



# **CITY OF BLAINE**

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

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**PROJECT TITLE: City of Blaine Stormwater Comprehensive  
Plan Updates**

**REFERENCE NUMBER: 23PW03**

## **SUMMARY**

The City of Blaine is seeking a qualified consultant to develop a Stormwater Comprehensive Plan. This project will include planning level work on topics such as: regulatory compliance; flood control; municipal stormwater system operation, assessment, and maintenance; capital improvement program planning; policies and processes; and resource considerations.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience with projects of this type, and the approach proposed to complete the work. Interested firms should submit a project approach and identify those individuals, along with their expertise, that will be assigned to the project. Examples of relevant work are encouraged and should demonstrate the quality and approach used in prior projects.

## **GENERAL INFORMATION**

The previous [Stormwater Management plan](#) was created in 1995. The general scope of work is anticipated to include a review of previous plans and studies, current information, and regulatory requirements to develop a stormwater comprehensive plan to address: regulatory compliance; watershed and basin delineation; stormwater system modeling/analysis; maintenance and replacement of existing stormwater infrastructure; potential water quality and flood control projects; and a gap analysis to identify resources required to meet current and future needs. The comprehensive plan will inform the Capital Improvement Program by identifying surface and stormwater projects to meet operational and regulatory requirements. Additional tasks may be identified during formal scope development.

The City anticipates work will begin in November 2023 and be completed by June 2024. Inquiries regarding this Request for Qualification should be directed to Manroop Kaur, Public Works Project Manager, via email [mkaur@cityofblaine.com](mailto:mkaur@cityofblaine.com).

The City of Blaine reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the City, or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related

costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and presentation of the submittals. The SOQ Submittals will become the property of the City of Blaine.

Interested parties are responsible for monitoring the City website for information concerning the SOQ and any addenda issued.

### **STATEMENT OF QUALIFICATION**

Interested firms shall submit a Statement of Qualification that contains the following:

**1. Cover Letter**

**2. Qualifications:**

Project Understanding

Experience and qualifications of the firm to perform this work

Key personnel and relevant experience including subconsultants

Approach and Schedule

Availability of personnel and resources to complete project

Project Management and Quality Control

**3. References:**

Provide a list of three projects that were similar in scope. Project list should include year completed, budget, and reference contact.

The Statement of Qualification submittal shall be a maximum of 15 pages (not including the cover page) pdf document, 12-font with double-space.

### **SOQ SUBMITTAL DEADLINE AND DELIVERY**

All responses shall be made electronically. Responses will be received by the Project Manager of the City of Blaine, Washington up to the hour of **5:00 p.m., Friday, September 08<sup>th</sup>, 2023, via**

email [mkaur@cityofblaine.com](mailto:mkaur@cityofblaine.com). Responses delivered later will not be accepted. The City of Blaine is not responsible for delays in delivery. The City will send an official receipt of the submitted responses. All response emails shall have a subject as "CITY OF BLAINE - STORMWATER COMPREHENSIVE PLAN PROJECT SOQ".

The City of Blaine in accordance with Title VI of the Civil Rights Act, 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 opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

The City of Blaine reserves the right to cancel this request or reject any and all responses submitted or to waive any minor formalities of this call if the best interest of the City would be served.