



## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **For On-Call Services**

***Deadline: Wednesday, February 14, 2018 at 4:00PM Local Time***

#### ***Purpose***

The City of Mukilteo is requesting Statement of Qualification's (SOQ's) from qualified professionals for on-call consulting services for the following nine (9) subject areas: 1) Land Use/Community Planning, 2) Environmental, 3) Archaeological/Cultural Resources, 4) Certified Arborist, 5) Surveying, 6) Geotechnical, 7) Engineering, 8) Public Outreach/Graphic Design, and 9) Landscape Architecture.

Consultants responding to this SOQ may request to be considered for one or more of the nine 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, the on-call contract will be for one year with an opportunity for two (2) one-year extensions upon mutual agreement. The City will likely 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 the 2018. 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:

#### **1. Land Use/Community Planning Services**

- Permit review, policy planning and code amendment assistance
- GIS support
- Other technical planning support related to the above
- Outreach and public involvement activities related to the above.

#### **2. Environmental Services (e.g. wetland, stream, habitat, but not including geotechnical)**

- Critical area evaluations /monitoring plans
- Environmental permitting/SEPA support
- Critical area report peer/third party review
- Biological opinions

#### **3. Archeological/Cultural Resource Evaluations**

- Archeological investigations, reports, and/or monitoring plans
- Peer/third party review

**4. Certified Arboricultural Services**

- Peer/3<sup>rd</sup> party review - Arborist evaluations and reports
- Tree Risk Assessments

**5. Land Surveying Services**

- Prepare legal descriptions
- Review legal descriptions
- Site surveys
- Legal description/easement research

**6. Geotechnical Services**

- Geotechnical evaluations
- Peer/3<sup>rd</sup> party report review
- Construction inspection services

**7. Engineering Services**

- Construction inspection and construction management
- Design engineering
- Private development review
- Project scoping and preliminary cost estimation
- Grant preparation assistance
- Structural engineering
- Traffic engineering
- AutoCAD & drafting support

**8. Public Outreach & Graphic Design Services**

- Project outreach
- Public and community involvement
- Project or program “branding”

**9. Landscape Architectural Services**

- Landscape design preparation and review
- Code amendment assistance

**Scope of Services (Subject Areas)**

**1. Land Use/Community Planning Services**

The consultant shall be capable of providing a variety of land use and community planning services including but 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, training, 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 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, 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 Evaluations**

The consultant will be expected to provide the full range of services to assist the City in meeting 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, including: 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. Certified 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 International Society of Arboriculture (ISA) Certified Tree Risk Assessor on staff. All work will be completed in accordance of 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 performed including:

- 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.
- Preparation and review of legal descriptions and property maps for 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 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 including:

- 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
- 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 including but not limited to project scoping, transportation engineering services, capital project



design, construction management and inspection services, permitting assistance, grant scoping and preparation assistance, development review, public works and engineering plans and procedures, and related public outreach and 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 development standards and standard plans.
- Experience working with the Department of Ecology’s Stormwater Management Manual for Western Washington (2012, as amended)
- Ability to prepare construction cost estimates and quantity tabulation.
- 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. 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 communities that traditionally have not actively participated in public processes.
- Ability to successfully advertise and host public outreach events.

**9. 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 including:

- Ability to provide landscape designs meeting code for projects of various sizes and scale.
- Interpretation and development of code.
- Peer/3<sup>rd</sup> party review and evaluation of landscape plans.

***Schedule***

Date	Task
February 14, 2018 at 4:00 PM	Deadline for RFQ Submittals
March 7, 2018	Reference checks of top firm(s) and possible interviews
March 12, 2018	Selection of firm and negotiation of contract
April 2, 2018	City Council award of contract

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 wish to be considered on-call work under this RFQ, you must be a registered consultant on the Municipal Research and Services 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 be reviewing interested firms' existing SOQ's on the MRSC roster. If interested in responding to this RFQ, submit an email to Andrea Swisstack, Assistant City Engineer, at [aswisstack@mukilteowa.gov](mailto:aswisstack@mukilteowa.gov), no later than the RFQ submittal deadline listed above indicating your interest in the project.

Emails shall include:

1. Email Body Text:
  - a. Firm name as listed on the MRSC website
  - b. Contact Information
  - c. A list of which subject areas you requesting to be considered for in providing services
  - d. A link to your website.
2. Email Attachments
  - a. A cover letter for each subject area you are applying for (limited to a maximum of two (2) pages per subject area)
  - b. A separate one (1) page list of references for each subject area (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.

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 can be included in your cover letter if needed.

***Selection Process***

A City staff Review Committee will evaluate and rate the proposals using the following criteria:



1. The firm's or team's ability to perform the work
2. Demonstrated experience with similar projects
3. Ability to apply creative solutions to complicated projects
4. Demonstrated ability to keep projects on time and within budget
5. Demonstrated ability to communicate and work effectively with the public, staff, boards, commissions and elected officials; and
6. Responsiveness to this Request for Qualifications

Following evaluation of the RFQ'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 (2) to (3) firms/teams in a subject area prior to the Review Committee making a final selection.

***Agreement for Services:***

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be for a one year period with opportunities for two additional one year extensions upon mutual agreement (for a maximum total of three (3) years).

***Inquiries***

Direct all inquiries regarding this request for qualifications to Andrea Swisstack, Assistant City Engineer, at 425.263.8081, or David Osaki, Planning Manager, at 425.263.8042.

***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 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.