



CITY OF  
**MUKILTEO**

*Public Works Department*

REQUEST FOR STATEMENT OF QUALIFICATIONS  
Low Impact Development Municipal Code Update and Development Standards Revision

***Deadline: February 3, 2016 at 3:00PM***

***Purpose***

The City of Mukilteo is requesting qualifications (RFQ) from qualified professionals or firms to assist with the review and revision of the City's Municipal Code and other relevant documents, including but not limited to the City's Development Standards, to assure compliance with the National Discharge and Elimination System (NPDES) Permit, specifically as it relates to Section 5.4.f of the Permit.

***Background***

The City of Mukilteo is a Phase II Permittee under the National Discharge Elimination Systems (NPDES). Section 5.C.4.f of the NPDES Permit requires the City to make low impact development (LID) the preferred and commonly used approach to site development. The revisions shall be designed to minimize impervious surfaces, native vegetation loss, and stormwater runoff in all types of development situations. City staff are using the Washington Stormwater Center's *Low Impact Development Code Update and Integration Toolkit* (the Toolkit) to make these changes. A project team has been identified and review of the City's Municipal Code and other relevant documents are being reviewed to identify areas where LID may not be the preferred option. The City currently lacks capacity internally to explore alternatives to the current Code and revise its development standards to reflect the changes in the new *Stormwater Management Manual for Western Washington*. The City seeks to hire a consultant to assist with this process. The selected consultant will work closely with City staff to meet the stated Permit requirements.

***Project Description***

***Scope of Work***

The Scope of Work will include, at a minimum, the following elements:

1. General
  - Project Management
  - Documentation of the process
2. Municipal Code and Planning Documents Review and Revision
  - Review gap analysis prepared by City staff
  - Provide suggested alternatives that revise identified areas for staff to consider
  - Incorporate City recommendations into documents to be submitted for review by legal counsel
3. Development Standards Review and Revision
  - Review City's current Development Standards as they relate to low impact development and stormwater



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- Propose alternative format for Development Standards
  - Make revision recommendations as they relate to stormwater, and anywhere in the Development Standards that may be affected by making LID the preferred alternative
  - Provide and revise standard plans for proposed stormwater standards
4. Assist with Implementation Plan (optional)
- Revise Appendices in Development Standards and Permit forms

***Selection Process Schedule***

Date	Task
February 3, 20 16: 3:00 PM	Deadline for RFQ Submittals (electronic only)
February 9, 2016	Contractor selection and contract negotiation
March 7, 2016	City Council contract acceptance
March 8, 2016	Notice to proceed

***Anticipated Project Schedule***

Date	Task
March 8, 2016	Notice to proceed
March 14, 2016	City provides gap analysis results
April 15, 2016	Provide City staff suggested revisions
May 9, 2016	Provide City staff draft of revised Development Standards
May 27, 2016	Provide City staff with draft of revised standard details for Development Standards
June 30, 2016	Provide City staff with final version of Developments Standards and details
September 26, 2016	Code Adopted
October 31, 2016	Plan to Implement Changes

***Schedule***

The above noted schedule, except the deadline for the RFQ Submittals, is tentative and may be changed based on the number of RFQ's submitted.

***Procedures for Submittal***

If you, or your team, wish to be considered for this RFQ, you must be a registered consultant on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>). In lieu of preparing project specific Statement of Qualifications (SOQ) for this project, the City will



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be reviewing firm's existing SOQ's on the MRSC roster. If interested in responding to this RFQ, submit an email to Jennifer Adams, Surface Water Technician, at [jadams@ci.mukilteo.wa.us](mailto:jadams@ci.mukilteo.wa.us) no later than 3:00 pm on February 3, 2016 indicating your interest in the project. Emails shall include:

1. Firm name as listed on the MRSC website;
2. Contact Information;
3. A list of any firms which you may be teaming with;
4. A link to your website;
5. Individuals on your project team;
6. A list, with a short description, of at least three projects which closely relate to LID Code Update, and two projects which closely relate to revision of Development Standards;
7. A two page cover letter that describes your interest in this project and summarizes your qualifications and experience in this type of work;
8. A list of references.

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after 3:00 pm local time on February 3, 2016, and all hard/paper copy submittals will be disregarded.

To clarify, it is not our intent for you to create customized Statement of Qualifications (SOQ) for this request, but to review your existing SOQ's online from the MRSC website. Any clarifications or project specific information can be included in your two page cover letter if needed.

***Selection Process***

A committee of City personnel will evaluate and rate the proposals using the following criteria:

1. Project team experience with similar projects;
2. Project team member qualifications;
3. Familiarity with the most current version of the *Stormwater Management Manual for Western Washington*;
4. Familiarity with Low Impact Development techniques;
5. Familiarity with City Code and Planning Document revisions;
6. Experience with writing Development Standards;
7. Demonstrated ability to keep projects on time and within budget; and,
8. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies.

***Inquiries***

Direct all inquiries regarding this request for qualifications to Jennifer Adams, Surface Water Technician at 425.263.8083, or Andrea Swisstack, P.E., Assistant City Engineer at 425.263.8081.

***Equal Employment Opportunity***

The City of Mukilteo 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



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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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

The City of Mukilteo encourages disadvantaged, minority, and women owned consultant firms to apply.

***Reservations***

The City of Mukilteo reserves the right to reject any and all RFQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Mukilteo to pay any costs incurred by respondents in the preparation and submission of a RFQ. This solicitation does not obligate the City of Mukilteo to accept or contract for any expressed or implied services. Furthermore, the City of Mukilteo reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.