



CITY OF BLACK DIAMOND

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REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR MUNICIPAL FISCAL ANALYSIS SERVICES MASTER DEVELOPMENT REVIEW TEAM

The City of Black Diamond is soliciting interest from consulting firms with expertise in fiscal analysis for local governments. Specifically, the City is seeking firms that have expertise in analyzing the impact of development upon municipal services. All work will be related to the two Master Planned Developments (MPDs) that have been approved by the Black Diamond City Council and which are required to mitigate their fiscal impacts.

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:

- Participation as a member of the Master Development Review Team (MDRT)
- Review of and preparation of written comments on submitted fiscal analyses associated with individual implementing projects (i.e., preliminary plats) within the MPDs.
- Review and preparation of written comments on submitted periodic fiscal analyses as required for the MPDs.

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; 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 municipal fiscal analysis; 3) Ability to devote staff to on-going needs of the MDRT; 4) Familiarity with the conditions of approval of the two MPDs; 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, Executive Director of Engineering Services, City of Black Diamond, P.O. Box 599, Black Diamond, WA 98010 by February 15, 2012, no later than 10:00 AM. 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@ci.blackdiamond.wa.us, Executive Director of Engineering Services.