

NOTICE TO ARCHITECTURAL AND ENGINEERING CONSULTANTS REQUEST FOR QUALIFICATIONS

Provide Civil Engineering, Surveying, Permitting and Environmental Services, Real Estate Services, and Construction Management/Inspection for the Kulshan Trail Lighting – Phase 3 Project,

Procurement 2025-RFQ-013

Federal Aid Number: TAPUM-0820(014)
Submission for this Request for Qualifications must be received through the City's e-Procurement Portal no later than: 4 PM Pacific Standard Time (PST) on November 18, 2025.

The City of Mount Vernon solicits interest from consulting firms with expertise in civil engineering, surveying, permitting, right-of-way acquisition, and related professional services. This negotiated-hourly rate agreement will extend from approximately January 2026 through December 2027 with the option for the City of Mount Vernon to extend it for additional time and money if necessary.

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.

As this project is funded with a federal aid transportation grant, all prospective consultant firms must comply with federal Equal Employment Opportunity (EEO) requirements.

Project Description

The work to be performed by the selected consultant consists of preparing preliminary civil engineering designs, plans and specifications, permitting documentation and applications, right-of-way/real estate services, and construction management and inspection services documentation to support the addition of trail lighting pedestrian improvements to the Kulshan Trail in Mount Vernon, Washington. The Kulshan Trail is a shared-use, east-west trail extending from 4th Street to Waugh Road. The Kulshan Trail Lighting - 3 project extends along the trail segment from the intersection with North Laventure Road east to the intersection with North 30th Street.

The proposed improvements include pedestrian-style lighting, underground power, and security camera amenities.

This project is funded through a transportation federal aid grant and has a Disadvantaged Business Enterprise (DBE) goal of 0%.

Major features and services anticipated for the project scope will include:

- * Trail lighting including all conduit and electrical design requirements
- * Security camera amenities integral with pedestrian lighting fixtures
- * ADA compliant sidewalk and pedestrian crossing improvements (where required)
- * Environmental documentation and preparation of permit applications for National Environmental Policy Act (NEPA) review and applicable local permitting requirements.
- * Real estate services supporting acquisition of private property temporary construction access in accordance with federal standards and requirements
- * Construction management and inspection documentation.

All preliminary engineering design activities are scheduled to be completed during 2026, including obligation of awarded federal transportation construction funding. Construction is scheduled for 2027.

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, compliance with the federal requirements for preliminary engineering/design and construction project phases, identification and sequencing of key milestones for delivery, maintaining delivery schedules, and management approach; including incorporation and implementation of all applicable federal requirements (e.g. A&E Consultant documentation, NEPA and other environmental reviews, construction management and documentation, etc.).
- * 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, proposed coordination methods and quality control strategies appropriate for this type of project, including demands, challenges, and requirements.
- * Demonstration of Current Experience with Regulatory Environment (0 – 25 points possible): including demonstrated and successful experience with the current and applicable permitting and regulatory requirements and approvals this project will require (e.g. NEPA, Ecology stormwater management, City of Mount Vernon permitting, etc.); familiarity with applicable Federal Highway Administration (FHWA) and WSDOT standards and guidance documents.

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

Evaluated submittals will be used to short-list finalist candidates for a selection interview anticipated in December 2025. Interviews are anticipated to be online using Microsoft Teams, Zoom, or similar platforms. The approximately half-hour interview will comprise a short presentation by the candidate, followed by questions asked by an interview panel of City staff. Interview scoring will provide the final basis for selection of a preferred candidate for this project.

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 (ATTN: Chris Phillips) mveengineering@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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