



REQUEST FOR STATEMENT OF QUALIFICATIONS

For On-Call Services

Deadline: Thursday, February 15, 2024 at 3:00PM PST

Purpose

The City of Mukilteo is requesting Statement of Qualification's (SOQ's) from qualified professionals for on-call consulting services for the following fourteen (14) subject areas:

- 1) Land Use/Community Planning Services**
- 2) Environmental Services (e.g. wetland, stream, habitat, not including geotechnical)**
- 3) Archaeological/Cultural Resources Services**
- 4) Arboricultural Services**
- 5) Surveying Services**
- 6) Geotechnical Services**
- 7) Engineering Services (multiple disciplines available)**
- 8) Construction Management and Inspection Services**
- 9) Surface Water Planning and Technical Consulting Services**
- 10) Transportation Planning and Technical Consulting Services**
- 11) Right-of-Way and Property Acquisition Services**
- 12) Public Outreach/Graphic Design Services**
- 13) Landscape Architect Services**
- 14) Building Inspection and Plan Review Services**

Consultants responding to this SOQ may request to be considered for one or more of the above subject areas.

Consultant(s) will provide a variety of on-call services to the City as projects are budgeted, or as projects are submitted to the City for development review. Upon Council approval and contract execution, the on-call contract will be for a period of one (1) year with an opportunity for two (2) one-year extensions upon mutual agreement. The City may choose to select more than one consultant to provide these services, even within a specific subject area.

At this time the City has no specific projects budgeted for 2024. The City provides no guarantee that projects will become available. However, as projects are submitted or priorities change, the City may need the services of hired consultants with expertise in the nine subject areas more fully described as follows:

Subject Areas - Scope of Services

- 1. Land Use/Community Planning Services**

The consultant shall be capable of providing a variety of land use and community planning services which may include, but are not limited to, planning/policy development code amendments, urban design, economic development, transportation planning, development review, GIS support, and project scheduling and coordination experience.

The consultant must demonstrate competence and qualifications related to the services performed including:

- Extensive experience working with local governments on both current and long-range planning projects.
- Demonstrated ability to conduct public outreach and community participation efforts related to Land Use/Community Planning services.
- Successful experience implementing GIS systems, and ability to communicate with non-technical customers about GIS functions and capabilities.
- Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

2. Environmental Services

The consultant must be able to provide on-call environmental services which may include, but are not limited to, wetland, stream, animal habitat, and plant community identification. Environmental services also include planning, inventory, delineation, permitting, regulatory compliance, design, implementation, and construction management of mitigation, monitoring, grant writing, and watershed analysis and planning. Services related to environmental code, including experience with shoreline and floodplain areas, and policy support is also sought. These capabilities may apply to freshwater, estuary, and marine habitats.

The consultant must demonstrate competence and qualifications related to the services performed including:

- Successful experience in reviewing and preparing critical areas studies including critical area reports, mitigation plans, SEPA checklists, NEPA applications, HPA applications, site and civil plan review, and biological assessments.
- Possess a strong knowledge of the Washington State Department of Ecology's Wetland Rating System for Western Washington and the Washington State Wetlands Identification and Delineation Manual.
- Successful experience in evaluating development proposals in areas where streams, rivers, wetlands, and endangered species exist.
- Successful experience preparing Biological Opinions that have been accepted by state and federal agencies.
- Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.

- Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

3. Archaeological /Cultural Resource Services

The consultant will be expected to provide the full range of services to assist the City in meeting the obligations required by the Washington State Department of Archaeology and Historic Preservation (DAHP) and federal agencies. The Cultural Resources Consultant shall provide all services relating to cultural resources management as requested by the City, which may include, but are not limited to, archaeological and historic resources research and reconnaissance; site testing; resource recovery; construction monitoring; data recovery; geomorphological assessment; artifact cataloging; cultural resource compliance training, report preparation; mitigation, and monitoring. Third party review of archeological and cultural resources reports is also sought. The consultant will have complete responsibility for the employment and supervision of all personnel used in completing the assigned work.

The consultant must demonstrate competence and qualifications related to the services performed including:

- Successful experience in preparing and obtaining Archaeological Excavation Permits from the Washington State DAHP.
- Professionally qualified to perform archeological and cultural resource investigations throughout the Puget Sound region according to DAHP qualifications.
- Successful experience in designing, implementing mitigation and monitoring plans as well as reviewing (third party review) mitigation and monitoring plans.
- Listed on the DAHP Archaeological Consultant list.
- Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

4. Arboricultural Services

The consultant must be certified and able to provide on-call arboricultural and other related support and professional staff services. These services may include, but are not limited to, tree health and certified risk assessments, testing, treatments, vegetation inventories, design, and restoration as well as reviewing refinement of existing or new regulatory codes.

The consultant must demonstrate competence and qualifications related to the services performed including:

- Preparing tree health and certified risk assessments which may include custom vegetation management plans for pruning or removal to reduce risk, diagnosis,

and treatment recommendations to improve health, and general tree care instructions.

- Replanting plans for situations where vegetation has been removed or altered, sometimes in critical areas.
- Third party review of arborist reports.
- Test for tree decay, stability, and soil types starting with a visual tree assessment from the ground. If further testing is necessary, other types of testing can be performed including increment borer, resistograph, tomograph, pull test, or soil profile.
- Conduct pest assessments and recommend proper treatments.
- Provide inventories of trees or understory vegetation; collect GPS/GIS data for inclusion in databases used for long-term management; and provide tree-related policy development and implementation services.
- Design and implement plans for retaining or restoring natural areas and related native understory plants. Services include recommendations for drought-tolerant plantings and/or complicated neighborhood greenbelt restoration.
- The consultant should have an International Society of Arboriculture (ISA) Certified Tree Risk Assessor on staff. All work will be completed in accordance with the ISA standards.

5. Surveying Services

The on-call survey consultant shall be able to provide a full range of survey services. The consultant shall be licensed within the State of Washington and must demonstrate competence and qualifications related to the services which may include, but are not limited to:

- Detailed topographic survey work to aid in the design and construction of capital projects.
- Ability to work in heavily vegetated and steep slope terrain.
- Ability to perform right of way and private property research to verify and establish property boundaries and easements.
- Preparation and review of legal descriptions and property maps for vacation/purchase, right of entry, easement and permitting documents.
- Preparation of base drawings in AutoCAD Civil 3D.

6. Geotechnical Services

The consultant must be able to provide geotechnical services ranging from project scoping, development review, emergent event, and capital project construction. The consultant shall have experience and knowledge of Mukilteo's geology & geomorphology.

The consultant shall be licensed within the State of Washington and must demonstrate competence and qualifications related to the services performed which may include, but are not limited to:

- On-call peer/third party review.

- Perform site investigations, soil sampling, groundwater monitoring, and soil testing.
- Provide design-level geotechnical analyses and recommendations for capital projects and emergent events.
- Evaluate surface and groundwater site conditions.
- Conduct slope stability analyses and provide recommendations.
- Construction inspection services including soil and rock materials testing.

7. Engineering Services

Consultants must be able to provide a wide range of engineering services which may include, but are not limited to, project scoping, transportation engineering, stormwater engineering, capital project design, permitting assistance, grant scoping and preparation assistance, development review, PS&E packages, and related public outreach/community meetings.

The consultant shall be licensed within the State of Washington and must demonstrate competence and qualifications related to the services performed including:

- Knowledge and understanding of the City's municipal code, development standards and standard plans.
- Experience working with the current adopted Department of Ecology's Stormwater Management Manual for Western Washington
- Ability to prepare construction cost estimates and quantity tabulation.
- Ability to prepare and stamp construction plans and specifications for bidding.
- Ability to provide bidding, preconstruction, construction assistance in the form of RFIs and similar requests.
- Experience designing in geologically sensitive areas.
- Ability to work with various permitting agencies.
- Successful experience in permitting and working within BNSF railroad right-of-way.
- Ability to work within tight timeframes and produce within budget.

8. Construction Management and Inspection Services

Consultants must be able to provide construction management and inspections services including project administration and management, and construction administration including project setup, administration during construction, construction inspection, and project closeout. The consultant must demonstrate competence and qualifications related to the services performed including:

- Write pre-construction planning and meeting agendas.
- Ability to read and interpret contracts, plans and specifications for Public Works projects.
- Ability to communicate with all stakeholders effectively, fairly, and productively.
- Experience in general construction inspection practices for all disciplines.
- Ability to recognize standard construction practices and procedures.

- Review and approve shop drawings, materials, samples, schedules, and other items submitted by the contractor.
- Maintain orderly electronic records of project files at the jobsite.
- Experience with FHWA documentation, including DBE requirements if projects are federally funded.
- Process change orders, pay estimates, and field note records.
- Experience in performing project and grant closeout procedures for Public Works projects.

9. Surface Water Planning and Technical Consulting Services

Consultants must be able to provide surface water planning and technical consulting services including:

- Understand the latest Department of Ecology Stormwater Manual.
- Have a working knowledge of the latest NPDES Phase II permit.
- Have experience with Stormwater reviews for permitting.
- Have the ability to work on Surface Water Rate Structures in Western Washington.
- Have experience with developing and implementing Climate Action and Resiliency programs.
- Have experience with developing and implementing stream channel morphology monitoring.
- Can perform structural inspections for underground vaults and stormwater structures.
- Can perform inspections of all stormwater BMPs per the Department of Ecology standards and methods’.
- Have experience with Development Standards and Code reviews, editing and implementation.
- Have experience with Green Stormwater Infrastructure, inspection, maintenance, and construction.
- Have a working knowledge of urban hydrology in Western Washington to model stormwater conveyance.
- Have a working knowledge of surface water grant writing.
- Have experience in property acquisition.

10. Transportation Planning and Technical Consulting Services

Consultants must be able to provide transportation planning and technical consulting services including traffic forecasting, system needs, cost estimates, and grant guidance.

The consultant shall be licensed within the State of Washington and must demonstrate competence and qualifications related to the services performed including:

- Ability to provide future forecast modeling and project prioritization.

- Ability to develop multi-modal networks.
- Able to provide planning level cost estimates.
- Able to review, develop and advise on transportation impact fee updates.
- Ability to write clear and concise reports such as comprehensive planning, traffic study reports, and design reports that may be provided to the State, Council, and/or citizens.
- Knowledgeable about possible grant funding and ability to assist in preparing grant applications.
- Able to provide sound council on traffic safety issues.
- Ability to assist in public outreach regarding transportation planning and safety issues.

11. Right-of-Way and Property Acquisition Services

Consultants must have a certified SR/WA for the team and be able to provide right-of-way (ROW) and property acquisition services including:

- Knowledgeable about State and Federal ROW acquisition rules.
- Facilitate property acquisitions, vacations, various types of easements, dedications, condemnation, construction easements, rights of entry, and ROW.
- Able to keep clear and concise notes and maintain a professional diary.
- Able to record documents, perform title and appraisal reviews, negotiate on behalf of the City.
- Implementing a diverse range of public outreach and negotiation techniques on sometimes contentious issues to meaningfully engage the public.
- Able to prepare web and multi-media communications and outreach materials.
- Ability to engage non-English speaking and other overburdened or historically underrepresented communities that traditionally have not actively participated in public processes.

12. Public Outreach & Graphic Design Services

The public outreach & graphic design consultant shall be able to provide a full range of public outreach and multimedia communication services. The consultant must demonstrate competence and qualifications related to the services performed including:

- Implementing a diverse range of public outreach techniques on sometimes contentious issues to meaningfully engage the public.
- Preparing web and multi-media communications and outreach materials.
- Ability to convey information to the public in an understandable manner that encourages public feedback.
- Ability to effectively convey public outreach results in various forms (e.g. orally, graphically, in writing).
- Ability to engage non-English speaking and other overburdened or historically underrepresented communities that traditionally have not actively participated in public processes.

- Ability to successfully advertise and host public outreach events.

13. Landscape Architect Services

The landscape architect consultant shall be able to provide a full range of services and shall be licensed within the State of Washington. The consultant must demonstrate competence and qualifications related to the services performed which may include, but are not limited to:

- Ability to provide landscape designs meeting code for projects of various sizes and scale.
- Ability to provide landscape designs for various projects including landslide mitigation, wetland mitigation, erosion control, parks and recreation, and shoreline vegetation.
- Firm understanding and design of native landscapes.
- Interpretation and development of code and provide peer/third party review and evaluation of landscape plans.

14. Building Inspection and Plan Review Services

The on-call Building Inspection and Plan Review Services consultant shall be able to provide a full range of services related to building inspection and plan review which may include, but not be limited to plan review, inspections, code enforcement, and responding to customer inquiries. The consultant must demonstrate competence and qualifications related to the services performed including:

- Knowledge of local government building inspection, plan review, enforcement processes.
- Knowledge of applicable building, fire, plumbing, energy, and mechanical codes.
- Promptly and accurately review building related plans with related documentation.
- Preparation of review comments.
- Field inspections and related documentation.
- Communication with the public, with tact, relative to inquiries and interpretations of related codes.
- Other duties as requested by the City.

Schedule

Date	Task
February 15, 2024 at 3:00 PM	Deadline for the Request for Qualifications (RFQ) Submittals
February 16-March 8, 2024	Review of SOQ, selection process & reference checks
March 12, 2024	Notify successful firms of selection
April 1, 2024	City Council award of contract
April 2-April 14, 2024	Contract execution
April 15, 2024	Contract begins

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

Procedures for Submittal

If interested in responding to this RFQ, submit an email to Matt Nienhuis, Public Works Director, at mnienhuis@mukilteowa.gov, no later than the RFQ submittal deadline listed above indicating your interest in the project. A copy of this RFQ will also be available on the City of Mukilteo's website: <https://mukilteowa.gov/news/rfq-for-on-call-services>.

Emails shall include:

1. Email Body Text:
 - a. Firm name
 - b. Contact Information
 - c. A list of which subject areas you wish to be considered for providing services.
 - d. A link to your website.
2. Email Attachments
 - a. A cover letter that briefly describes your firm and your interest in being selected for the City's on-call roster (limited to one (1) page, minimum 11-point font).
 - b. A short description of your firm's experiences and abilities in the subject area in which you are submitting (limited to a maximum of two (2) pages per subject area, minimum 11-point font).
 - c. A separate list of references for each subject area. Include the name of the organization, contact name, and project information/services rendered (limited to three (3) references per subject area).

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after the deadline, and all hard/paper copy submittals will be disregarded.

Selection Process

A review committee consisting of various City staff will evaluate and rate the proposals using the following criteria:



1. The firm's or team's ability and experience to perform the work.
2. Familiarity with the City of Mukilteo.
3. Demonstrated the ability to keep projects on time and within budget.
4. Demonstrated the ability to communicate and work effectively with the public, staff, boards, commissions, and elected officials.
5. Responsiveness to this Request for Qualifications.

Following evaluation of the SOQ's, the City will check references of the top firm(s) prior to making a selection. At the review committee's discretion, informal interviews may be conducted for the top two to three firms in a subject area prior to the review committee making a final selection; however, interviews are not anticipated at this time.

Agreement for Services

The selected consultant(s) will be expected to enter into the City's On-Call Consultant Agreement attached to this RFQ. Insurance requirements are included in that agreement. The contract period shall be for a one (1) year period with opportunities for two (2) additional one (1) year extensions upon mutual agreement (for a maximum total of three (3) years).

Inquiries

Direct all inquiries regarding this request for qualifications to Matt Nienhuis, Public Works Director, at mnienhuis@mukilteowa.gov or 425.367-2670, or Kristina Cerise, Planning Manager, at kcerise@mukilteowa.gov or 425.263.8045.

Americans with Disabilities Act (ADA) Information

The City of Mukilteo 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 contacting the above listed contacts or downloading from City of Mukilteo's website that is listed above.

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 the Regulations, hereby notifies all bidders that it will affirmatively insure 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.

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 SOQ'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 SOQ. 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.

Encl. On-Call Consultant Agreement Template