



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

FOR

**2025 STORMWATER
COMPREHENSIVE AND
CAPITAL PLAN UPDATE**

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The City of Sumner solicits interest from consulting firms with expertise in providing professional services in the area of environment planning, regulatory compliance, and stormwater modeling. Services are expected to last one (1) year with the option for the City of Sumner to extend for additional time and money if necessary. Consultants will be considered for the project described below.

The City of Sumner reserves the right to amend the terms of this “Request for Qualifications” (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The consulting team and individuals must have knowledge and formal education in planning and associated disciplines and demonstrated experience and skills in Stormwater Long Range Planning and Stormwater Modeling.

Aspects of this project may be subject to WA State Prevailing Wage rules, filings and requirements.

Project Description

The Project consists of updating and combining the City of Sumner Stormwater Comprehensive Plan and the Capital Improvement Plan.

The Comprehensive Plan: Last updated in 2011. This plan contains outdated stormwater modeling, land uses, and regulatory references. The plan should be updated to incorporate current information and update modeling to reflect current conditions which differ from original assumptions. Additional mapping or modeling to aid in the mapping of areas likely feasible / infeasible for Low Impact Development may be included.

The Stormwater Capital Improvement Plan (CIP): Last updated in 2020. Some of the key elements to be addressed in the CIP update include developing a revised list of proposed Capital Improvement Projects, generating updated planning-level opinions of probable project costs, and updating the Stormwater Management Action Plan. New retrofit projects should include an evaluation of equivalent acreage as described in appendix 12 of the Phase 2 NPDES permit. The CIP update should work to incorporate Low Impact Development and enhanced stormwater treatment in to the maximum extent practicable. The capital plan shall become an appendix to the Comprehensive Plan, rather than a stand-alone document.

Related Documents uploaded to Sumner Connects document library

- [2011 Stormwater Comprehensive Plan](#)
- [Stormwater Capital Improvement Plan](#)

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualifications/expertise of the firm with community development planning infrastructure; experience with projects of similar complexity and function.
- 2) Qualifications/expertise of the proposed project manager and key staff members
- 3) Consultant's approach to the City's project as demonstrated in a description of their approach to the work.
- 4) Familiarity with Stormwater planning, City of Sumner standards, relevant codes, and NPDES regulatory requirements.
- 5) Ability to perform high quality work, control costs, meet schedules, prepare documentation, and ensure project commitments are met.
- 6) Past Performance/References.

Selection Procedure

After the deadline for acceptance of proposals, the Statement of Qualifications (SOQ) will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by City of Sumner staff to participate. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

The City will interview the top firms as ranked by the Evaluation Committee. Information from the interviews along with feedback from references will be incorporated into the final rankings.

If a contract cannot be negotiated with the top ranked firm, the City will contact the next firm in line and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Format

The SOQ should describe the composition of the proposed team, the qualifications of the key individuals identified on that team, and the relevant experience of the team on similar projects. Respondents may include subconsultants within their project team.

The Consultant's SOQ should include the following information:

- 1) The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project;
- 2) Provide resumes of no more than three (3) key members of the proposed project team inclusive of key subconsultant(s) who will work on this project;
- 3) List projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference;
- 4) Reference projects should list the involvement of proposed project team members for whom resumes have been submitted; and
- 5) Please include a statement of assurance that listed team members, including those of subconsultants, will not be replaced without prior approval of the City.

The SOQ should consist of no more than ten (10) pages. The cover letter, front and back covers, and section dividers will not be counted in the ten (10) page limit.

Submittal Deadline:

Please submit an electronic version of your Statement of Qualifications in a single .pdf document by email or other electronic means to robertw@sumnerwa.gov no later than **2:00 p.m. on March 18, 2025**. Hard copy submittals are not required. Any proposal received after the specified date and time may be rejected and may not receive any further consideration by the City. Postmarks

will not be accepted. All questions regarding this solicitation should be directed to Robert Wright, at (253) 299-5708 or robertw@sumnerwa.gov.

Americans with Disabilities Act (ADA) Information

The City of Sumner in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Robert Wright at robertw@sumnerwa.gov or by calling 253-299-5708.

Title VI Statement

The City of Sumner, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

Dates of Publication:

Courier Herald: February 26, 2025 & March 5, 2025

Seattle Daily Journal of Commerce: February 26, 2025 & March 5, 2025