



CITY OF MERCER ISLAND

REQUEST FOR QUALIFICATIONS

2026-RFQ-018

CONSTRUCTION SUPPORT SERVICES FOR LUTHER BURBANK PARK WATERFRONT IMPROVEMENTS PROJECT

RELEASE DATE: June 9, 2026

RESPONSE DEADLINE: July 1, 2026, 1:00 pm

Please refer to the project timeline in this document for all important deadlines.

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1. REQUEST FOR QUALIFICATIONS

1.1. Notice

Date of Release: Tuesday, June 9, 2026

RFQ Submittal Due: Wednesday, July 1, 2026 at 1:00 pm

Notice is hereby given that the City of Mercer Island is issuing a Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from qualified professional firms to provide construction support services for the Luther Burbank Park Waterfront Improvements project (LBWI). The awarded firm shall be licensed and lawfully engaged in providing construction management and engineering support services in the State of Washington pursuant to RCW 39.80.020.

SOQs with requirements, as outlined in the RFQ package, must be received no later than 1:00 pm on Wednesday, July 1, 2026. All SOQs are to be submitted through the Procurement Portal at <https://procurement.opengov.com/portal/mercerislandwa>.

Site Visit:

No City-led pre-bid meeting will be held for this project. Prospective firms are responsible for independently reviewing the project site, reviewing the project documents, and becoming familiar with existing conditions that may affect the work.

Prospective firms may visit the site during publicly accessible hours, or as otherwise permitted, at their own initiative and risk. The City will not conduct a sign-in, track attendance, or provide on-site representation. Submission of a SOQ constitutes the firm's acknowledgment that they have examined the site and are satisfied as to the conditions under which the work will be performed.

Title VI:

The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Andrea Larson, CMC
City Clerk

Published: Seattle Daily Journal of Commerce – June 9 and June 12, 2026

2. BACKGROUND

Located on the northeast end of Mercer Island, Luther Burbank Park is a 77-acre park with three-quarters of a mile of Lake Washington shoreline and facilities for a variety of recreational activities. The shoreline also sits on Washington State Department of Natural Resources (DNR) aquatic lands, which the City of Mercer Island (City) leases to provide public access.

The park's public day-use docks were originally constructed in 1974. The Luther Burbank Park Master Plan envisions the central waterfront as a small watercraft boating center that supports both motorized and non-

motorized recreational access to the park. To achieve this vision, the City initiated a multiyear planning and design effort in 2017 to evaluate opportunities and design comprehensive improvements for the shoreline and dock facilities.

The City is now preparing to construct improvements to the docks and adjacent waterfront, including repair and replacement of the overwater structures, soil remediation, fire suppression installation, stormwater and utility upgrades, shoreline ecological enhancements, expanded waterfront access, planting and irrigation, and related site improvements.

The Luther Burbank Park Waterfront Improvements project (LBWI) is currently in the final stages of federal, state, and local permitting. The City anticipates beginning construction in late summer or early fall 2026. Construction is expected to last approximately 15 to 18 months, with in-water work occurring within the approved work window of July 16 through September 30.

3. SCOPE OF WORK

3.1. Project Description

The City seeks a qualified firm to provide construction and engineering support services for the Luther Burbank Park Waterfront Improvements project (LBWI). Services will include construction-phase technical support, field observation, coordination of construction activities, and assistance in administering a complex waterfront construction project involving in-water work, utility infrastructure, shoreline restoration, and public access improvements.

LBWI includes demolition and replacement of overwater structures, marine pile installation and repair, shoreline restoration and habitat improvements, fire suppression system installation, utility infrastructure upgrades (including electrical, stormwater, and sewer), ADA-access improvements, and associated upland site improvements. The waterfront project also includes soil remediation within portions of the waterfront plaza area. Soil contamination cleanup activities will be performed by the construction Contractor in accordance with applicable regulatory requirements and contract documents. The City has separately contracted with a geotechnical engineering consultant to provide independent oversight and support during remediation activities.

Existing Documents and Engineer of Record

For this RFQ, “Design Team” refers to the consultants contracted by the City that are responsible for preparation of the LBWI plans, specifications, and supporting technical documents. The waterfront project has been designed to approximately 100% completion by the Design Team. The Design Team includes the Engineer of Record for the waterfront project.

The selected consultant will be expected to familiarize themselves with the existing contract documents and provide construction-phase engineering, technical support, inspection coordination, and construction administration support services during construction.

The selected consultant shall not be responsible for redesign of LBWI except as specifically authorized by the City through amendments or additional services.

The City anticipates the Design Team will remain available during construction for discipline-specific engineering support and review associated with the Contract Documents. Certain technical reviews, design clarifications, or modifications may require review and approval by the Engineer of Record.

Nothing in this RFQ shall be interpreted as requiring the selected consultant to assume full Engineer of Record responsibility for LBWI unless specifically authorized by the City through written authorization.

3.2. Project Goals & Consultant Role

The goal of this project is to provide seamless construction and engineering support services for the Luther Burbank Park Waterfront Improvements project (LBWI). The selected consultant will supplement construction administration provided by the City's capital project manager and on-site inspection staff and will function as an extension of the City's project team.

The City will maintain active on-site inspection and project management presence throughout construction. Consultant services are intended to supplement, not replace, City oversight and construction administration.

The selected consultant is expected to provide construction-phase support services that may include, but are not limited to:

- Construction coordination and technical support
- Review and technical responses to Requests for Information (RFIs)
- Review of submittals and shop drawings for conformance with Contract Documents
- Field observation and reporting
- Support for quality assurance and coordination of special inspections and testing
- Construction documentation and administrative support
- Participation in construction progress meetings
- Coordination with the Contractor, permitting/regulatory agencies, City staff, and other project stakeholders throughout construction.

The consultant shall provide timely, responsive, and technically sound support to assist the City in maintaining project schedule, quality, and budget control.

3.3. General Scope of Services

Preconstruction Support

Services may include:

- Review of Contract Documents prior to construction
- Coordination with City and Design Team to confirm project understanding, roles, and responsibilities
- Site familiarization visits and preconstruction coordination support

- Review of selected preconstruction submittals and Contractor mobilization documentation
- Participation in preconstruction conference with City, Contractor, and Design Team
- Review of Contractor baseline schedule, sequencing, and phasing plans for consistency with project requirements

Construction Phase Services

Services may include:

- Technical review and response support for Contractor RFIs
- Review of submittals, shop drawings, product data, and substitution requests
- Preparation of design clarifications, supplemental details, sketches, and revisions, as needed
- Evaluation of unforeseen site conditions and development of technical recommendations
- Evaluation of completed work for conformance with Contract Documents
- Review and technical recommendations for proposed changes, modifications, and value engineering proposals
- Support in evaluation of pay applications based on observed progress, as requested by the City
- Field observation and reporting to support City inspection staff
- Coordination with utility providers, permitting agencies, and regulatory stakeholders as needed
- Support for coordination and oversight of special inspections and materials testing
- Participation in construction meetings and coordination with project stakeholders
- Assistance in evaluating potential change orders and preparation of supporting technical documentation

Closeout Services

Services may include:

- Substantial Completion and final inspection support
- Development of punch lists in coordination with the City
- Assistance in determining completion milestones
- Support for record drawings preparation based on Contractor as-builts

- Review of closeout documentation and for completeness and contract compliance
- Review of operation and maintenance manuals, warranties, and other turnover documentation
- Coordination with the City, Design Team, and Contractor as needed to confirm punch list items
- Participation in final acceptance and Project Closeout activities, as requested by the City

At the City's discretion, the scope of services under this contract may be amended to include additional work. Any such amendments will be subject to negotiation of scope, schedule, and fee.

3.4. Project Constraints and Key Considerations

The selected consultant should be aware of the following project constraints and priorities:

- In-water construction activities are subject to seasonal environmental work windows. The approved in-water work window for this project is July 16-September 30.
- The waterfront project is funded in part through grant funding and must comply with associated funding requirements, milestones, and schedule commitments.
- The park remains active during construction, including seasonal programming and public use.
- Soil remediation activities are required within portions of the upland plaza area and will be performed by the Contractor under oversight from the City's geotechnical/environmental consultant. The selected consultant will be expected to coordinate with the City, Contractor, and geotechnical/environmental consultant, as needed, to support remediation sequencing, site access, documentation, and overall construction coordination.
- Construction sequencing, public access management, environmental permit compliance, and environmental protection measures will be critical to project success.

4. SUBMITTAL DETAILS

4.1. Statement of Qualifications

Interested firms are invited to submit a SOQ for the work. The SOQ shall include the following information:

Letter of Intent: Describe your team's qualifications for providing the requested services, highlighting the construction manager's relevant qualifications and experience. Discuss previous relevant experience and explain how this experience will enable you to deliver high-quality, cost-effective services for this Project. Discuss your track record meeting budget and schedule requirements with projects experiencing large risk elements and complicated issues. Discuss your experience working with regulatory agencies, including the United States Army Corps of Engineers, Washington State Department of Natural Resources, Washington State Department of Fish and Wildlife, and Washington State Department of Ecology.

Project Team: Identify the members of your team, including sub-consultants (if any), and describe each member's role and responsibilities. Discuss the projected availability of key staff and how you will assure staff continuity and timely work performance. Include an organizational chart.

Core team members to include:

- Construction manager (Resident Engineer) with experience managing construction projects based on Construction Specification Institute (CSI) Specifications with construction budgets more than \$3m for cities in Washington State, and contracts that have the following elements: over-water/in-water structures, soil contamination, stormwater detention, utility infrastructure, concrete and other paving, and other elements in highly regulated (federal, state, and local) jurisdictions.
- Inspector with experience managing construction projects based on Construction Specification Institute (CSI) Specifications with construction budgets more than \$3m for cities in Washington State, and contracts that have the following elements: over-water/in-water structures, soil contamination, stormwater detention, utility infrastructure, concrete and other paving, and other elements in highly regulated (federal, state, and local) jurisdictions.
- Special Inspection staff with ability to inspect the following (but not limited to) items:
 - Soils
 - Driven deep foundation elements
 - Fabrication
 - Concrete
 - Masonry
 - Structural Steel
 - Steel deck
 - Stainless steel
 - Cold-formed steel framing
 - Wood
 - Sprayed fire-resistant materials and intumescent fire-resistant coatings
 - Exterior Insulation and finish systems
 - Fire-resistant penetrations and joints
 - Smoke control systems
 - Seismic resistance of nonstructural components

Project Experience: Please provide information regarding the firm's, and the construction manager's, experience with relevant construction support services. Please include up to three (3 ea.) supporting example projects managed by the proposed construction manager within the last five (5) years. Relevant project examples should demonstrate how the firm is suited to provide services outlined in section 3.3 of this RFQ as well as note the special conditions, constraints, risks, innovations, ideas or approaches that helped facilitate Project delivery.

Please include the following information with project examples:

- Project results and challenges;
- Description of professional services provided by the consultant team;
- Initial project budget, final cost, and end date (if applicable); and
- Primary client contact for the project (name, title, address, phone number, and email).

Project Understanding and Approach: Describe your team's approach to meeting the City's needs and how the proposed team will work with City staff to complete the project. Qualified firms and any subconsultants should demonstrate knowledge and understanding of:

- Construction coordination and technical support
- Review and technical responses to Requests for Information (RFIs)
- Review of submittals and shop drawings for conformance with contract documents
- Field observation and reporting
- Support for quality assurance and coordination of special inspections and testing
- Construction documentation and administrative support
- Participation in construction progress meetings
- Coordination with Contractors, permitting/regulatory agencies, municipal staff, and other project stakeholders throughout construction

References: Provide a minimum of three (3) references from clients for whom your firm has performed similar work within the last five (5) years (preferably from government agencies). Each reference shall include:

- The agency name, address, email address and telephone number for the current contact person of each referenced client;
- The dates of the work performed for referenced clients; and
- A summary of the services performed for the referenced clients, including the time frame for implementation and date delivered.

Attachments (Optional and exclusive of page count): Provide resumes of core project team members and any other relevant key staff.

Disclosure of Conflict of Interest: Disclose any potential conflict of interest due to any other clients, contracts, or property interests regarding private development of any public or private property within the City of Mercer Island.

4.2. Submittal Format & Deadline

- Submit a PDF of your SOQ to the Procurement Portal at <https://procurement.opengov.com/portal/mercerislandwa> no later than 1:00 pm on Wednesday, July 1, 2026.
- All SOQs shall be clearly titled: 2026-RFQ-018 - Construction Support Services for Luther Burbank Park Waterfront Improvements Project. Please limit submittals to 20 pages using at least 10 pt font (excluding cover letter/statement of interest, references, and project team resumes).
- All proposals received will become the property of the City and will not be returned.
- Direct all submittal questions through the Procurement Portal, no later than Monday, June 22, 2026 at 5:00 pm. Any oral communication will be considered unofficial and non-binding. All questions and responses will be managed through the Procurement Portal. Responses will be posted directly in the portal by Wednesday, June 24, 2026 at 5:00 pm.
- It is the obligation and responsibility of the submitter to learn of addendums, responses, or notices issued by the City relative to this RFQ. These will be posted to the Procurement Portal.

4.3. Conditions of Submittal

Costs for Development of Submittals: All costs for developing submittals in response to this RFQ are the obligation of the consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date. Submittals cannot be withdrawn after the published close date.

Agreement Form: The consultant selected by the City will negotiate a scope and fee schedule. The City's standard professional services agreement (PSA), which is attached as Attachment A will be used for this project. By submitting a SOQ, consultants acknowledge and agree to the terms and conditions.

Rights reserved by the City: The City reserves the right to reject any or all responses received for this solicitation; extend the submission due date; modify, amend, reissue, or rewrite this solicitation; and procure any or all services by other means. The City reserves the right to modify the scope of this solicitation.

This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or reject any or all proposals.

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by calling 206-275-7833.

Non-Discrimination: The City of Mercer Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of

Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full 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.

5. TIMELINE

The City anticipates using the following general timeline for evaluating SOQs and initiating a contract in response to this solicitation.

RFQ Post Date:	June 9, 2026
Questions Submission Deadline:	June 22, 2026, 5:00pm
City Response to Questions Deadline:	June 24, 2026, 5:00pm
SOQ Submittal Deadline:	July 1, 2026, 1:00pm
SOQ Evaluations:	July 1-8, 2026
Consultant Interviews (if applicable):	TBC

**The evaluation period may include developing and notifying a short-list of firms, interviewing selected firms, checking references, and/or other activities the City deems necessary to successfully complete this search.

6. EVALUATION CRITERIA

All responses to this request will be screened for eligibility. A selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, the City reserves the right to request additional information and to interview firms to discuss their qualifications. This solicitation does not obligate the City to award a contract to any respondent. The final selection is the sole decision of the City, and the respondents to this formal request have no guaranteed appeal rights or procedures. At its option, the City reserves the right to waive as informality any irregularities in proposals and/or to reject any or all proposals. It is anticipated that a firm will be selected from this process and a contract will be negotiated. If the City selects a firm to provide design services, the successful firm shall be issued in writing a Notice of Selection.

Submittals will be evaluated using the following criteria:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	Project Team The submittal clearly outlines project team members, roles, and responsibilities, and includes the core team members identified in the Submittal Details section of this RFQ. The submittal includes a summary of each firm on the team and key area(s) of expertise as well as demonstrates the team's strengths and unique qualities to meet the needs of the project.	Points Based	10 <i>(10% of Total)</i>
2.	Qualifications and Experience The submittal demonstrates qualifications to provide the requested services, including highlighting the proposed construction manager's relevant qualifications and experience. The submittal demonstrates experience delivering high-quality, cost-effective services for relevant projects as well as experience working with federal, state, and local regulatory agencies.	Points Based	35 <i>(35% of Total)</i>
3.	Relevant Project Experience The submittal demonstrates relevant and successful experience providing construction support services for relevant parks capital projects.	Points Based	35 <i>(35% of Total)</i>
4.	Project Understanding and Approach The submittal demonstrates understanding of the project needs and the firm's ability to provide the appropriate methodology to deliver a successful project.	Points Based	10 <i>(10% of Total)</i>
5.	References The submittal provides a minimum of three references that clearly correlate to the requirements of the RFQ.	Points Based	5 <i>(5% of Total)</i>
6.	Organization and Clarity of Proposal The submittal clearly and effectively outlines the project team's qualifications and ability to successfully meet the needs of the City and the project as well as contains all requirements outlined in this RFQ. Documents should be well written, organized coherently, and demonstrate the project team's ability to communicate complex information to a variety of audiences.	Points Based	5 <i>(5% of Total)</i>

7. SOQ UPLOAD AND CONFIRMATION

1. Upload Statement of Qualifications*

Please refer to the [SUBMITTAL DETAILS](#) section for the required information to include in the SOQ.

*Response required

2. Do you acknowledge the terms of the City's Agreement?*

By submitting a SOQ, the vendor agrees to the terms and conditions contained in the agreement included as an [ATTACHMENT](#). Modifications to the agreement will not be permitted.

☐ Please confirm

*Response required