



# 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](http://www.ci.blackdiamond.wa.us)

## REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CIVIL ENGINEERING SERVICES FOR THE MASTER DEVELOPMENT REVIEW TEAM

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 short, 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 be primarily related to the two Master Planned Developments (MPDs) that have been approved by the Black Diamond City Council.

### 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:

#### MDRT

- Participation in preliminary design meetings and other activities as a member of the Master Development Review Team (MDRT)
- Review of and preparation of written comments on submitted engineering drawings for compliance with City codes and standards and any applicable provisions of the approved MPDs.
- Coordination with other consulting professionals and staff of the MDRT
- On-site inspection during construction of individual engineering projects

### 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) Ability to devote staff to on-going needs of the MDRT; 4) familiarity with relevant codes and standards; 5) Familiarity and knowledge of City infrastructure; 6) Familiarity and knowledge of surrounding issues and the Master Planned Development Agreements and 5) past performance/references from other municipalities.

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

Please submit (5) five copies of your Statement of Qualifications to: Andy Williamson, Economic Development and Master Development Review Team Director, City of Black Diamond, P.O. Box 599, Black Diamond, WA 98010 by **February 20, 2018, no later than 3:00 PM**. 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 Andy Williamson, [awilliamson@blackdiamondwa.gov](mailto:awilliamson@blackdiamondwa.gov), Economic Development and Master Development Review Team Director.