



**REQUEST FOR QUALIFICATION
ON-CALL SURVEYING AND/OR CULTURAL RESOURCES
PROFESSIONAL SERVICES**

The City of Snohomish (City) is requesting Statements of Qualifications (SOQs) from qualified consultant firms to provide on-call services for surveying and/or cultural resources. SOQs 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 establish one or more on-call professional services agreements for surveying and/or cultural resources to support projects involving roads, facilities, parks, trails, water, sewer, and storm infrastructure. Work will be assigned on a task order basis.

SCOPE OF WORK

The survey project scope may include the following:

- Conduct topographic surveys for engineering design.
- Prepare record of survey or right of way plans.
- Locate utilities, property corners markers, critical area flags, or other features.
- Research title documents and land ownership records.
- Prepare legal descriptions.
- Perform construction staking.
- Prepare record drawings for construction projects.
- Other associated work.

The cultural resources project scope may include the following:

- Perform field investigations
- Perform historic building and property inventories.
- Perform construction monitoring.
- Prepare cultural resources and archaeological survey report.
- Prepare inadvertent discovery plan
- Assist with permitting and consultations.
- Other associated work.

The full RFQ and the City’s Professional Services Agreement are on the City “Bids, RFQs & RFPs” webpage, <https://snohomishwa.gov/105/Bids-RFPs-RFQs>. The selected 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 Statement of Qualifications shall be limited to a ten-page pdf with 8½” x 11” pages and a minimum 11-point font and must be submitted as a single PDF document. Resumes, the cover page, and section dividers do not count toward the page limit.

The SOQ shall include a cover letter, a description of the firm’s understanding of the City’s needs and proposed approach, a summary of firm qualifications and relevant experience, and descriptions of three relevant projects that include completion year, project team members, and references. The SOQ shall also identify the proposed project team and key personnel and describe their qualifications, identify any subconsultants if applicable, and include a rate schedule for negotiation purposes. The City reserves the right to reject a submittal or terminate negotiations if there is a change in key personnel identified in the SOQ.

QUESTIONS

Question regarding the RFQ must be submitted by email to Siobhan Waltman at waltman@snohomishwa.gov "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, on the City’s “Bids, RFQs & RFPs” webpage: <https://snohomishwa.gov/105/Bids-RFPs-RFQs> . Addenda and updates will also be posted there, and consultants are responsible for checking the website for any changes.

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

SELECTION PROCESS

Submittals will be evaluated based on relevant experience, qualifications of the firm and key personnel, demonstrated understanding of municipal projects, ability to perform on-call task order work, and references. The City may conduct interviews with selected finalists.

Following evaluation and, if applicable, interviews, the City will select the most qualified consultant(s). A scope of services and fees will be negotiated with the selected consultant(s). If negotiations are unsuccessful, the City reserves the right to negotiate with the next highest-ranked firm. Final contract authorization will be subject to City Council approval.

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

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

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.