



# CITY OF PUYALLUP

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## REQUEST FOR QUALIFICATIONS

### *Critical Area Report Review*

#### I. PURPOSE OF REQUEST

The City of Puyallup (“City”) is requesting proposals to select a qualified consultant intended to serve in an on-call, as-needed capacity, to assist the City’s Planning Division in the peer review of critical area reports associated with development proposals and related land use matters. This work is expected to be heavily oriented towards wetland/riparian biological sciences, involving consistency with the City’s critical area code (Puyallup Municipal Code 21.06) and the Shoreline Master Program, including the required FEMA/NMFS floodplain biological assessment (Bi-Op) for conformance with federal, state, and local requirements. Additional critical area services that may be requested include geological hazards, cultural resources, and/or tree assessments.

Although not required, it is preferable that the selected consultant be capable of reviewing all types of critical area reports, however, if a particular discipline, e.g., geologic hazards, is not present within the firm, please provide a description of the firm’s out-sourcing relationships and contractual arrangements with these other disciplines.

#### II. TIME SCHEDULE

The City will follow the following timetable, with expected selection of & notification to an individual qualified biologist or engineering or planning firm by March of 2022:

Issue RFQ	January 12, 2022
Deadline to Submit Questions Related to the RFQ	January 26, 2022
Deadline for Submittal of Proposals	February 2, 2022
Interview of Top Submittals	Mid-February 2022

#### III. INSTRUCTIONS TO PROPOSERS

A. All proposals should be sent to:

Michelle Ochs, Administrative Assistant  
Development & Permitting Services Department  
333 S. Meridian  
Puyallup, WA 98371

B. All proposals must be submitted electronically by email to: Michelle Ochs, at [MichelleO@puyallupwa.gov](mailto:MichelleO@puyallupwa.gov).

- C. Any questions related to the RFQ must be received in writing (letter or email) by January 26, 2022. Questions should be addressed to Michelle Ochs, Administrative Assistant, at MichelleO@puyallupwa.gov. The City will respond to questions in writing (letter or email response) by January 28, 2022.
- D. All proposals must be received by February 2, 2022, by 5:00 PM.
- E. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both sides of paper sheets for any submittals to the City is desirable whenever practicable.
- F. A City representative will notify the individuals or firms selected by March 2022.

### III. CONTENT OF PROPOSAL

All proposals must include the following information:

- The name of the individual applicant or firm and contact information.
- The names of individuals from those firms who will be working on the review and their areas of responsibility.
- Specific experience of the individuals relative to the proposed project.
- Specific report review types the individual or firm would be responsible for (wetland, Bi-Op, GHA, etc.).
- A proposed outline of tasks for a typical report review including the estimated number of hours by type of personnel required to complete each task.
- A proposed fee for each type of report (see scope of services for types of reports to be reviewed) based on the above outline of tasks, hours, and personnel. The pricing structure in the proposal shall be an hourly rate.
- References: Please provide references on all proposed services and indicate if the reference is for a specific scope.
- In the event that certain assessments cannot be conducted by the individual consultant or firm, please list the companies that you use for outside expertise and describe their qualifications, on-call ability, review turn-around timelines and estimated cost for sub-contracts.

### V. SELECTION CRITERIA

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service	20%
2. Cost effectiveness	20%

3. Ability and history of successfully completing contracts of this type and experience in similar work.	25%
4. Ability to meet projected deadlines and provide the occasional rush job	25%
5. Ability to review all types of reports within consultant group	10%
<b>Total Criteria Weight</b>	<b>100%</b>

Each proposal will be independently evaluated on factors 1 through 5.

## **VI. TERMS AND CONDITIONS**

- A. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next, most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.

## **VII. SCOPE OF SERVICES**

The individual or firm with which the City contracts shall perform all duties of the peer reviewer, including field activities, as described in and pursuant to the jurisdiction, power and authority established in the Puyallup Municipal Code Chapter 21 (Environment) as well as such other services as may be prescribed by Puyallup Municipal Code as it now exists or is hereafter amended. The majority of the Reviewer's workload is expected to be critical area reports. Applicants may apply to review all report types or specific report types.

All duties shall be performed in accordance with all applicable federal, state and city laws, including but not limited to, Pierce County and the City of Puyallup land use laws, State Environmental Policy Act ("SEPA"), Shoreline Management Act, FEMA/NMFS floodplain biological assessment (Bi-OP) requirements and all City codes, ordinances, resolutions, standards, or policies, as now existing or hereafter adopted or amended.

The Reviewer shall furnish clerical services including, but not limited to, typing determinations and mailing determinations to parties of record.

All duties shall be performed pursuant to the direction of the Planning Director or his/her designee.

All duties shall be performed in a manner consistent with accepted practices for other similar services including, but not limited to, generating orderly and impartial findings and conclusions, which are understandable and based upon reasoning and all applicable law, and which are received in a timely manner.

## **VIII. COMPENSATION**

Please present detailed information on the firm's proposed fee structure for the services proposed. Please specify any additional fees, charges, expenses, etc. that are, or may be, billable to the City. All rates quoted shall be full cost inclusive of sales tax and other government fees, taxes, and charges and valid throughout the contract period unless otherwise amended and agreed to by both parties in writing. Please provide an hourly rate fee structure by type of report and include pricing structure for review services and clerical support.

**This RFQ is also available for printing on the City's website at:**

<http://www.cityofpuyallup.org/Bids.aspx>