



CITY OF BLACK DIAMOND

P.O. Box 599
24301 Roberts Drive
Black Diamond, WA 98010

Phone: (360) 886-2560
Fax: (360) 886-2592
www.ci.blackdiamond.wa.us

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR SURVEY REVIEW SERVICES MASTER DEVELOPMENT REVIEW TEAM

The City of Black Diamond is soliciting interest from consulting firms with expertise in all aspects of surveying, including review of short, preliminary and final plats; lot line adjustments; and other land use applications. All work will be related to the two Master Planned Developments (MPDs) that have been approved by the Black Diamond City Council.

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 in preliminary meetings and other activities as a member of the Master Development Review Team (MDRT)
- Survey review of applications for implementing projects within the MPDs for compliance with the Black Diamond Municipal Code and applicable RCW and WAC requirements.
- Timely preparation of comments and redline markup of drawings and other application materials as necessary.

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 (excluding survey crews); 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 survey review, particularly for local government; 3) Ability to promptly respond to work requests; 4) Familiarity with relevant codes and standards and 5) Past performance/references.

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: Steve Pilcher, Community Development Director, 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 Steve Pilcher, spilcher@ci.blackdiamond.wa.us, Community Development Director.