

# CITY OF MOUNT VERNON

## NOTICE TO ARCHITECTURAL AND ENGINEERING CONSULTANTS REQUEST FOR QUALIFICATIONS

Provide Civil Engineering Design, Surveying and Related Services for the 2026-27 Overlay and ADA Improvements Project, Procurement 2025-RFQ-014

Submission for this Request for Qualifications must be received through the City's e-Procurement Portal no later than:

2 PM Pacific Standard Time (PST) on June 24, 2026.

The **City of Mount Vernon** solicits interest from consulting firms with expertise in civil engineering design, surveying, and related professional services for the 2026-27 Overlay and ADA Improvements Project located in Mount Vernon, Washington. The City seeks to commence civil engineering design services by August 2026. The City seeks to complete design and advertise for a public works construction contract by early 2027 to construct the project during summer 2027.

The City of Mount Vernon reserves the right to amend 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.

### **Project Description**

The work to be performed by the Consultant consists of completing civil engineering design and preparing draft and final plans, specifications, and estimates (PS&E) for the project.

The subject of this project will be Urban Avenue, an urban collector street extending from the intersection with Hoag Road to the intersection with College Way. Final extents for this project will be determined based on initial design estimate and subject to availability of construction funds for a 2027 construction schedule. Preliminary pavement condition assessments from November 2025 indicate the existing pavement surface is in Fair to Poor condition, with PCIs ranging from 66 to 41.

Major features of the project scope will include:

- Pavement surface rehabilitation generally using a 2-inch thick mill and overlay method (some areas may be reduced to 1-inch thick, based on pavement condition), possibly combined with full-depth asphalt panel/slab replacement in more distressed areas, including restoration of surface channelization and similar pavement surface marking requirements.
- Project does not presently anticipate excavating and replacing/improving the subbase and/or existing subgrade beneath the existing street pavement.
- Roadway shoulder stabilization, as needed.
- Restoration and correction, as needed, to channelization (including addition of bike lanes, if possible).
- Pedestrian accessibility improvements, where needed to meet applicable Americans with Disabilities (ADA) guidelines.
- Identification/location of utility lids, frames, and similar street surface features to be temporarily and permanently adjusted, as necessary, during pavement construction activities.
- Stormwater utility retrofit improvements, as appropriate for and applicable to a pavement preservation project.
- The selected consultant will also be responsible for providing all base map and existing elevation point surveying for this project, as City as-built records for this street are limited.
- The City does not propose adding new sidewalks and/or curbs and gutters to the street where sidewalks are not present.
- Preparation of exhibits and similar descriptive materials in support of temporary construction easements and public notifications to affected residents during project design.

### **Submittal**

Interested parties can access the full RFQ document electronically through the City's e-Procurement Portal at the following website: <https://secure.procurenow.com/portal/mountvernonwa>

Please submit your Statement of Qualifications electronically through the City's e-Procurement Portal.

Interested parties can register on the City's e-Procurement Portal. Once registered, Companies may view and click "Follow" to be a prospective bidder for this solicitation and will appear on the Follower's list. Companies that fail to follow this project procurement in this fashion will not receive automatic addenda notifications.

If prospective candidates require assistance with either access or registration for the e-Procurement Portal, please use the online help features, such as the contact information or the chat function located in the lower right corner of the webpage. City staff are unable to provide technical assistance or support for the e-Procurement Portal.

Please submit qualifications demonstrating your firm's ability to perform this work outlined in the RFQ. Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project.

Questions and answers will be received and responded to using the City's e-Procurement Portal.

### **Evaluation Criteria**

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

- Qualifications and Experience of the Consultant (0 – 25 points possible): including qualifications of proposed project manager, qualifications/expertise of the overall consultant firm and proposed key personnel, qualifications/expertise of key subconsultants; as demonstrated through resumes submitted with the SOQ and past project performance references for projects of a similar nature.
- Proposed Project Delivery Strategy (0 – 25 points possible): including demonstrations of project understanding, approach to project requirements, identification and sequencing of key milestones for delivery, maintaining delivery schedules, and management approach.
- Demonstration of Team Readiness (0 – 25 points possible): including availability of key staff and subconsultants, readiness to meet the City's schedule needs for the project, responsiveness to project scope changes, proposed staff and team coordination methods, and quality control strategies appropriate for this type of project; demonstrations are encouraged to address applicable, anticipated demands and challenges, as well as requirements.
- Demonstration of Familiarity with the City of Mount Vernon and With Project-Applicable Regulatory Environment and Needs (0 – 25 points possible): including demonstrated familiar with the City of Mount Vernon, such as through recent, applicable, and successful past project experiences (i.e. Mount Vernon Engineering Standards, Mount Vernon uses of WSDOT standards and guidance documents, etc.); also demonstrated, successful, previous experience with current and applicable permitting and regulatory requirements and approvals applicable to this type of project.

More information on each criterion is provided in the full RFQ document.

### **Americans with Disabilities Act (ADA) Information**

The City of Mount Vernon in accordance with Section 504 of the Rehabilitation Act (Section 504) 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 the City of Mount Vernon Public Works Department at [mverengineering@mountvernonwa.gov](mailto:mverengineering@mountvernonwa.gov) or by calling (360) 336-6204.

### **Title VI Statement**

The City of Mount Vernon, 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 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.

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