

City of Mukilteo, Washington  
REQUEST FOR STATEMENT OF QUALIFICATIONS

For Professional Consulting Services Relating to Professional Planning, Environmental, and  
Archaeological Services

**PROJECT NAME:** Professional Planning and Environmental On-Call Services

**ADVERTISEMENT DATES:** Friday, December 11 and Friday, December 18, 2009

**PROJECT DESCRIPTION:** The City of Mukilteo is requesting Statement of Qualification (SOQ) from qualified professionals for on-call consulting services relating to environmental, archaeological, and professional planning services. The consultant(s) will provide a variety of on-call planning services to the City as projects are budgeted or as projects are submitted to the City for development review. The on-call contract will be for two years (2) with an opportunity for one one-year extension upon Council approval. The City will likely select more than one consultant to provide these services.

At this time the City has no specific projects budgeted for the 2010 fiscal year. We also provide no guarantee that any 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 following areas:

- Outreach and public involvement activities
- Archaeological investigations, reports, and / or monitoring plans
- Code amendment assistance
- Critical area evaluations
- GIS support
- Other technical planning support

See the full Statement of Qualification for detailed information regarding this request.

**SUBMITTAL:** SOQ's will be received for this project as follows:

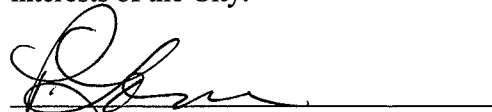
If you wish to be considered for on-call work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington - Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)). If interested in providing on-call services to the City, submit an email to Patricia Love, Assistant Director of Community Development, at [plove@ci.mukilteo.wa.us](mailto:plove@ci.mukilteo.wa.us), by 4:30 pm on January 6, 2010 indicating your interest and which services, or any combination thereof which you would like to be considered for. Emails shall include: firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. A one page cover letter may be attached to the email. Emails received after 4:30 pm on January 6, 2010 and all hard/paper copy submittals will be disregarded. It is not our intent for you to create customized SOQ's for this request, but to review your existing Statement of Qualifications on line from the MRSC web site. Any clarifications can be included in your one page cover letter if needed.

**OBTAINING SOQ DOCUMENT:** Copies of the request for SOQ may be obtained from the City of Mukilteo as follows:

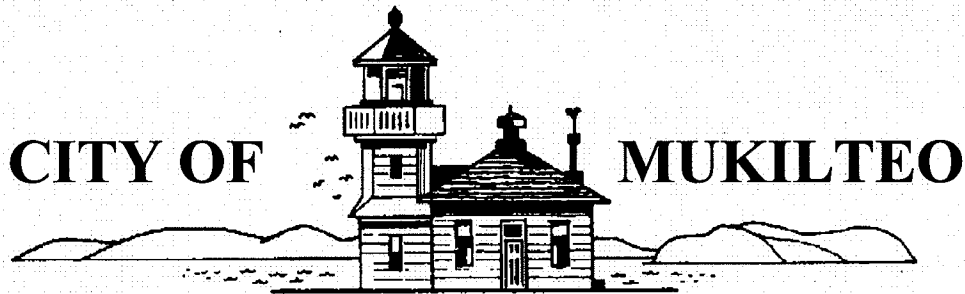
Patricia Love  
[plove@ci.mukilteo.wa.us](mailto:plove@ci.mukilteo.wa.us)

or City of Mukilteo Web Site  
[www.ci.mukilteo.wa.us](http://www.ci.mukilteo.wa.us)

The City of Mukilteo reserves the right to reject any and all SOQ's and to waive any informality in the interests of the City.

  
\_\_\_\_\_  
Patricia Love  
Assistant Director of Community Development

12.8.09  
Date



11930 Cyrus Way, Mukilteo, WA 98275

## REQUEST FOR STATEMENT OF QUALIFICATIONS

For Professional Consulting Services Relating to Professional Planning, Environmental,  
and Archaeological Services

***Deadline: January 6, 2010***

### ***Purpose:***

The City of Mukilteo is requesting Statement of Qualification (SOQ) from qualified professionals for on-call consulting services relating to environmental, archaeological, and professional planning services. The consultant(s) will provide a variety of on-call planning services to the City as projects are budgeted or as projects are submitted to the City for development review. The on-call contract will be for two years (2) with an opportunity for one one-year extension upon Council approval. The City will likely select more than one consultant to provide these services.

At this time the City has no specific projects budgeted for the 2010 fiscal year. We also provide no guarantee that any 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 following areas:

- Outreach and public involvement activities
- Archaeological investigations, reports, and / or monitoring plans
- Code amendment assistance
- Critical area evaluations
- GIS support
- Other technical planning support

### ***Scope of Project:***

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

The consultant must be able to provide a variety of community planning services to the City of Mukilteo including but not limited to: expertise implementing the Growth Management Act, code amendments, urban design, community education and

coordination, economic development, transportation planning, development review capabilities, GIS support, and project scheduling and coordination experience.

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

- A. The consultant must have extensive experience working with local governments on both current and long-range planning projects.
- B. Demonstrated ability to conduct outreach efforts to engage community participation.
- C. Successful experience implementing GIS systems, training abilities, and ability to communicate with non-technical people about GIS functions and capabilities.
- D. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- E. 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 ecologists, biologists, and other related support and professional staff for on-call consulting to the City of Mukilteo. These services may include but are not limited to wetland, stream, and plant community identification, including the services of planning, inventory, delineation, permitting, regulatory compliance, design, implementation, and construction management of mitigation, and monitoring, grant writing, as well as review and refinement of existing or new regulatory codes, and watershed analysis and planning. These capabilities may apply to freshwater, estuary and marine habitats.

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

- A. Successful experience in evaluating critical areas regulations and environmental studies including critical area reports, mitigation plans, SEPA checklists, site and civil plan review, and biological assessments.
- B. 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*.
- C. Successful experience in evaluating development proposals in areas where streams, rivers, wetlands, and endangered species exist.
- D. Successful experience in writing Biological Opinions that have been accepted by state and federal agencies.
- E. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- F. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

### 3. Archaeological Evaluations

Consultants will be expected to provide the full range of services to assist the City in meeting environmental obligations required by the Department of Archaeology and Historic Preservation. The Cultural Resources Consultant will be used to 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. 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:

- A. Successful experience in preparing and obtaining Archaeological Excavation Permits from the Department of Archaeology and Historic Preservation (DAHP).
- B. Staff members must be professionally qualified to perform cultural resource investigations throughout the Puget Sound region according to DAHP qualifications.
- C. Successful experience in designing and implementing mitigation and monitoring plans.
- D. Listed on the DAHP Archaeological Consultant list.
- E. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- F. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

#### ***Procedures for Submittal:***

If you wish to be considered for on-call work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington - Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)). If interested in providing on-call services to the City, submit an email to Patricia Love, Assistant Director of Community Development, at [plove@ci.mukilteo.wa.us](mailto:plove@ci.mukilteo.wa.us), by 4:30 pm on January 6, 2010 indicating your interest and which services, or any combination thereof which you would like to be considered for. Emails shall include: firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. A one page cover letter may be attached to the email.

For your records, the City will provide a confirmation email confirming receipt of your interest in the proposal. Emails received after 4:30 pm on January 6, 2010 and all hard/paper copy submittals will be disregarded.

It is not our intent for you to create customized SOQ's for this request, but to review your existing Statement of Qualifications on line from the MRSC web site. Any clarifications

can be included in your one page cover letter if needed. We will then invite 3 to 6 firms to interview for the on-call services as listed in this SOQ.

The City reserves the right to reject any and all submittals.

***Selection Process:***

The City of Mukilteo's selection will be based upon:

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, policy and review bodies;
6. Responsiveness to this request for qualifications.

***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 on-call services for up to three (3) years.

***Schedule***

Date	Task
January 6, 2010 at 4:30 pm	Deadline for SOQ submittals
January 19	Selection of firms to interview
February 3 and 4	Interviews and reference checks
February 8 through 10	Selection of firms and prepare contracts with scope of work and fee schedule
February 16	City Council award of contract

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selection targeted for mid-February, 2010.

***Inquires:***

Direct all inquires regarding this request for services to Heather McCartney FAICP, Director of Planning and Community Development or Patricia Love, Assistance Director of Community Development at 425-263-8000.