



Chelan County Department of Public Works Notice to Consultants West Cashmere Bridge Replacement Project NEPA Environmental Documentation

The Chelan County Department of Public Works solicits interest from consultants interested in submitting a Request for Qualifications (RFQ) to assist the county with necessary environmental documentation to fulfill NEPA obligations for the West Cashmere Bridge Replacement Project. The duration of the agreement is expected to be approximately two (2) years, with an option to extend the agreement beyond this timeframe. The county reserves the right to select the consultant from the top of the final list developed or to interview up to three consultants. This project is expected to begin work immediately upon contract approval.

Consultants must demonstrate professional capability to perform the tasks assigned, and at a minimum, must have professional and business licenses required by the State of Washington and a demonstrable expertise in the disciplines necessary to accomplish the services.

Funding has been allocated through the Federal Highway Bridge Program, Statewide Transportation Improvement Program, and local sources, and will be held to standards for federally funded projects and ADA and Civil Rights language for the county, and Federal EEO requirements.

PROJECT DESCRIPTION

The Chelan County Public Works Department plans to replace the 85-year-old West Cashmere Bridge (Goodwin Road), which spans the Wenatchee River near Cashmere, WA. The current bridge terminates on the north side of the Wenatchee River south of U.S. Hwy 2/97 resulting in circular drive that cannot be navigated by vehicles with trailers. A new structure is proposed to be constructed in the approximate same location as the existing bridge with the proposed replacement bridge spanning U.S. 2/97 to a new on/off ramp that will be connected to Hay Canyon Road. The project is scheduled to go to construction in 2019.

The selected firm will provide the requested NEPA environmental documentation in order to assist Chelan County in the Documented Categorical Exclusion process.

Initial Scope:

- Section 7 Biological Assessment
- Environmental Justice documentation
- WSDOT/FHWA noise analysis
- Hazardous materials investigation/memorandum

The Chelan County Public Works Department reserves the right to retain the services of the successful firm(s) for any subsequent phases associated with this project.



KEY QUALIFICATIONS

The consultant will need to demonstrate capacity and capability to perform project management activities and provide required technical experience in the requested NEPA documentation support.

To quickly respond to project needs and schedule requirements, the consultant must be able to readily provide staffing and resources in the following areas:

- Key Personnel; and
- Technical staff

It is not necessary for the consultant to respond with all possible team members' expertise. It is important that the consultant respond to the following "core" areas of expertise that are critical components of the project:

- Project management; and
- NEPA environmental documentation experience

Key Personnel

Qualified and committed personnel are essential to the successful completion of the environmental documentation for the West Cashmere Bridge Replacement Project. The county reserves the right to approve all full-time and key personnel individually for work on this contract. The consultant shall provide a core group with the appropriate mix of management, technical expertise, and experience. The Project Manager is expected to be available to the project at contract execution. The key personnel will stay with the project until either Chelan County or the consultant mutually agrees on replacement personnel, or the position is no longer needed.

Personnel with managerial and technical skills relating to environmental documentation for transportation projects are required to be part of the team.

Desired Expertise of Consultant Team

- Project management for all phases of a project's life, from initial implementation through project closeout;
- Developing, forming, and administering strategies for NEPA document approval;
- Transportation design;
- Working knowledge of Local agency standards, methods, and procedures;
- WSDOT standards, methods, and procedures;
- Managing, administering, and providing oversight for environmental documentation;
- Communicating, involving, and coordinating with varying governmental groups;
- Organizational development (project management, planning, budget management, mobilizing the project team, etc.);
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, cost accounting, budgeting, etc.);
- Understanding of NEPA/SEPA requirements;
- Qualified Biological Assessment author according to WSDOT;



- Knowledge of the Wenatchee River Basin (WRIA 45); and
- Understanding of sensitive local and regional issues.

CONDITIONS OF THE AGREEMENT

Chelan County has not prepared a detailed scope of work to be performed under this contract. Individual tasks will be assigned using a negotiated hourly rates matrix. Chelan County reserves the right to negotiate scopes of work to complete this project.

Selection Process

Pursuant to state and federal regulations, a qualifications-based selection process will be used to evaluate and select the consultant. A submittal review team will review and score the experience and qualifications submitted to establish a ranked list of qualified consultants. Selections may be made from the written material supplied from this package. However, Chelan County reserves the right to perform interviews if deemed necessary to select the most qualified team. If interviews are conducted, all qualified consultants (up to a maximum of three) would go into the interviews unranked and selection would be made solely on the interview.

Submittal Package

The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/expertise of firms on team (35 points);
2. Qualifications of proposed project manager (35 points);
3. Qualifications of proposed key managers/technical staff (15 points);
4. Team's demonstrated ability and capacity to supply technical support personnel (15 points); and
5. Team's demonstrated ability to deliver project deliverables within a short timeframe (35 points).

Criteria Definitions for West Cashmere Bridge Replacement Project

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Points – Minimum 0: Maximum 35

- A. Provide a listing of all firms on your proposed team;
- B. Describe how the individual firms teaming together have worked together before. Provide the name of the project(s), each firm's role on the project, and the dates the services were performed;
- C. To quickly respond to project needs, schedule requirements, and funding availability, describe the team's ability to readily provide staffing and resources. Include a listing of each team member's offices and the number of employees within the state of Washington and nationwide;
- D. For each firm on your proposed team, provide the types of expertise necessary for this project that is available at each location, how long has each firm on your team provided these type(s) of expertise, and describe how these resources may quickly be made available. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team; and
- E. Demonstrate using relevant project examples* how your proposed team can provide the "Key Qualifications" as described in the RFQ to successfully deliver this project.



Scoring Criteria 2: Proposed Project Manager Qualifications

Points – Minimum 0: Maximum 35

- A. Demonstrate using relevant project examples* how your proposed Project Manager meets the “Key Qualifications” as described in the RFQ to successfully lead and manage this project;
- B. Describe, using examples, how this proposed Project Manager has lead the development and implementation of project delivery strategies, organization and methods to deliver a similar project;
- C. Provide the professional licenses/accreditations for the proposed Project Manager; include the year that the license/accreditation was received; and
- D. Provide the proposed Project Manager’s availability to the project.

Scoring Criteria 3: Proposed Key Managers Qualifications

Points – Minimum 0: Maximum 15

- A. Demonstrate using project examples* how your proposed Key Managers meet the “Key Qualifications” as described in the RFQ to successfully manage their responsible portions of this project;
- B. Provide the relevant professional licenses/accreditations for the proposed Key Managers; include the year that the license/accreditation was received;
- C. Demonstrate technical, project, policy, and processes expertise relevant to this project to successfully function in positions;
- D. Demonstrate ability to represent local agencies; and
- E. Describe your Proposed Key Managers’ roles/responsibilities and availability to the project. Given the current project funding, the availability of Key Managers should be flexible to meet the needs of the program and funding environment. It is anticipated that the Key Managers may initially work on the project part-time, becoming full-time as position needs and funding dictate.

Scoring Criteria 4: Team’s Demonstrated Ability to Supply Technical Support Personnel

Points – Minimum 0: Maximum 15

- A. Demonstrate using project examples* how the team has sufficient experienced staff to supply technical support personnel;
- B. Include technical, project, policy, and process expertise to create an integrated management team and to successfully function. Expertise includes knowledge and coverage of all disciplines described in this project. Demonstrate the ability to manage, review, and evaluate the work of others, as well as the ability to create original work products.

Scoring Criteria 5: Team’s Demonstrated Ability to Deliver Project Deliverables Within a Short Timeframe

Points – Minimum 0: Maximum 35

- A. Demonstrate using project examples* your environmental workforce’s ability to expedite the environmental processes.

* *When using project examples, please include the work/services provided on the project(s), dates of service on project(s), the approximate consultant fee for those services, approximate total cost for each project; contact name and phone number; and the name of the project manager on project(s). This information will be used for reference checks.*



Interviews, if deemed necessary by Chelan County

An interview panel may be utilized to interview and select the successful consultant team either by phone or in-person. Chelan County reserves the right to not conduct consultant interviews and to select the consultant solely upon the merits of the written submittals.

If interviews are conducted, the following "possible" schedule for the interview would consist of:

- Consultant Presentation - 20 min.
- Interview Panel Questions - 20 min.
- The Project Manager must lead the presentation before the interview panel. The consultant shall make available its Key Managers for questions and submittal package clarification.

Submittal Requirements

Consultants are invited to submit their Statement of Qualifications at their own cost. Consultants that submit proposals in response to this RFQ must have the capability of providing the products and services listed in the ad. Sub-consultants may be used. The county assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. Materials submitted in response to this competitive procurement shall become the property of Chelan County and will not be returned. All submittals received will remain confidential until Chelan County and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340. The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this project:

- Each criterion for selection must be addressed.
- Your submittal must be accompanied by the required Prime Submittal Information Form and the Sub Submittal Information Form. These forms must be completed in their entirety for the Prime and all sub-consultants. This form is located at: <http://www.co.chelan.wa.us/public-works/pages/business>. If you do not have access to the Internet, you may obtain a form by calling 509.667.6415. Information supplied by this packet will not count toward the total number of pages required for the submittal.
- There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, table of organizations, etc., must be of readable size.
- The maximum number of sheets allowed per submittal will be ten (10) sheets, submitted only on single sided, single column typed 8.5" x 11" paper. We will allow one (1) page of the 10 sheets to be submitted on paper other than 8.5" x 11" size. The page count limitation applies to ALL sheets contained in the submittal. The only exceptions to the page count are the front and back cover, a cover letter, and the Submittal Information Form(s).
- Federal Forms SF 254 and SF 255 are not required for this solicitation. If these forms are included in the submittal, they will count towards the maximum limitation of ten (10) pages.
- Three (3) originals/copies of the submittals are due no later than **4:00 PM, February 24, 2017**, to Ms. Jill FitzSimmons, Chelan County Public Works Department, 316 Washington Avenue, Suite 402, Wenatchee, WA 98801
- Late submittals, or those delivered by facsimile, electronic mail, or any other format other than bound paper copies, will be deemed non-responsive and will not be considered for the project.



- Submittals that do not follow the directions will be deemed non-responsive and will not be considered for the project.

Firms selected for further consideration may be requested to submit additional data related to their qualifications.

In the event CAD graphical or design engineering electronic data is to be submitted, during agreement negotiations, Chelan County and the Consultant shall agree upon the software release to be used for the project.

Questions regarding the project or the solicitation and selection process should be directed to Jill FitzSimmons, Consultant Coordinator at 509.667.6415, Jill.Fitzsimmons@co.chelan.wa.us.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination in all phases of contracted employment, consultant activities, contracting activities, and training is prohibited by Title VI of the Civil Rights Act of 1964, Section 162(a) of the Federal-Aid Highway Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979, the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49 CFR Part 21, the Washington State Law Against Discrimination, RCW 49.60, and other related laws and statutes. The referenced legal citations establish the minimum requirements for affirmative action efforts and define the basic nondiscrimination provisions required by this RFQ.

DISADVANTAGED, MWBE PARTICIPATION

Chelan County encourages participation in all of its contracts by Disadvantaged, Minority and Women's Business Enterprises (MWBE) as certified by the Office of Minority and Women's Business Enterprises (OMWBE) and defined in WAC 326-02-030. Nevertheless, unless required by federal law, no preference will be given for meeting voluntary goals for MWBE participation in the evaluation of Responses; and Responses will not be rejected or considered non-responsive due to a failure to meet voluntary goals. Bidders may contact OMWBE to obtain information on certified MBE/WBE firms.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling 509.667.6341.

This project has a mandatory 0% DBE goal.

TITLE VI OF THE CIVIL RIGHTS ACT

Chelan County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part



26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

RESTRICTIONS OF THE USE OF FEDERAL FUNDS FOR LOBBYING

Section 319 of Public Law 101-121 prohibits federal funds from being expended by consultants or sub-consultants who receive a federal contract, grant, loan, or cooperative agreement to pay, any person for influencing or attempting to influence a federal Agency or Congress in connection with awarding any of the above.

Dates of publications:

- Wenatchee World – Jan. 29, 2017, and Feb. 5, 2017.