

REQUEST FOR PROPOSAL
RFQ 4129 - ON-CALL ARCHITECTURAL & ENGINEERING CONSULTANT
SERVICES
4129

City of Lynnwood
19100 44th Ave W
Lynnwood, WA 98036

<https://www.lynnwoodwa.gov>

RELEASE DATE: September 1, 2026
DEADLINE FOR QUESTIONS: September 8, 2026
RESPONSE DEADLINE: September 18, 2026, 3:00 pm

City of Lynnwood
REQUEST FOR PROPOSAL
RFQ 4129 - On-Call Architectural & Engineering Consultant
Services

I. Public Records Notice
II. Introduction
III. Scope of Work
IV. Proposal Preparation
V. Evaluation Phases.....
VI. Insurance.....
VII. Vendor Questionnaire

- Attachments:
A - Attachment A - Submittal Response Form
B - Attachment B - Certificate of Lobbying
C - Attachment C - Sample Services Contract
D - 4129 - On-Call Consultant RFQ_final

I. Public Records Notice

This procurement is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Proposals submitted under this RFP shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the contract has been made, the proposals shall be available for inspection and copying by the public.

If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the City determines that the material is not exempt from public disclosure law, the City will notify the Proposer of the request and allow the Proposer ten (10) Days to take whatever action it deems necessary to protect its interests. If the Proposer does not take such action within said period, the City will release the portions of the proposal deemed subject to disclosure. By submitting a proposal, the Proposer assents to the procedure outlined in this subsection and shall have no claim against the City on account taken under such procedure.

II. Introduction

II.A Summary

CITY OF LYNNWOOD

Request for Qualifications

RFQ 4129 – On-Call Architectural & Engineering Consultant Services

PROPOSALS DUE: Friday, September 18, 2026, at 3:00 p.m., EXACTLY, Pacific Local Time

Public notice is hereby given that the City of Lynnwood, Washington has issued the above solicitation for the On-Call Architectural & Engineering Consultant Services.

Detailed information and the proposal documents are available at

<https://secure.procurenow.com/portal/lynnwoodwa?status=all>, the City of Lynnwood's designated

electronic bidding platform with OpenGov (formally ProcureNow). Interested firms or individuals must complete a FREE registration prior to downloading or submitting an electronic response.

The City of Lynnwood assures that no person shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City sponsored program or activity. The City further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Small, Minority, Women, and Veteran owned businesses are encouraged to participate.

Contract amount: \$95,000.00

II.B Background

The City of Lynnwood became incorporated in 1959 and is one of the largest cities in Snohomish County with a population of 38,143. Lynnwood is a forward thinking city that strives to engage in projects that will help build a more vibrant community.

A list of Lynnwood's current projects can be found here:

<https://www.lynnwoodwa.gov/Government/Departments/Public-Works/Engineering-Construction/City-Projects-Programs-Initiatives>

Information on Lynnwood's budget and strategic planning can be found here:
<https://www.lynnwoodwa.gov/Government/Departments/Finance/Budget-and-Strategic-Planning>

II.C Contact Information

Brady Schach

Buyer

19100 44th Ave W

Lynnwood, WA 98036

Email: bschach@lynnwoodwa.gov

Phone: [\(425\) 670-5168](tel:(425)670-5168)

Department:

Development Services

Department Head:

David Kleitsch

Director

II.D Timeline

Release Project Date	September 1, 2026
Question Submission Deadline	September 8, 2026, 3:00pm
Question Response Deadline	September 11, 2026, 3:00pm
Proposal Submission Deadline	September 18, 2026, 3:00pm
Evaluation of Proposals	September 21, 2026
*Interviews, if applicable	September 24, 2026
*Estimated Contract Award Date	September 28, 2026

III. Scope of Work

III.A Scope of Work

The City of Lynnwood has prepared this Request for Qualifications (RFQ) seeking experienced and qualified consulting teams to generate an on-call roster. Firms contracted on the roster must provide the following general characteristics in addition to the individual professional services.

- Customer Service: Ensure ongoing practice and commitment to quality customer service exemplified by problem-solving, active communication, and commitment to solutions that lead to code-compliant projects, successful for both the City and Applicant.
- Compliance: Assist property owners, businesses, and contractors to assure their compliance with applicable regulations and ordinances through site visits, permitting processes, and enforcement.
- Communication: Communicate effectively both orally and in writing to the public, developers, contractors, engineers, public agencies, and businesses.
- Represent: Serve as the City's representative to various technical groups and associations, coordinate with other departments and agencies, and represent the City's interests in interagency coordination.
- Solution Oriented: Proven ability to resolve unusual or difficult situations including interpreting construction and nuisance codes. Render advice, judgments and decisions to developers, builders and the general public.
- Permit Software: Monitor, track, and report on the status of development using permit and review software (SmartGov and Bluebeam).

Interested firms may submit any or all of the combination of the following individual professional services (Services):

- Permitting & Inspection Services
- Development Engineering Services
- Current Planning Services
- Long Range Planning Services
- Critical Areas Permit Review
- Economic Development Services

Services will be individually executed through a task order at the City's discretion based on need.

Permitting & Inspection Services

The Permitting & Inspection Services will provide a variety of plan review and field inspections for building, plumbing, mechanical, electrical, and fire service. This includes individuals and teams who possess:

- Expert knowledge of and ability to interpret the Lynnwood Municipal Code, International Codes and State laws governing construction and design of structures.
- Perform inspection and plan for any combination of building, plumbing, mechanical, electrical, and fire service.
- Oversee structural and non-structural plan checks on all proposed residential, commercial and public building projects to ensure compliance with International Code Requirements, state laws and municipal ordinances. Approve or disapprove plans, alterations and changes.
- Maintain local modifications to state mandated building codes.
- Compose letters, issue notice and orders of violations and document code violations.

Development Engineering Services

The Development Engineering Services will provide a variety of plan review and field inspections regarding civil construction of private development. These duties do not include inspection of public capital projects. This includes individuals and teams who possess:

- Expert knowledge of and ability to interpret the Lynnwood Municipal Code, State Laws governing civil construction of site development, use of right of way, stormwater, water utility, and sewer utility.
- Perform inspection and plan review for site development, utility installation, traffic control plan, stormwater systems, and other civil construction matters.
- Compose letters, issue notice and orders of violations and document code violations.

Long Range Planning & Outreach Services

The Long Range Planning Services will provide policy and technical support to inform the decision-making process. This includes individuals and teams who possess:

- Skills in drafting land use regulations for compliance with state statutes, research on emerging trends on housing policies, and updates associated with revisions to the Growth Management Act.
- Analyze population, land use, environmental, and other data relevant to city planning and projects. Prepare data and analysis, reports and recommendations for use and consideration by the Director, Hearing Examiner, Planning Commission, Mayor and City Council.
- Establish procedures for the distribution of public information related to public participation for the Department's planning activities. Presents programs and projects to the community and at public meetings. Provides public information to outside groups requesting information regarding current and long-range projects.
- Provide annexation review including fiscal analysis of revenues and municipal service expenditure associated with annexations to identify strategies for implementation as supported by variety of state funding.

Current Planning Services

The Current Planning services will provide for technical permit review for land use entitlements. This includes individuals and teams who can:

- Perform current review and analysis of land use applications and staff recommendations, inter-departmental coordination, and interpretation and implementation of development regulations.
- Expert knowledge of SEPA, Local Project Review (RCW 36.70b), Shoreline Management Act, and municipal codes.
- Perform inspection and plan review for site development including drafting staff reports for formal presentations through hearing processes.
- Experience in defending report findings in judicial capacities including open record appeals of development applications.

Critical Areas Permit Review

The Critical Areas Permit Review services will provide for third party peer review of developer prepared report(s) for verification. This includes individuals and/or teams who possess:

- Expert knowledge of critical areas including qualifications such as a license or certification in wetland science, stream hydrology, habitat, geotechnical engineering, and floodplain management.
- Experience in defending report findings in judicial capacities including open record appeals of development applications.

Economic Development Services

The Economic Development services will provide a range of technical analysis to provide support on:

- Commercial real estate trends including development costs, vacancy rates, capitalization rates, and absorption rates.
 - Industry analysis and strategic recruitment and retention of businesses.
 - Economic Development Strategic Planning.
-

IV. Proposal Preparation

IV.A Proposal Submission

Proposers must be registered with OpenGov to submit a proposal response. Visit the City of Lynnwood website at: <http://secure.procurenow.com/portal/lynnwoodwa> and click on the green 'Subscribe' button to register.

Proposals shall include all required information and attachments, and be electronically submitted through the OpenGov website no later than the date and time established in this RFP or as amended. Submittals delivered by hand, fax, telephone, email or any postal carrier will not be accepted.

If a Proposer uploads a file to OpenGov, it is the Proposer's responsibility to ensure the file is not corrupt or damaged. If the City is unable to open an attachment because it is damaged, corrupt, infected, etc., the City may disqualify the Proposer's submission.

A list of submittals received will be posted to OpenGov shortly after the due date and time.

Proposals will only be accepted from Consultants able to complete the delivery of products and services described in the specifications. Joint ventures shall submit one proposal for the team, with accompanying proof of the joint venture agreement.

IV.B Late Proposals

The OpenGov system prohibits late submittals after the due date and time.

Proposers are strongly encouraged to submit early. The City of Lynnwood cannot guarantee internet access. Proposers accept all risks for uploading their submittal by the established due date and time.

IV.C Cancellation of RFP or Postponement of Proposal Opening

The City reserves the right to cancel this RFP at any time. The City may change the date and time for submitting proposals prior to the date and time established for submittal.

IV.D Proposal Response Form

Each Proposer must upload a completed Signature Page form signed by an authorized representative of the Proposer.

IV.E Addenda

If at any time, the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue an online question and answer, an online notice, or post an addendum.

Proposers are strongly recommended to "Follow" this project to receive notifications of any issued questions and answers, notices, and addenda.

IV.F Questions and Interpretation of the RFP

No oral interpretations of the RFP will be made to any Proposer. All questions and any explanations must be submitted in writing through OpenGov or emailed to the Buyer no later than the due date listed in this RFP. Oral explanations or instructions are not binding. Communications concerning this RFP with other than the listed Buyer or Procurement staff may cause the Proposer to be disqualified.

IV.G Pre-Proposal Conference

Refer to the proposal timeline for preproposal conference information.

The purpose of the preproposal conference is to assist the Proposers to more fully understand the requirements of this RFP. Proposers are strongly encouraged to participate. Proposers are encouraged to submit questions in advance to enable the City to prepare responses. Questions will be encouraged during the pre-proposal conference also.

IV.H Examination of Proposal and Contract Documents

The submission of a proposal shall constitute an acknowledgement upon which the City may rely that the Proposer has thoroughly examined and is familiar with all requirements and documents pursuant with the RFP, including any addenda, questions and answers, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the products or services to be provided hereunder.

The failure of a Proposer to comply with the above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFP. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFP.

The City is not liable for any costs incurred by Proposer in the preparation and evaluation of proposals submitted.

IV.I Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Due Date

At any time before the time and date set for submittal of proposals, a Proposer may modify or withdraw a proposal. All such changes must be made within the OpenGov system.

IV.J Error and Administrative Corrections

The City shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications or Best and Final Offers by the City.

The City reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

IV.K Proposal Content Requirements

A. The proposal shall contain the following items:

A1. Signature Form with Proposer's Signature

A2. Current IRS W9 form

A3. Scope of Work and Proposal Requirements

Describe the team's experience and qualifications

Description of team and key staff that will be assigned to the project

List of references for similar services provided

A4. Contract: Identify any exceptions to terms and conditions and attachments with a signed letter from an attorney or authorized representative

IV.L Compliance with RFP Terms, Attachments and Addenda

A. The City intends to award a Contract based on the terms, conditions, attachments, addenda, and questions and answers contained in this RFP. Proposers shall submit proposals, which respond to the requirements of the RFP.

B. Proposers are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the proposal. An exception is not a response to a proposal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the proposal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.

C. The City reserves the right to reject any proposal for any reason including, but not limited to, the following –

- Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
- Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
- Any proposal from Proposers who (in the sole judgment of the City) lack the qualifications or responsibility necessary to perform the Work;

- Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
- Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
- Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the City.

D. The City may, at its sole discretion, determine that a proposal with a 'Notice of Exception' merits evaluation. A proposal with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Proposer if the City determines that the proposal continues to be advantageous to the City.

E. In consideration for the City's review and evaluation of its proposal, the Proposer waives and releases any claims against the City arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFP.

F. Proposals shall address all requirements identified in this RFP. In addition, the City may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFP requirements. Proposal alternatives may be considered if deemed to be in the City's best interests. Proposal alternatives shall be clearly identified.

IV.M Acceptance of Contract, Attachments and Addenda

Proposer(s) shall review the Contract, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the proposal.

If there are exceptions taken to the terms and conditions in Attachment A Contract and any of its attachments, the Proposer's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and Attachment A Contract as an attachment to the proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked the Contract using the tracking changes feature in Microsoft Word®.

The project schedule is such that it requires a very efficient proposal review and negotiation period. It is very important that any possible roadblocks or issues the Proposer may have with the terms and conditions are identified during the proposal process and resolved prior to proceeding with the Contract negotiations.

IV.N Forms Required before Contract Signing

A. The Proposer shall submit within five (5) Days of notification from the City the insurance certificate and endorsement meeting the levels of coverage set forth in this RFP.

IV.O Proposal Price and Effective Date

A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, supplies, equipment, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFP. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The City shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The City is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.

B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the City reserves the right to clarify the Proposal.

C. The proposal shall remain in effect for 90 Days after the proposal due date, unless extended by agreement.

IV.P Procedure When Only One Proposal Is Received

If the City receives a single responsive, responsible proposal, the City may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. By conducting such analysis, the City shall not be obligated to accept the single proposal; the City reserves the right to reject such proposal or any portion thereof.

IV.Q Protest Procedures

The City has a process in place for receiving protests based upon the RFP or contract awards. The protest procedure is available at <https://www.lynnwoodwa.gov/files/sharedassets/public/city-clerk/procurement-documents/protest-policy.pdf>

V. Evaluation Phases

A. The City will evaluate proposals using the criteria set forth in this RFP. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of proposal information may be conducted with those Proposers whose proposals are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFP, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the City and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the City may request additional business and administrative information.

B. The City may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the City determines that the proposal is not within the Competitive Range the City shall eliminate the proposal from further consideration.

C. The evaluation of Proposers' proposals and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.

D. Upon completion of discussions, the City may issue to all remaining potentially acceptable Proposers within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.

E. The City may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the City may reject proposals.

F. The City reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the City's best interests. Contract award, if any, shall be made by the City to the responsible Proposer whose proposal best meets the requirements of the RFP, and is most advantageous to the City, taking into consideration price and the other established evaluation factors. The City is not required to award a Contract to the Proposer offering the lowest price. The City shall have no obligations until a Contract is signed between the Proposer and the City. The City reserves the right to award one or more contracts as it determines to be in its best interest.

G. Responsive and Responsible

Responsive - The City will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFP.

Responsible - In determining the responsibility of the Proposer, the City may consider:

- the ability, capacity and skill to perform the Contract and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times proposed;
- the quality and timeliness of performance on previous contracts with the City and other agencies, including, but not limited to, the effort necessarily expended by the City and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Cover Letter Submit a one-page letter expressing interest in the project. Include the consultant's primary contact information, information about the firm, and an overview of the project team listing prime and sub-consultants.	Points Based	5 (10% of Total)
2.	Organization Chart Provide an organization chart for key members of the project team and include their role/responsibility. (1 page)	Points Based	5 (10% of Total)
3.	Project Team Provide a resume for each of the key members of the team, including sub-consultants, in order to demonstrate their qualifications and experience. Resumes do not count toward the total page count. (up to 5 pages per service applied for)	Points Based	15 (30% of Total)

4.	References & Relevant Project Experience Include a minimum of three (3) examples of similar municipal on call services that demonstrate experience for each of the sub-services sought in Section 4. Each reference must include: • Name of the project and agency/owner • Client reference/contact name, email address, and phone number • Brief description of services provided • Key personnel and roles • Dates of the services provided. <i>(Up to 5 pages per service applied for)</i> <i>*Note that this information may be used for reference check.</i>	Points Based	25 <i>(50% of Total)</i>
----	--	--------------	--

VI. Insurance

VI.A Insurance & Indemnity Requirements For Service Contracts

Refer to the insurance section in the sample services contract

VII. Vendor Questionnaire

VII.A Current W9*

Please upload your current W9

*Response required

VII.B Compliance With Terms and Conditions*

Upload either a letter from your attorney or authorized representative that you accept our terms and conditions or provide a track change version of your exceptions on Attachment C. See attachment section for terms and conditions.

*Response required

VII.C Attachment A - Submittal Response Form*

Please upload completed Attachment A.

*Response required

VII.D Attachment B - Certificate of Lobbying*

Please upload completed copy of Attachment B - Certificate of Lobbying

*Response required

VII.E Upload Proposal*

Please upload your proposal here

*Response required

VII.F Statement of Non-Collusion*

The submitter confirms that they are the duly authorized representative of the firm. and hereby makes this declaration:

- A. I hereby certify, swear, and affirm under penalty of perjury, that the Submitter, as of the date of this declaration meets all the minimum proposer responsibility qualifications stated in the RFQ.
- B. I hereby certify, swear and affirm under penalty of perjury, that I am the person that submitted the proposal herewith, that such proposal is genuine and not a sham or collusive, or made in the interest of any person not therein named; and he/she further states that said Submitter has not directly or indirectly induced or solicited any Proposer on the above work or supplies to put in a sham proposal, or any other person or corporation to refrain from proposing; and that said Submitter has not in any manner sought by collusion to secure to himself or to any other person an advantage over any other Submitter

☐ Please confirm
*Response required