



CITY OF BLACK DIAMOND

P.O. Box 599
24301 Roberts Drive
Black Diamond, WA 98010

Phone: (360) 886-5700
Fax: (360) 886-2592
www.ci.blackdiamond.wa.us

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR PUBLIC WORKS & COMMUNITY DEVELOPMENT

The City of Black Diamond is soliciting interest from consulting firms with expertise in civil infrastructure design, plan review and construction inspection, including review of preliminary and final plats; final engineering plans for both residential and commercial projects and utility extensions; and engineering inspection of projects under construction. Work will primarily be related to providing assistance to the City Public Works Department and Community Development Departments and will have various capital project design and planning needs for transportation, parks, trails, water, sewer, and storm water systems. The City may elect to execute a professional services agreement for on-call work with more than two firms based on the needs of the City.

NATURE OF WORK

The work to be performed by the CONSULTANT may consist of some or all of the following types of tasks, as directed by the City:

- All aspects of engineering to support Capital Project implementation
- Community Development Services
- Development Review
- Utility Operations and Maintenance Needs
- Street Department Needs
- Other City Departmental Needs, As Requested
- Disciplines including but not limited to surveying, traffic, geotechnical, structural, street design, sidewalk and trail, lighting, stormwater, environmental, project inspection and project management, hydrogeology, sewer, pump stations, water treatment systems, water systems, financial, civil plan review, NEPA /SEPA, biological assessments,

SUBMITTAL REQUIREMENTS

Submittals should include the following information: Firm name, phone number and email contact address; Name of Principal-in-Charge and potential staff to perform work (excluding inspectors); provide a resume for each individual (excluded from total submittal length). Submittals will be evaluated and ranked for an initial screening based on the following criteria: 1) Key personnel; 2) Firm's/assigned individual(s)' experience in engineering review, particularly for local government; 3) Range of services that can be provided in house; 4) Familiarity with relevant codes and standards; 5) Familiarity and knowledge of City infrastructure; 6) Familiarity and knowledge of issues within the City and 7) past performance/references from other municipalities.

The City of Black Diamond encourages disadvantaged, minority, and women-owned consultant firms to respond.

REVIEW PROCESS

The City will evaluate and rank the submittals and select at least two firms in the near term for on-call services. Additionally, the City may re-evaluate the submittals in the future for more specific project related criteria based on the needs of the city and then sign additional contracts from all of those that submitted. The City reserves the right to conduct interviews as part of the selection process.

Please submit (5) five copies of your Statement of Qualifications to: Seth Boettcher, Public Works Director, City of Black Diamond, P.O. Box 599, Black Diamond, WA 98010. The first round of SOQs for review will begin starting **January 9, 2018, no later than 3:00 PM**. SOQs that come in after this time may still receive consideration for future work. No electronic submittals. Submittals shall not exceed 10 pages, single sided.

No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Seth Boettcher, sboettcher@blackdiamondwa.gov, Public Works Director.