

City of Mukilteo, Washington
ADDENDUM 1
REQUEST FOR STATEMENTS OF QUALIFICATIONS

For Professional Consulting Services Relating to Updating Mukilteo's Parks, Open Space,
Recreation and Arts Plan

PROJECT NAME: Update Mukilteo's Parks Open Space, Recreation and Arts Plan

There was a discrepancy between the advertisement and the SOQ regarding what documents are needed in the submittal and how they are to be submitted.

The City will accept bids by both email and over the counter.

If interested in providing Parks, Open Space, Recreation and Arts Plan services to the City, submit an email or drop off at Mukilteo City Hall by 4:30pm on February 3, 2017 indicating your interest.

- **Email:** Jennifer Berner, Recreation & Cultural Services Director at jberner@mukilteowa.gov
- **Drop off:** Mukilteo City Hall, Jennifer Berner, Recreation and Cultural Services Director, City of Mukilteo, 11930 Cyrus Way, Mukilteo, WA 98275

Submittals shall include: Firm name as listed on the MRSC web site, contact information, and short summary of how you meet the qualifications listed on the SOQ. A one page cover letter may be attached to the email. Submittals other than described above will be disqualified and not given any further consideration.

The following is not needed:

- Consultants shall submit a total of five (5) copies of their proposals in a sealed envelope, addressed as noted above. Proposals shall be limited to 20 pages, including the cover page (or 10 pages double sided) with a minimum font size of 12.

It is not our intent for you to create customized SOQ's for this request, but to review your existing Statement of Qualifications online from the MRSC web site. Any clarifications can be included in your one page cover letter if needed. We will then invite 2 to 3 firms to interview for the park master planning services as listed in this SOQ.

Jennifer Berner
Recreation & Cultural Services

Date