



## Public Works Department

10210 E Sprague Avenue ♦ Spokane Valley WA 99206  
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### CITY OF SPOKANE VALLEY REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES

#### *Barker Road Improvements*

**Due Date: Monday, October 27, 2025 at 3:00 p.m.**

The City of Spokane Valley (City) solicits statements of qualifications for Engineering services for the **Barker Road Improvements**. The City is seeking consulting firms with expertise and experience in civil engineering for transportation projects with Federal Highway Administration (FHWA) funding, licensed to do business in the State of Washington. Interested consultants must submit a Statement of Qualifications (SOQ) as described below.

#### **Background information**

The City of Spokane Valley is a non-charter code city organized under Title 35A RCW and has a Council/Manager form of government. The City Council consists of seven elected members. The Mayor is elected by his/her fellow Councilmembers, and serves as the Chair of the Council. The City Manager directs all City operations. The City Manager seeks at all times to develop and implement a “best practices” approach in operating the City government and to achieve a balanced, efficient, economical, and quality service delivery.

The City of Spokane Valley was incorporated on March 31, 2003, and is currently the ninth largest city in Washington, encompassing 38.5 square miles. Its current population is estimated to be approximately 110,000. The City is part of the larger Spokane metropolitan area of approximately 600,000. The City generally considers itself to be a “contract” city, with many core services provided by contract with private or other public entities.

#### **Communications**

All communications related to responding to this RFQ are to be directed in writing to Robert Lochmiller, P.E. at [rlochmiller@spokanevalleywa.gov](mailto:rlochmiller@spokanevalleywa.gov) and Candice Powers-Henderson at [cphenderson@spokanevalleywa.gov](mailto:cphenderson@spokanevalleywa.gov). Please write the RFQ title in the subject line for email inquiries. Any questions submitted within two business days of the submittal deadline may not be addressed.

Unauthorized contact regarding this RFQ with other City employees or City Councilmembers shall result in automatic disqualification. Any oral communications by Robert Lochmiller, Engineering Manager, will be considered unofficial and non-binding on the City.

## **Scope of Work**

The work to be performed by the consultant consists of preparing final design for the improvements on Barker Road between I-90 and Appleway Avenue. The proposed improvements include reconstructing Barker Road to four/five lane roadway with multi-modal facilities, intersection improvements (roundabouts or signals) at Broadway Avenue and Appleway Avenue, modifications to the I-90 eastbound ramp roundabout and stormwater improvements.

Final design services may include:

- 1) Additional Surveying (if needed)
- 2) Traffic analysis
- 3) Urban roadway design
- 4) Environmental documentation and preparation of permit applications
- 5) Pavement, roundabout, street lighting, and stormwater design
- 6) Geotechnical recommendations
- 7) Preparation of plans, specifications, and estimates for construction bid documents
- 8) Accessibility design and analysis
- 9) Constructability analysis
- 10) Public Outreach
- 11) Determination of R/W needs and R/W plan preparation.
- 12) R/W negotiations and R/W acquisitions
- 13) Bid support.

The City of Spokane Valley reserves the right to retain the services of the successful firms for any subsequent phases (CN) associated with this project.

## **Schedule**

The City anticipates the following schedule for completion of the RFQ and services outlined:

RFQ publication date:	September 19, 2025
<b>SOQ submission date:</b>	<b>October 27, 2025 by 3:00 PM</b>
Evaluation of SOQs:	Week of October 27, 2025
Notification of Finalist(s):	Week of November 3, 2025
Finalist(s) Interviews:	Week of November 17, 2025
City decision by:	Week of November 24, 2025
Anticipated start date:	December 1, 2025

## **How to Respond**

Submit one PDF response no later than 3:00 p.m. on Monday, October 27, 2025, to:

- Robert Lochmiller at [rlochmiller@spokanevalleywa.gov](mailto:rlochmiller@spokanevalleywa.gov) and
- Candice Powers-Henderson at [cphenderson@spokanevalleywa.gov](mailto:cphenderson@spokanevalleywa.gov)

Limit written responses, excluding attachments, to 16 pages, single sided, 8-1/2" x 11" paper. Submittals shall be signed by authorized representatives of the responding entity. Unsigned proposals shall not be considered. Statement of Qualifications not received by the specified time and day shall not be considered by the City. The responding entity is responsible for ensuring

that responses are received by the City by the time and date specified herein and accept all risk of late delivery, regardless of fault.

### **Submittal Requirements**

In addition to the items listed below, submittals from consulting firms must include the firm name, contact info of project manager; disciplines provided by the firm and total number of employees within Washington State. Similar information shall be provided for any subconsultants. A Business Statement form (Attachment "A") must be attached to the SOQ for the prime consultant and each sub-consultant (if any).

### **Evaluation Criteria**

#### **Project Team: (30 points, max.)**

The purpose of this category is to evaluate the qualifications of the proposed lead team and key team members. The following information must be provided for each team member proposed for these projects.

1. Organizational chart.
2. Name, current title with firm and current home office location.
3. Total years of experience in industry, total years of experience with firm.
4. Professional licensing, certifications, etc.
5. Position proposed for the project and availability in 2025 through 2027.

Key team members listed in the proposal are expected to be the selected consultant's team members unless the substitution is approved by the City.

#### **Project Experience: (40 points total, max.)**

The purpose of this category is to evaluate the experience of the proposed Project Manager and key team members. The proposed Project Manager and/or key team members must have demonstrated experience in each of the following categories for projects that have been completed in the State of Washington, within the past five (5) years:

1. Urban roadway design with large traffic volumes (15 points, max.)
2. Multi-lane roundabout design projects (10 points, max.)
3. Turbo roundabout design projects (5 points, max.)
4. Project with over 15 property acquisitions (residential and commercial) that had federal funding (10 points, max.)

List at least one project (but no more than four projects) that demonstrates the proposed Project Manager and key team members' capabilities for each area listed above. Provide a brief description for each project, along with a brief summary of the role(s) each team member had in the project(s). Projects should only be included if one or more team members contributed to the project.

#### **Schedule Approach: (15 points, max.)**

The purpose of this category is to evaluate the ability of the proposed Project Manager and key team members to complete the project in an efficient and timely manner.

1. Assuming the selection process is completed, and an A& E consultant contract negotiated and executed by December 1, 2025, describe your plan to complete the ROW acquisition

and bid package for the project. Your proposed schedule shall at least include the following milestones:

- a. 30% PS&E
- b. NEPA Approval
- c. Start of Right-of-Way Acquisition
- d. 60% PS&E
- e. Right-of-Way Certification
- f. 90% PS&E
- g. Final PS&E (Bid Documents)

2. Describe any challenges you are anticipating meeting the project schedule and your plan to mitigate them, if any.

**Quality Control: (10 points, max.)**

The purpose of this category is to evaluate the procedures employed by the firm to ensure submittals are checked for completeness and accuracy prior to delivery to agencies.

1. Describe the quality control procedures typically utilized by the firm during the development of design documents, including engineering plans, specifications, estimates and reports.
2. Describe the end products produced during the quality control process that are delivered to agencies, if any.
3. Describe the quality assurance procedures typically utilized by the firm to ensure the quality control procedures are being followed.

**Organization and Clarity of SOQ: (5 points, max.)**

The purpose of this category is to evaluate the ability of the firm to follow directions. The SOQ must contain all of the required information, organized in a clear manner on a maximum of 16 single-sided pages, excluding cover page cover letter (single page), resumes and Business Information Form(s)". The font shall be no smaller than 11- point.

**Consultant Evaluation and Selection Process**

After the SOQ's have been evaluated, the highest ranked firm(s) may be interviewed, at the City's sole discretion. All firms submitting SOQ's will be notified in writing as to their status in the selection process. Final selection of the most qualified firm will be made based upon the submitted SOQ's and interview(s), if conducted.

The City desires to interview all key personnel who will work on the proposed project. The proposed Project Manager shall lead the interview. Interviewing consultants may be asked to provide supplemental or additional information for review prior to the interviews.

Previous consultant clients may be contacted as part of the evaluation process.

**Finalize a Scope of Work**

City representatives and the selected consultant will review and finalize a Scope of Work.

### **Contract; Fee, Price, and Cost**

After identification of the most highly qualified firm, the City shall request a fee proposal from the firm and thereafter negotiate fees, prices and/or costs at amount(s) that are determined by the City to be fair and reasonable. If the City is unable to negotiate a fair and reasonable price for services, the City may terminate negotiations and select the next most highly qualified firm.

*Please note that the City expects all submitting entities to consent to the WSDOT Local Agency A&E Agreement, terms and conditions, and does not anticipate agreeing to any modifications or exceptions. The prime consultant and sub-consultants must have an approved WSDOT Indirect Cost Rate or Safe Harbor Indirect Cost Rate by the time of contract negotiations. Any exceptions or modifications to the contract proposed by an entity must be noted in the responsive submittal. The exception to this is in the drafting of the Scope of Work and negotiating fees, prices, and/or costs. The City reserves the right to negotiate and revise any or all contract terms and conditions prior to contract signature.*

### **Insurance requirements**

Consultant will be required to maintain the following insurance limits:

1. General liability insurance shall be written with a combined single limit no less than \$2,000,000 each occurrence, and \$2,000,000 general aggregate.
2. Professional liability insurance shall be written with a combined single limit no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
3. Workers' compensation coverage as required by the industrial insurance laws of the State of Washington.

### **Rejection of Proposals**

The City reserves the right to reject any or all submittals, portions, or parts thereof. The City reserves the right to obtain services through other means.

### **Non-Collusion**

Submittal and signature of a proposal swears that the document and proposal is genuine and not a sham or collusive, and not made in interest of any person not named, and that the responding entity has not induced or solicited others to submit a sham offer, or refrain from proposing.

### **No Costs**

The City shall not be responsible for any costs incurred by any respondents in preparing, submitting, or presenting its response to the RFQ or interview process, if applicable. The City shall not be responsible for any costs incurred by the responding entity selected by the City prior to the date of the contract.

### **Non-Endorsement**

As a result of the selection of a responding entity, the City is neither endorsing nor suggesting the responding entity's services are the best or only solution. The responding entity agrees to

make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without prior express written consent from the City.

### **Ownership of Documents**

Any reports, studies, conclusions and summaries submitted by the responding entity shall become the property of the City.

### **Public Records**

Under Washington State law, the documents (including all such items as described in RCW 42.56.010 for the term “writing”) submitted in response to this RFQ (the “documents”) become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If the City receives a request for inspection or copying of the documents, it will promptly notify the person submitting the documents to the City (by U.S. mail and electronic mail if the person has provided an e-mail address) and upon written request of such person, received by the City within five days of the providing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of such documents. The City assumes no contractual obligation to enforce any exemption.

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

The City of Spokane Valley 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 John Whitehead at [jwhitehead@spokanevalleywa.gov](mailto:jwhitehead@spokanevalleywa.gov) or by calling (509) 720-5111.

### **Title VI Statement**

The City of Spokane Valley 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.

### **Attachment “A”**

### **BUSINESS STATEMENT**

*Please complete and submit with your response.*

1. Name of business: \_\_\_\_\_
2. Business address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Business fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

4. Business classification (check all that apply):

Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

5. Federal tax number (UBI number):\_\_\_\_\_

6. Name of owner:\_\_\_\_\_

7. Does the company maintain insurance in amounts specified in the RFQ document.

Yes:\_\_\_\_\_ No:\_\_\_\_\_

If no, describe the differences:\_\_\_\_\_

8. Are there claims pending against this insurance policy? Yes:\_\_\_\_\_ No:\_\_\_\_\_

If yes, please explain the nature of the claims:\_\_\_\_\_

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9. Has the company or anybody in the company ever been disqualified or terminated by any public agency? Yes:\_\_\_\_\_ No:\_\_\_\_\_

10. Proposal offers shall be good and valid until the City completes the award or rejects the proposals. Failure to concur with this condition may result in rejection of the offer. Does the firm accept this condition? Yes:\_\_\_\_\_ No:\_\_\_\_\_

*I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete, and that I have the legal authority to commit this company to a contractual agreement.*

SIGNATURE:\_\_\_\_\_ Date:\_\_\_\_\_

PRINT NAME AND TITLE OF SIGNER:\_\_\_\_\_