

**THE METROPOLITAN PARK DISTRICT OF TACOMA**  
**REQUEST FOR QUALIFICATIONS**

To Establish our A&E Roster for  
Architectural, Engineering and Surveyor Firms

The Metropolitan Park District of Tacoma anticipates a continuous need for the following types of A&E services and solicits Statements of Interest and Qualifications from firms whose practice includes any of the following disciplines:

- Accessibility Inspection/Review (ADA)
- Arborist, Certified
- Architecture: Building
- Architecture: Landscape
- Architecture: Structural
- Asbestos/Lead Assessment & Abatement
- Commissioning Services
- Construction Inspection/Material Testing
- Construction/Project Management
- Engineering: Civil
- Engineering: Electric
- Engineering: Geotechnical/Soils
- Engineering: Irrigation/Drainage/Stormwater
- Engineering: Marine
- Engineering: Water Quality
- Engineering: Mechanical
- Engineering: Structural
- Engineering: Transportation/Utilities
- Engineering: Environmental
- Fire Protection
- Hazardous Waste Management
- Industrial Engineers
- Land Use/Urban Planning
- Real Estate/Title/Appraisal
- Safety/OSHA Management
- Signage/Graphics
- Surveying - GIS Mapping
- Wetland Ecologist
- Wetland Monitoring
- Other

Statements of Interest and Qualifications that are received will be placed on a roster and used by Metro Parks Tacoma for the selection of firms for specific projects as the need arises. Although submittals are accepted throughout the year, interested firms are asked to submit all required documentation by January 22, 2020 to be included in the roster.

Contracts entered into as a result of this solicitation may include specific planning projects, design services contracts, design services for specific stages of projects, or general open-order contracts for services for more than one project or a combination of projects. Nearly all project assignments will be located in the Pierce County, Washington area. Projected requirements for the year 2020, include, but are not limited to: new development and renovation of park facilities and buildings, playgrounds, spraygrounds, skateparks, utility upgrades, demolition, land acquisition, historical restorations, trails, wetland and natural area management and master planning. The project List for 2019-2020 can also be found at <http://www.metroparkstacoma.org/contract-bidding>.

Metro Parks encourages minority and/or women owned firms to respond to this solicitation in accordance with its Minority and Women's Business Enterprise (M/WBE) Policy 200.023. Additionally, Metro Parks occasionally receives state or federal funding for capital improvement projects. These State or Federally funded projects are encouraged to participate in Minority and Women's Business Enterprise (M/WBE) goal achievement. For more information on state M/WBE certification, see [www.omwbe.wa.gov](http://www.omwbe.wa.gov).

There is no guarantee of work for consultant firms placed on the roster, and consultants selected from the roster must comply with all Metro Parks contracting requirements. Detailed scope of work, price and other specific contract provisions will be negotiated with selected consultants.

Interested firms may submit their information and qualifications at any time. Each firm **will be added to the list following receipt of qualifications**. At a minimum, your submittal should include the following (in order): **letter of interest**, Metro Parks Tacoma **qualifications form** listing categories of expertise and project interest (which can be found at <http://www.metroparkstacoma.org/contract-bidding/>), **list of key professionals on staff, firm size (number of people), firm location, and project examples**.

Submittals: A single hard copy & an electronic PDF copy of the required information should be addressed to:

Metro Parks Tacoma  
Attn: Mary Kay Henley / A & E ROSTER  
Planning, Design & Development  
4702 S 19<sup>th</sup> Street  
Tacoma WA 98405

Any questions regarding this solicitation should be directed to: Mary Kay Henley at 253-305-1032 or [mkhenley@tacomaparks.com](mailto:mkhenley@tacomaparks.com).