



CITY OF BLACK DIAMOND

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REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL PLANNING SERVICES

The City of Black Diamond Community Development Department is seeking qualifications for on-call planning services from a qualified firm to augment city planning services and assist with special zoning and planning related projects, as needed.

NATURE OF WORK

The on-call consultant chosen will need to be a multi-discipline firm to help the City be successful in completing general planning tasks and various special projects. To assist in determining the general scope of expertise required, the City anticipates needing assistance to perform the following work:

- Review of land use applications
- Development of a Housing Action Plan
- Parks, Recreation, Open Space ("PROS") Plan update
- Design standards review and update

The City intends to enter into an on-call contract for general planning services with the understanding that each special project would be negotiated through an Additional Services Agreement (ASA) with a detailed scope of work and budget to amend the original contract.

QUALIFICATION REQUIREMENTS

Submit a general description of the firm's background and experience with similar on-call contracts that the firm has managed with a brief description of the services and personnel that were assigned to these contracts. Provide the names of at least three public agencies the firm has provided similar services in the past three years with specific individuals to contact for references. Discuss the firm's knowledge and experience of public agency projects and describe the firm's technical resources to perform the various tasks listed in this RFQ. Provide resumes for the principal planner, project manager and others contemplated for this contract, and if anticipated, outside associates proposed for this contract.

SUBMITTAL REQUIREMENTS

Please submit with a letter of interest and Statement of Qualifications, not to exceed 12 pages, single sided, not including resumes. Submittals will be evaluated and ranked for an initial screening based on the following criteria: 1) Qualifications of key personnel; 2) Firm's ability to perform multi-disciplinary tasks; 3) Capacity to devote staff to on-going on-call planning needs for the department; 4) Experience working with local governments under similar contracts; 5) Familiarity with relevant laws, codes and standards; 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 (4) four copies of your Statement of Qualifications to: Barbara Kincaid, Community Development Director, City of Black Diamond, P.O. Box 599, Black Diamond, WA 98010 by April 3, 2020 no later than 5:00 PM. Electronic submittals or any submitted after the deadline will not be accepted.

Any questions regarding this RFQ should be directed to Barbara Kincaid, bkincaid@blackdiamondwa.gov.