

LEGAL NOTICE

**REQUEST FOR QUALIFICATIONS
FARMLAND LEGACY PROGRAM EASEMENT MONITORING**

NOTICE IS HEREBY GIVEN that the Skagit County Public Works Department invites the submittal of written statements of qualifications from individuals or firms interested in providing easement monitoring services in support of the County's Farmland Legacy Program.

SUMMARY OF PROJECT WORK

The selected easement monitor will be required to perform tasks including, but not necessarily limited to, the following:

1. Establish baseline documentation and new monitoring files when necessary.
2. Establish and submit a monitoring schedule to ensure all properties with easements are monitored annually.
3. Assist FLP staff in delivering reports and information to appropriate partner agencies, such as the USDA.
4. Alert the FLP Coordinator of conservation easement violations or issues.
5. Present a monitoring report to the Conservation Futures Advisory Committee.
6. Monitoring work is typically completed between April through October and averages 80 hours a month.
7. Other related tasks and services as required.

SUBMITTAL SHOULD INCLUDE:

1. A cover letter (including firm name, phone number, address, and e-mail address) and introduction indicating your or your firm's interest in the Farmland Legacy Program for easement monitoring services and highlighting the qualifications of key personnel to perform the work.
2. Statement of qualifications, included related experience.
3. Up to three examples of related work with references.
4. Approach to project work and ability to meet schedule.

Note: Responses must be limited to 4 pages, or 2 pages double sided, including the cover letter, and be submitted on 8.5" by 11" paper.

SUBMITTALS WILL BE EVALUATED AND RANKED BASED ON RESPONSES TO:

1. Qualifications and experience with agriculture, easements and/or working with individual landowners.
2. Examples of similar completed work.
3. Past performance and references.
4. Proof of licensure.

Selection will be made on qualifications submitted. Highest ranking contractors will be interviewed.

Skagit County ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from the federally assisted programs and activities. For questions regarding Skagit County's Title VI Program, you may contact the Public Works Department's Title VI Liaison, Keith Elefson, at (360) 416-1456.

The response, whether hand delivered or mailed, must arrive at the Skagit County Public Works Department no later than 4:30 p.m. on **Friday, March 29, 2019**, addressed to:

Kara Symonds

Farmland Legacy Program Coordinator
Skagit County Public Works Department
1800 Continental Place
Mount Vernon, WA 98273
Email: karas@co.skagit.wa.us
Phone: (360) 416-1447

For additional information and any questions, please contact the person named above.

No submittals will be accepted after the above-stated date and time. Skagit County reserves the right to reject any or all submittals.

ATTEST:



Clerk of the Board

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