



CITY OF MEDINA REQUEST FOR QUALIFICATIONS

The City of Medina, Washington is soliciting statements of qualifications from professional firms (“consultant”) to provide on-call services associated with supporting the City of Medina’s Development Services Department. This is an immediate need for professional planning services with a long-term relationship potential. Work type will potentially involve a wide range of services supporting City staff and the City’s existing contracted planning consultant in building permit reviews and may become the lead or partner on significant City-wide initiatives.

The consultant candidate will have a depth of professional planning resources with a range of experience in current and long-range planning. The consultant will be able to demonstrate experience and the capacity to manage the assignment of complex city-wide initiatives which may involve various professional disciplines including long range planning, civil engineering, landscape architecture, transportation, surveying, and other similar.

The consultant will have proven and effective experience working with Comprehensive Plans, municipal staff and their professional consultants, City Councils, Planning Commissions, Hearing Examiner, the public, and committees.

The preferred consultant will demonstrate experience and success with large planning projects in various municipalities.

The consultant will work under the general direction of the Development Services Director. Services requested will vary depending upon consultant qualifications. Types of services that may be requested by the City generally include all aspects of current and long-range planning activities. Examples include but are not limited to:

- Building permit zoning compliance plan review and processing
- Planning permit review and processing in support of City staff and the existing contracted planning consultant
- SEPA determinations
- Long range planning projects resulting from State mandates or City Council initiative.
- Ordinance draft preparation
- Preparation of staff reports and presentation to the Hearing Examiner
- Preparation of staff reports and presentation to the City Council and Planning Commission
- Respond to Medina residents and others regarding assistance with current and long-range planning
- Updates to the City’s Municipal Code such as development regulations

- Updates to the City's Comprehensive Plan and land use regulations required by recent changes to the Washington State Growth Management Act

The quantity and type of work is dependent upon the respective qualifications, capabilities, and availability of the consultant. The consultant may be asked to perform technical and administrative work associated with specific task orders, and this may include working with the City's Planning Commission, City Council, Hearings Examiner, and other City of Medina committees. The consultant may be asked to work with other City of Medina staff and professional consultants on various types of development permit projects. The consultant may be asked to partner with other city of Medina planning consultants on projects either as lead or sub-consultant.

RFQ responses must include the following:

- (1) Cover letter
- (2) General consultant information including business name, office locations, contact information, and a statement regarding the consultant's capabilities
- (3) Qualifications of the consultant's personnel who will be assigned to work with the City of Medina, including resumes/CVs, including identifying the lead consultant(s) and the proposed roles and responsibilities of such personnel
- (4) Description of relevant experience performing similar work
- (5) References

Submittals will be evaluated based on consultant's qualifications, relevant experience, and the responses of references. Consultant selection will be made by the Development Services Director, subject to the approval of the City Manager.

Medina utilizes a standardized form for professional services contracts. Questions should be directed at:

Steven Wilcox, Director of Development Services

Phone (425) 233-6409

Email swilcox@medina-wa.gov

Submittals must be emailed to swilcox@medina-wa.gov no later than 4:00 pm Friday September 11, 2026.