



**Request for Qualifications
On-Call Geotechnical, Environmental, and Transportation
Professional Services**

The City of Snohomish (City) is seeking proposals from qualified consultant firms to provide on-call Geotechnical, Environmental, and Transportation services. Proposals must be received no later than **5:00 PM (Pacific Time) on Wednesday, March 25, 2026**. Email a pdf copy of the proposal to Siobhan Waltman at waltman@snohomishwa.gov. Include "On-Call Professional Services" in the email subject line. **Late proposals will not be considered.** The consultant is responsible for verifying that the email is received by Siobhan Waltman.

OVERVIEW

The City desires to have a consultant(s) available for geotechnical, environmental and/or transportation tasks associated with public roads, facilities, parks, trails, water, sewer, and storm projects. The selected consultant(s) will provide services requested on a task order basis.

SCOPE OF WORK

Geotechnical work includes but not limited to:

- Geotechnical consultation and recommendations.
- Geotechnical evaluation of slopes, retaining walls, embankments, and grading.
- Subsurface investigations to identify, analyze, and classify soil and geology.
- Subsurface investigations to analyze and monitor groundwater conditions.
- Engineered retaining wall and utility above-ground anchor design.
- Pavement and subgrade evaluation and design.
- Materials laboratory testing.
- Infiltration testing.
- Geological hazards analysis, design, and mitigation for landslide hazard areas, erosion areas, liquefaction, and seismic engineering aspects.
- Third party review of geotechnical reports for private developments in hazardous areas.
- Construction observation, inspections, and summary reports.

Environmental work includes but not limited to:

- Prepare environmental documents and studies to support design, permitting, and construction of City capital projects.
- Provide documents for and apply for applicable city, county, state, and federal level environmental permits related to wetlands, streams, rivers, lakes, shorelines, groundwater, endangered species, habitats, and other critical areas protected by the state and federal government.
- Delineate and categorize wetlands in accordance with Department Of Ecology and Army Corp of Engineers requirements from reconnaissance.
- Identify and delineate ordinary high and low water marks of streams and rivers.
- Typing of streams in conjunction with Department of Fish and Wildlife.
- Monitor mitigation plantings and/or impacted vegetation.
- Assist Planning and Development Services Department in wetlands and surface water

reconnaissance, and third-party review of development critical area reports.

Transportation work includes but not limited to:

- Defining scope for private development Traffic Impact Analysis (TIA) reports.
- Third party review of private development's traffic studies or TIAs for trip generation, trip distribution, concurrency, forecasting, impact fees, operations analysis, queueing, and mitigation, including reviewing Synchro traffic model files.
- Multimodal data collection including traffic counts and turning movements.
- Traffic volume forecasting.
- Corridor studies.
- Existing operations review.
- Turning movements analysis.
- Intersection analysis and design including traffic and pedestrian signals.

The Request for Qualifications (RFQ) and City's Professional Services Agreement are on the City "Bids, RFQs & RFPs" webpage, <https://snohomishwa.gov/105/Bids-RFPs-RFQs>. The successful consultant(s) will be required to sign the City's Professional Services Agreement. The City will not sign any company's service agreement, contract, or other form of agreement.

Consultant(s) must be licensed to conduct business in the State of Washington and obtain a City endorsement on their business license prior to contract execution. All services must be performed or supervised by person appropriately licensed and registered under Washington State laws governing the practice. Consultant(s) shall be knowledgeable of the current City, State and Federal regulations.

Consultant(s) must comply with Title VI of the Civil Rights Act of 1964, provide equal opportunity employment, and shall not discriminate against client, employee, or applicant for employment, or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap.

SUBMITTAL REQUIREMENTS

The submittal shall be limited to a ten-page pdf with 8½" x 11" pages, using a minimum 11-point font and maximum of 12 points, and include the following: a cover letter, project understanding, demonstration of the consultant's knowledge and experience in the respective field.

Additionally, provide descriptions of three projects, including project team members, completion year, and references. Identify proposed team members for the City's projects, qualifications of all key personnel proposed for the projects, and include a rate schedule. Note that resumes, cover page, and section dividers do not count towards the ten-page limit. The City reserves the right to reject the proposal or contract award if there is a change in the consultant's project lead, key personnel, or sub-consultants, identified in the proposal.

QUESTIONS

For questions about this RFQ, email Siobhan Waltman at waltman@snohomishwa.gov with "On-Call Professional Services" in the subject line. Questions by telephone will not be accepted.

Submit questions by 5:00 PM (Pacific Time) on Thursday, March 12, 2026. Questions submitted after the deadline will not be answered. Response to questions will be posted on Tuesday, March 14, 2026, by 5:00 PM (Pacific Time) on the City’s “Bids, RFQs & RFPs” webpage: <https://snohomishwa.gov/105/Bids-RFPs-RFQs>. Addenda and updates will also be posted there. Consultants are responsible for checking the website for any changes.

All costs incurred in the preparation of a submittal and participation in the RFQ process shall be borne by the participating consultants. The City reserves the right to reject any and all proposals received and re-advertise. Proposals submitted past the aforementioned date and time will not be accepted. Proposals not in the proper form may be rejected.

SELECTION PROCESS

The City will evaluate the Proposals and may conduct interviews with the selected finalists. They will be evaluated on the basis of experience, qualifications, project approach, and any other criteria as best suits the City. The final selection, if any, will be the consultant(s) which, in the opinion of the City, best meets the requirements set forth in this RFQ and is in the best interest of the City.

A scope of services and fee will be negotiated with the selected consultant(s). Following the submittal of satisfactory scope of services, fees, and schedule, the City’s Project Manager will recommend to the City Council that they authorize the Mayor to execute a professional services agreement(s) with the selected consultant(s).

ESTIMATED SCHEDULE

Schedule is an estimate and is subject to change.

First Ad: Tuesday, March 3, 2026

Second Ad: Tuesday, March 10, 2026

Questions Due Date: Thursday, March 12, 2026 by 5:00 p.m.

Question Responses Posted: Tuesday, March 14, 2026

Proposal Due Date: Wednesday, March 25, 2026, by 5:00 p.m.

Consultant Interviews (if applicable) and Selection: Week of March 30, 2026

Submit Final Scope and Fee: Wednesday, April 15, 2026

Council Contract Award: Tuesday, April 21, 2026

Council Contract Award: August 20th, 2025

Documents submitted in response to this RFP shall become the property of the City and shall be considered public documents under applicable Washington State laws. Proposals shall remain confidential until a Contract, if any, is authorized and signed. After a Contract is signed, all Proposals received shall be deemed public records as defined in RCW Chapter 42.56. Any information contained in the Proposal that is proprietary must be clearly marked or designated as “confidential” in order to be excluded from public records request responses. Only information designated under current state law statutes as appropriate for exclusion from public records exposure may be marked and treated as confidential.