

**GOLD BAR, WA**  
**REQUEST FOR QUALIFICATIONS (RFQ'S)**  
**ON-CALL PLANNING CONSULTANTS**

The City of Gold Bar is currently seeking the services of on-call consultants with a strong planning staff to assist our city with current infrastructure improvements and with future planning and development of future city infrastructure. The City will place on file all submitted Statement of Qualifications received from Washington State Certified Planners or Planning Firms. From the RFQ File the City will choose a qualified Planner, or Planning Firm, to perform work associated with a project task.

**SCOPE:** Provide planning services on an on-call basis. The on-call consultant chosen will need to be a multi-discipline firm to help our community be successful in completing projects in a timely order. The consultant will be working on Public Works and Planning projects that include but are not limited to General Planning and Growth Management, Specific Planning Subjects/Plan Elements, Development Types, Land Use Development, Development Regulations, Zoning Regulations, Environmental Regulations/Protection, Shoreline Development, Conditional Use Permits, and Development/Plan Review. The consultant will be responsible for the contract administration, management, inspection and coordination of all sub-consultants work. The consultant will be required to sign and seal any design computations, standard plan sheets, specifications and other documents that are developed as part of this contract.

**QUALIFICATION REQUIREMENTS:** Demonstrate the following qualifications and experience: Submit a general description of the firm's background and experience with similar on-call contracts; list similar contracts that the firm has managed with a brief description of the services and the personnel that will be assigned to this contract and emphasize any repeat work due to past performance; provide names of at least three public agencies the firm has provided on-call services in Western Washington in the past three years along with specific individuals to contact for references; discuss firm's knowledge and experience of public agency projects including Federal projects and State projects; explain how the firm will approach the contracted tasks; describe if firm has adequate technical resources to perform the tasks in a timely manner; describe principal planner and project manager; names and functions of other personnel contemplated for this contract; and if anticipated, and outside associates and consultants proposed for this contract. Professional insurance shall be provided per Association of Washington Cities standards.

Please submit a letter of interest and Statement of Qualifications, to include:

1. 12 pages or less, single sided
2. One page letter of interest
3. Team qualifications

**PLEASE SUBMIT BY:** December 4, 2017

Responses to this RFQ are to be addressed to City of Gold Bar, 107 5<sup>th</sup> Street, Gold Bar, WA 98251, attention John Light. For questions or more information, please email at [j.light@cityofgoldbar.us](mailto:j.light@cityofgoldbar.us) or call 360-793-1101