

## **CITY OF DuPont**

### **REQUEST FOR QUALIFICATIONS FOR ON CALL PLANNING SERVICES**

The City of DuPont is soliciting Statements of Qualifications from consultant planning firms. This on-call work supports the City through land use and development reviews on site plans, subdivision, variances, conditional use, and zoning. This on-call work supports updating the City's comprehensive plan, subarea plans, and municipal code.

Interested firms should submit three (3) copies of your Statement of Qualifications to: the City of DuPont, 1700 Civic Drive, DuPont, WA 98327. Additionally send an electronic copy to [cityengineer@dupontwa.gov](mailto:cityengineer@dupontwa.gov). Submittal deadline is Thursday, 4:00 PM August 21, 2025. Questions can be directed to Gus Lim, City Engineer at (253) 964-8121 Ext. 5403 or [cityengineer@dupontwa.gov](mailto:cityengineer@dupontwa.gov).

Submittals should include the following information: Cover letter; general information about the consulting firm including name, office locations, contact information and general description of services provided; proposed team and qualifications; relevant experience; and references. Submittals shall be limited to 10 pages excluding front and back cover. A printed side of paper shall be considered one page.

Submittals will be evaluated and ranked based on the following criteria: 1) Experience of the firm 2) Qualifications of the proposed team 3) Past performance with reviewing development/land use and updating a comprehensive plan/sub area plans/municipal code and 4) Response of references. The top ranked firms may be asked to interview.

People with disabilities may request this information in an alternate format by contacting Mr. Lim at the above address or phone number.

The City of DuPont hereby notifies all firms that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Minority and Women's Business Enterprises will be afforded full opportunity to submit Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration of award.

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