

Request for Qualifications

Permitting On-call services and Development Code/Standard Amendments

The City of Port Townsend is requesting on call services for planning and engineering expertise to provide an extension of staff services for development review and development code/standards updates on a task order basis. If selected, the City will request cost and time estimates for each task using a task request form on an as needed basis. Task assignments may include, but are not limited to, the following types of work.

On call services Tasks (these tasks will be paid by developers as a pass-through fee):

- A. Directed services for 3rd party Special Report Review (e.g., traffic analysis, stormwater, geotechnical reports, and wetland delineations and studies) including developing analysis or reviewing developer's analysis and preparing a memo documenting findings and recommendations to be included in staff analysis.
- B. Directed permit review services for critical areas, shoreline master program permits, and Public Works Plan Reviews to include drafting staff reports (based on established templates) and hearing exhibit materials.

Optional Task: (Up to \$75,000) Development and modification of engineering standards as well as Planning and Public Works development codes.

Optional Task: Permit review for additional land use types.

Submittal should include the following information: firm name, phone and email contact; name of City contact; experience in requested services including any subconsultants, availability and capacity to respond to task requests, and a sample invoice. Submittal is to be a short, 20-page limit statement of qualifications sent by 5:00 PM May 3, 2023 via email to frontdesk@cityofpt.us. Subject line should include: SOQ On Call Permitting Services: Attn: Emma Bolin

Selection will be based on review of SOQ and optional interviews, if requested by the City.

Questions should be directed to ebolin@cityofpt.us

For more information about the City of Port Townsend visit our website at cityofpt.us. Maps of City infrastructure is available at <https://cityofpt.maps.arcgis.com/home/index.html>

City codes are available:

<https://www.codepublishing.com/WA/PortTownsend/#!/PortTownsendNT.html>

Potential codes relevant for on call services include Titles 12, 13, 17, 18, 19 and 20 as well as the Shoreline Master Program.

Non-Discrimination. No bidders will be discriminated against on the grounds of sex, race, color, age, national origin, sexual orientation, gender identity, religion, or disability in consideration of an award of any contract or subcontract. All bidders are directed to solicit and consider minority and women-owned businesses as potential subcontractors and material suppliers for this project.