR BENNETT PROPERTY PARK PROPERTY

The City of Sumner solicits interest from firms with expertise in providing professional services in the area of engineering, landscape architecture, park planning, environmental, and municipal public works. Services are expected to commence the 1st quarter of 2027 and last for approximately 1 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 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.

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 Description

The City of Sumner purchased the Bennett property in 2020 and completed a public outreach effort in 2021. The result of the outreach was a master plan which summarizes the vision and the preferred concept. To accelerate construction of the park, the City has budgeted $6.3 Million of the estimated $12 Million needed to construct the full concept. This project is expected to further develop the concept into a 30% design, and may fully develop 100% design and construction drawings, scheduled to be constructed with available funds in 2028.

Some specific tasks expected to occur

- **Preliminary Design 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, utility locations/conditions, Survey data (topography and existing utilities).
- **Low Impact Development Feasibility:** Consultant team shall evaluate feasibility of LID techniques.
- **Project Design and Specifications**: Consultant team shall prepare preliminary and final engineering Plans and Specifications at the level of 30% for the full project as well as 90% and 100% for an interim construction stage/full project. City staff shall review and provide comments after each level of effort.
- **Environmental**: A wetland may exist on the property, evaluation of mitigation offsite or onsite may be necessary.
- **Estimated Project Cost**: Consultant team shall prepare an estimate of probable cost for the construction phase of the project at the 30%, 90% and 100% levels.

Schedule

The City will meet with the selected firm shortly after notification of selection to develop the scope and fee. The design agreement will be likely awarded in March 2027.

Evaluation Criteria

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

1) Qualifications/expertise of the firm with public works 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 relevant standards such as, WSDOT Standard Specifications, 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. Initial SOQ reviews are expected to be completed by December 11th.

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 selected, interviews are expected to be the week of December 21st, 2026 or January 4th, 2027, depending on availability.

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 three (3) 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 ten (10) 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 eight (8) pages. The cover letter, front and back covers, and section dividers will not be counted in the eight (8) 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 Noon on **Wednesday, December 2, 2026**. If a non-electronic means of submission is preferred, coordinate with the contact person below at least 48 hours prior to the submittal deadline. 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 Andrew Leach, 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 Andrew Leach, at andrewl@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: 11/4/2026
Seattle Daily Journal of Commerce: 11/4/2026