



Whatcom PUD – Owner’s Representative Qualifications Form (2026)

Purpose:

Whatcom County Public Utility District No. 1 (Whatcom PUD) invites qualified firms and individuals to submit their Qualifications to provide Owner’s Representative (Owner’s Rep) Services for the 2026 calendar year. Owner’s Rep services may include project management, cost and schedule oversight, coordination with consultants and contractors, and acting on behalf of Whatcom PUD to protect the District’s interests throughout planning, design, and construction. This form supports Whatcom PUD’s process for identifying and maintaining a roster of qualified Owner’s Representatives for upcoming projects. Applicants may submit additional pages as needed.

1. Firm / Individual Information

Firm / Individual Name:

Mailing Address:

City / State / ZIP:

Phone:

Email:

Website (if applicable):

Primary Contact Name & Title:

2. Firm Type and Business Structure

Corporation Partnership LLC Sole Proprietorship Other:

WA State UBI #:

Year Established:

Number of Employees:

Certified with OMWBE (if applicable):

3. Owner's Representative Service Capabilities

Please check all services your firm is qualified to provide:

- Project Management (Planning through Closeout)
- Design Phase Oversight and Consultant Coordination
- Budget Development and Cost Control
- Schedule Development and Monitoring
- Risk Management
- Value Engineering Support
- Procurement and Contract Administration Support
- Construction Phase Representation
- Change Management and Claims Review
- Quality Assurance / Quality Control Oversight
- Commissioning and Project Closeout Support
- Stakeholder and Agency Coordination
- Utility, Infrastructure, or Public Works Projects
- Other (please specify): _____

4. Firm Qualifications & Relevant Experience

a. Briefly describe your firm's experience providing Owner's Representative or similar project management services for public agencies, utilities, or infrastructure projects:

b. List up to five (5) representative projects completed within the last five years where your firm served as Owner's Representative, Program Manager, or in a comparable role:

Project Name | Client | Year Completed | Role / Responsibilities | Project Value

5. Key Personnel

Provide key staff who may be assigned to Whatcom PUD projects. Attach resumes.

Name | Title | Role | Years of Experience | Relevant Certifications / Licenses

6. Subconsultants (if applicable)

Firm Name | Discipline / Role | City / State | Contact Person | Phone / Email

7. Experience with Public Agencies and Utilities

Describe your firm's experience working with public agencies, utilities, or similar entities, including knowledge of public procurement, contracting, and regulatory processes:

8. Current and Past Work with Whatcom PUD

Has your firm previously performed work for Whatcom PUD? Yes No

If yes, describe the project(s), role, and year(s):

9. Insurance and Legal Compliance

Confirm current coverage and compliance (check all that apply):

Professional Liability General Liability Auto Liability Workers' Compensation

Authorized to do business in Washington State: Yes No

10. References

Provide at least three (3) client references for whom you provided Owner's Representative or similar services:

Client Name | Organization | Phone | Email | Project / Year

11. Certification

I certify that the above information is accurate and complete to the best of my knowledge.

Authorized Signature: _____

Name (Print): _____

Title: _____

Date: _____

Submission Instructions

Deadline: February 27, 2026

Format: PDF or printed hard copy

Submit to:

Whatcom PUD – Attention Chris Heimgartner

1705 Trigg Road, Ferndale, WA 98248

Email: projects@pudwhatcom.org

Phone: (360) 384-4288

Notes

- This form must be submitted annually to remain on Whatcom PUD's 2026 Owner's Representative Roster.
- Submission does not guarantee award of work.
- Whatcom PUD reserves the right to request additional information or qualifications at any time.