

**TOWN OF CATHLAMET, WASHINGTON**  
**REQUEST FOR QUALIFICATIONS**

**Project:** On-Call Architectural Services

**Date:** December 21, 2020

**1. GENERAL**

Pursuant to Chapter 39.80 RCW, the Town of Cathlamet requests Statements of Qualifications for architectural services with work to include preliminary design and consultation, drawings, construction documents, project supervision, and other miscellaneous services. Projects anticipated for calendar year 2021 include: Butler Street Lot Improvements; Electric Vehicle Charing Station; Erickson Park Restrooms upgrade; Town Hall renovations; Waterfront Park, phase 1; and Heritage Sites Project. These services will be provided on an on-call basis for a term ending December 31, 2021. This contract may be renewed for two additional one-year terms at the discretion of the Town of Cathlamet.

Varied architectural services and consultation may be required to complete these projects. On-call services will be performed through Professional Services Agreements and Work Orders. It is estimated that the maximum total compensation payable to the firm for services authorized should not exceed \$50,000.00 per calendar year.

This Request for Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Town of Cathlamet reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Town to do so. The Town is an equal opportunity and affirmative action employer and provider. Minority, women, and veteran-owned firms are encouraged to submit qualifications.

Proposals shall be no more than twenty-five (25) pages (including the cover letter, any cover sheets, attachments, and addenda). It is recommended that the proposal include concise, but complete information about the firm emphasizing why the firm is uniquely qualified for the on-call services. The Town is interested in ascertaining that the successful consultant has experience in providing the type of architectural services required by the Town on an on-call basis and has the staff resources to provide the requested services in a timely manner. The applicant will be familiar with the environmental and developmental permitting process; relevant codes and standards; meeting demanding schedule requirements; and, effective budget and cost estimating.

Statement of Qualifications shall be provided to the Town and must be received no later than **4:00 p.m. on January 20, 2021**; the envelop must be clearly marked **"RFQ 2020-05"**. Late submissions will be automatically disqualified from consideration. No email or fax transmittals are not accepted.

**Project Contact:**

Sarah Clark, Clerk-Treasurer

375 2<sup>nd</sup> Street

Cathlamet, WA 98612

360-795-3203

[sarahc@townofcathlamet.com](mailto:sarahc@townofcathlamet.com)

By order of the Town Council, dated this 21<sup>st</sup> day of December, 2020. **PUBLISH:** December 23<sup>rd</sup> & 31<sup>st</sup>, 2020



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Sarah Clark, Clerk-Treasurer