

**Request for Qualifications  
Professional Services Roster  
Pierce County Housing Authority**

The Pierce County Housing Authority anticipates a need for the following services throughout 2015 and solicits a Statement of Qualifications from consulting firms whose practice includes one or more of the following specialties to be considered for projects:

Architectural Services  
Biological and Environmental Services;  
Comprehensive Planning  
Construction Inspection and Administration  
Ecological Services (Assessment and Restoration);  
Engineering/ Modeling: Water, Sewer and Storm Drainage;  
Engineering/ Sewers (inclusive of Septic System Design);  
Engineering/ Storm Drainage (inclusive of Low Impact Design);  
Geotechnical Engineering;  
Irrigation Design and Construction Inspection;  
Landscape Architecture;  
Materials Testing;  
Structural Engineering  
Surveying/ Construction, Boundary, Topographic, Aerial;  
Water System Leak Detection Services; and  
Wetland Delineation and Analysis

Agreements entered into as a result of this solicitation may include specific projects, specific stages of projects, general engineering services, more than one project, or a combination of the aforementioned.

Submittals should be limited to the following:

- Copy of firm's standard brochure, if available.
- Descriptions of applicable experience with references for each experience.
- Resumes of key personnel in the firm that will be involved.
- Completed Copy of the Professional Services Roster application

The Professional Services Roster application is available for download as a PDF at [www.pchawa.org](http://www.pchawa.org) under the "business" link. If you have enrolled on the roster previously, and the contact info for your firm remains unchanged, you do not need to submit another application.

The selection of a consultant for a specific project will be based on the following criteria: Key Personnel, Experience, Ability to Meet Schedule, Firm Location, Past Performance, Familiarity of Design Standards, and Special Qualifications.

The Pierce County Housing Authority assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

Information may be submitted at any time throughout the year. A single copy of the required information for each specialty may be sent to:

Pierce County Housing Authority, Attn: Project Administrator  
P.O. Box 45410  
Tacoma, WA 98448.

Questions regarding this solicitation including requests for this information in alternate formats should be directed to: Rodd Kowalski, Project Administrator, at (253) 620-5450 or Washington Relay at 711.

It is the Pierce County Housing Authority's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Firms will not be discriminated against on the grounds of race, color, national origin, gender or any other protected class in consideration for an award as provided by Title VI of the Civil Rights Act of 1964. MBE/WBE/DBE firms are encouraged to submit qualification statements in response to this request.



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Name of Firm \_\_\_\_\_ Owner's Full Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

WA State License # \_\_\_\_\_ UBI # \_\_\_\_\_

Is this firm a  Minority Owned Business  Woman Owned Business OMWBE Certificate # \_\_\_\_\_

This firm is a  Corporation  Partnership  Sole Proprietorship

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy Expiration Date \_\_\_\_\_

General Liability Limit \$ \_\_\_\_\_ Auto Policy Limit \$ \_\_\_\_\_

Error / Omissions Coverage \$2,000,000.00 or more? Yes  NO  Claims Made  or Per Occurrence

References:

Please provide the name and contact information of at least two clients for whom you have performed services for in the past year. (Municipal References Preferred)

Client Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Project Name or Description of Services \_\_\_\_\_

Client Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Project Name or Description of Services \_\_\_\_\_

The undersigned, as an authorized agent for the firm indicated herein, certify that the information contained in this application is true and accurate to the best of my knowledge and that has been no willful intent to misrepresent any fact or circumstance regarding the status of said firm or its ability to perform the work indicated.

Printed \_\_\_\_\_ Signed \_\_\_\_\_

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The firms who respond to the Request for Proposals may be placed on the PCHA Professional Services Roster subject to the evaluation criteria set forth in the RFQ. PCHA may select firms from this roster and from firms responding to published requests, if any, and enter into negotiations for contracts covering all areas of architecture and engineering services including the following:

Indicate those services(s) the firm wishes to be considered for and is properly licensed to perform.

- |   |  |
|---|--|
| <input type="checkbox"/> ARCHITECTURE                             | <input type="checkbox"/> MECHANICAL ENGINEERING                                    |
| <input type="checkbox"/> BUILDING INSPECTIONSUPPORT/EXPERTISE     | <input type="checkbox"/> NATURAL SYSTEM STUDY/ANALYSIS <sup>(FISH /WILDLIFE)</sup> |
| <input type="checkbox"/> BUILDING ENVELOPE DESIGN                 | <input type="checkbox"/> PAVEMENT ANALYSIS   |
| <input type="checkbox"/> CIVIL ENGINEERING STREETS / STORM DRAINS | <input type="checkbox"/> PROJECT MANAGEMENT AND SERVICES                           |
| <input type="checkbox"/> COMPREHENSIVE PLANNING                   | <input type="checkbox"/> REAL ESTATE APPRAISAL AND NEGOTIATION                     |
| <input type="checkbox"/> CONSTRUCTION MANAGEMENT                  | <input type="checkbox"/> SEPA/GIS ANALYSIS   |
| <input type="checkbox"/> CONSULTING <sup>(SPECIFY)</sup> _____    | <input type="checkbox"/> SOLID WASTE/RECYCLING                                     |
| <input type="checkbox"/> DRAFTING SERVICES                        | <input type="checkbox"/> STRUCTURAL ENGINEERING                                    |
| <input type="checkbox"/> ELECTRICAL ENGINEERING                   | <input type="checkbox"/> SURVEYING AND MAPPING                                     |
| <input type="checkbox"/> ENVIRONMENTAL SERVICES                   | <input type="checkbox"/> URBAN DESIGN AND PLANNING                                 |
| <input type="checkbox"/> ENVIRONMENTAL SITE ASSESMENTS            | <input type="checkbox"/> WETLANDS ANALYSIS   |
| <input type="checkbox"/> FIRE PLAN REVIEW                         | <input type="checkbox"/> OTHER _____   |
| <input type="checkbox"/> GEOTECHNICAL ENGINEERING                 | <input type="checkbox"/> _____   |
| <input type="checkbox"/> HISTORIC RESOURCE ANALYSIS/PRESERVATION  | <input type="checkbox"/> _____   |
| <input type="checkbox"/> HYDROGEOLOGIST                           | <input type="checkbox"/> _____   |
| <input type="checkbox"/> LANDSCAPE ARCHITECTURE                   | <input type="checkbox"/> _____   |
| <input type="checkbox"/> MATERIALS TESTING                        | <input type="checkbox"/> _____   |