

**Chelan County Surface and Stormwater  
Management Utility**



**REQUEST FOR  
QUALIFICATIONS**

**Squilchuck Basin Analysis**

**ISSUED:  
April 12, 2019**

**STATEMENT OF QUALIFICATIONS DUE:  
May 3, 2019**

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### APPENDIX A - Submittal Information Packet Form

## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

Chelan County and the City of Wenatchee propose to investigate opportunities to improve stormwater water quality within the urbanized Squilchuck basin. In this 100-acre basin, the stormwater system provides only conveyance, for which untreated stormwater is discharged into Squilchuck Creek. Currently, there is no dedicated water quality treatment for this basin (city and county). Land uses range from residential, commercial, and industrial activities. The County was awarded Department of Ecology grant funding to investigate and propose solutions to this problem. The duration of the agreement is expected to be approximately one (1) year.

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.

This project must comply with Federal EEO requirements and with ADA and Civil Rights regulations and requirements applicable to the County. Consultant services will be completed in accordance with Federal and State Law.

### **1.2 SCOPE OF THE PROJECT**

#### **1.2.1 PROJECT DESCRIPTION**

Within Chelan County, the Squilchuck stormwater system conveys an approximate 100-acre basin in south Wenatchee, Washington. Two trunk-lines running to the west along Viewdale Street and Terminal Avenue (the upper basin) intersect a 36-inch (48-inch at outfall) pipe that runs to the south on South Wenatchee Avenue approximately 1,200 feet (the lower basin) before an outfall to Squilchuck Creek.

In the next two years, Chelan County will improve the outfall into Squilchuck Creek with a combination hydrodynamic separator/subsurface infiltration facility for stormwater that currently enters the creek untreated. The proposed system detains and infiltrates the 6-month, short duration storm. Larger events will still be directed through the pretreatment/infiltration system, but will be allowed to overflow into the creek. The project design report recommended that additional water quality treatment opportunities be investigated within this basin to provide increased water quality benefit and treatment to stormwater pollution runoff from existing development.

It is the county's desire to have the basin's existing stormwater system (both city and county) reviewed and analyzed. The selected consultant shall prepare and submit to the project team for review and approval a basin analysis that includes a list of structural best management practice recommendations (type, size, and location) that the county should consider in the study area to provide water quality treatment.

## **2.0 PROCUREMENT PROCESS**

### **2.1 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 Request for Qualifications (RFQ).

### **2.2 DISADVANTAGED, MINORITY AND WOMEN'S BUSINESS ENTERPRISES 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 Proposals; and Proposals 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 509.667.6415.

### **2.3 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 ensure 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.

## 2.4 EXAMINATION OF RFQ

Each Proposer shall be solely responsible for reviewing and examining the RFQ, with appropriate care, including any supplements; addenda; clarification notices issued by Chelan County; and investigating and informing itself of any and all Project conditions and circumstances that may in any way affect the contents of the Proposal. The Proposer bears the risk of all consequences of any failure to thoroughly investigate all relevant Project and Project site conditions and circumstances as described herein.

## 2.5 COMMUNICATIONS

Chelan County's representative for receiving Proposer questions and all other communications about the Project and the RFQ (other than physical submission of the Proposals) is as follows:

Jill FitzSimmons  
Chelan County Surface and Stormwater Management Utility  
C/O Chelan County Public Works Department  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: 509.667.6415  
Email: [Jill.Fitzsimmons@co.chelan.wa.us](mailto:Jill.Fitzsimmons@co.chelan.wa.us)

All discussions shall be with the County Representative except for those communications permitted by the RFQ. Proposals shall be submitted to Jill FitzSimmons in accordance with Section 3 of this RFQ.

*Any response to questions, RFQ clarifications, and/or other such information between April 12 and May 3, 2019, can be found at <http://www.co.chelan.wa.us/public-works/pages/business> It is recommended the Proposer visits this site before submitting the RFQ.*

## 2.6 CHELAN COUNTY'S RIGHTS

Chelan County reserves the right, at its sole discretion, to:

- Appoint evaluation committees to review Proposals;
- Investigate the qualifications of any Proposer;
- Seek or obtain data from any source related to the Proposals;

- Require confirmation of information furnished by a Proposer;
- Hold meetings and conduct discussions and correspondence with the Proposers to seek an improved understanding and evaluation of the responses to this RFQ;
- Require additional information from a Proposer concerning its Proposal;
- Seek and receive clarifications to a Proposal;
- Require additional evidence of qualifications to perform the Work;
- Modify the RFQ process;
- Waive minor deficiencies and irregularities in a Proposal;
- Reject any or all of the Proposals;
- Cancel, modify or withdraw the RFQ;
- Issue a new RFQ;
- Conduct negotiations with the Apparent Best Proposer prior to award of the Contract; and
- Cancel a Contract signed by the Apparent Best Proposer but not yet executed by Chelan County.

The RFQ does not commit Chelan County to enter into a Contract or proceed with the procurement described herein. No unsuccessful Proposer shall be entitled to reimbursement of its costs in connection with the RFQ.

### **3.0 PROPOSAL DELIVERY, CONTENT, AND FORMAT**

#### **3.1 SUBMITTAL REQUIREMENTS**

##### **3.1.1 DUE DATE, TIME, AND LOCATION**

Proposals must be submitted at the following location prior to **4:00 p.m., Pacific Time, on May 3, 2019.** Postmark date is not acceptable in calculating arrival within the deadline. Respondents will submit three (3) copies of your Statement of Qualifications to Jill FitzSimmons at the following address:

Jill FitzSimmons  
Chelan County Surface and Stormwater Management Utility  
C/O Chelan County Public Works Department  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: 509.667.6415

Chelan County will not accept Proposals by facsimile or electronic transmission. Any Proposal that fails to meet the deadline or delivery requirement will be rejected without having been considered or evaluated.

### 3.1.2 ORGANIZATION

The Proposer shall organize the RFQ using the following section headings, order of documents, and maximum number of pages:

**Table 3.1**

<b>Section</b>	<b>Section Title and Required Information</b>	<b>Maximum Pages</b>
1	Introduction Letter	2
2	Key Personnel	3
3	Project Experience	8
4	Collective Team as a Whole	5
5	Resumes of Key Personnel (limit to 2 pages per person)	6
Appendix A	Submittal Information Form (1 for the prime and 1 for each sub)	

Failure to comply with these requirements may result in rejection of the RFQ.

### 3.1.3 FORMAT

All information in the Proposal shall be submitted on 8.5-inch by 11-inch paper, except charts, exhibits, and other illustrative and graphical information, which may be submitted on 11-inch by 17-inch paper. Folding of the paper to 8.5-inch by 11-inch size, with the title block showing, is acceptable but not mandatory. Each of these 11-inch by 17-inch pages will count as one page in the narrative Proposal unless otherwise noted in this RFQ. Any plan sheets in the Proposal will not count toward the page limit. Covers, divider pages and appendices are not included in the page limitations. Pages may be printed double-sided and are counted as two pages for the page limitations presented in this Section. Text for the Proposal narrative technical sections shall use Times New Roman font, 12-point type. No text, charts, tables, graphical information or other substantive content shall be printed within 0.75 inch of any page edge. Any other materials shall be presented with a readable format. The organization

chart must be readable and all dimensional information provided in the Proposal shall be in English units.

### 3.2 CONTENT

This section outlines the general requirements of each section of the RFQ. For specific requirements and how each section will be scored, refer to Section 4.0.

The RFQ shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFQ on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed Submittal Information Form (under Appendix A);
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

#### 3.2.1 EVALUATION CRITERIA #1: PROJECT GOALS

The Proposer must have staff with diverse professional expertise in stormwater analysis and able to provide a diverse professional expertise in, but not limited to, one or more of the following areas:

- Qualifications and relevant experience with response to the tasks to be performed;
- Department of Ecology's 2004 and 2019 *Stormwater Management Manual for Eastern Washington*;
- Knowledge of the Eastern Washington landscape;
- Familiarity with Chelan County and City of Wenatchee, or similar landscapes;
- Correcting conveyance deficiencies;
- Experience in minimizing downstream system deficiencies;
- Project delivery (on time, on budget, quality products and services);
- Continuous effective and transparent communication;
- Improving water quality and quantity;
- Cost-effectiveness of alternatives; and
- Reputation among previous clients.



### 3.2.2 EVALUATION CRITERIA #2: ANALYSIS

The Proposer must have staff with diverse professional expertise to identify, develop, and evaluate alternatives to improve stormwater water quality in a built environment. Evaluation may include modeling and quantification of water quality benefits; benefits or impacts to surrounding public and private lands (including Squilchuck Creek); cost/benefit; operation and maintenance; and feasibility of implementation.

### 3.2.3 EVALUATION CRITERIA #3: PROJECT TEAM

Describe the team for the project, including any proposed sub-consultants. The Proposer shall show that they have the ability to form a diverse professional team with the required expertise.

## 4.0 EVALUATION PROCESS

### 4.1 STATEMENT OF QUALIFICATIONS (SOQ) EVALUATION

This section outlines the specific requirements of each section of the SOQ and how each section will be scored. If the information provided for an evaluation factor is not complete, then the Proposer may be eliminated from further consideration. Scoring will be based on how well the SOQ responds to the requirements described in Section 3, the Project goals, and information collected from references. Past performance track records will be weighted in the scoring. Chelan County reserves the right to contact references on individuals and projects other than those identified by the Proposers to evaluate past performance.

A summary of the points for each section of the SOQ is as follows:

**Table 4.1**

Section	Title	Points
1	Introduction Letter	Pass/Fail
2	Key Personnel	20
3	Project Goals	20
4	Analysis	30
5	Project Team	30
Appendix B	Submittal Information Form	Pass/Fail
Total		100

## **4.2 EVALUATION FACTORS**

Numerical scores will be assigned by the Evaluation Committee to the evaluation categories shown in Table 4.1.

If a Proposer receives a passing score on all pass/fail evaluation factors, its SOQ will be further evaluated using the scoring criteria. If a Proposer fails on any single pass/fail requirement, the SOQ may be rated as unacceptable, in which case the evaluation factors will not be scored, and the Proposer will not be included on the short-list.

### **4.2.1 KEY PERSONNEL**

This section will be evaluated based on the following:

- Key Personnel should have a track record of demonstrating good leadership skills;
- The ability to work well with all levels on a project;
- The successful completion on projects as complex as or more complex than the Project (Key Personnel with experience on more complex projects is preferred. Past performance records of Key Personnel will be checked by contacting references);
- Key Personnel who can bring forth the best Project team;
- Demonstrate the Key Personnel's ability to meet the Project goals; and
- Required licensure as required for the applicable position.

### **4.2.2 PROJECT EXPERIENCE**

The other sections will be evaluated based on the Proposer's experience with the following:

- Projects at similar levels of complexity within the past seven years;
- Development and implementation of Quality Assurance and Quality Control programs;
- Development and implementation of an environmental program that ensures compliance with permitting and environmental standards;
- Minimizing impacts to the public through effective staging and phasing of the work; and
- Integrating multi-disciplinary teams.

## **5.0 PUBLIC RECORDS**

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking the entire submission as proprietary or confidential may be rejected as non-responsive.

Materials submitted in response to this competitive procurement shall become the property of Chelan County and will not be returned. To the extent consistent with Chapter 42.56 RCW, the Public Disclosure Act, Chelan County shall maintain the confidentiality of the Consultant's information marked confidential or proprietary. If a request is made to view the Consultant's proprietary information, Chelan County will notify the Consultant of the request and of the date that the records will be released to the requestor unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, Chelan County will release the requested information on the date specified.



# APPENDIX A



## Submittal Information Form

Project Name: Squilchuck Basin Analysis

Firm Name:

Address:

City, State,  
Zip:

Phone:

Fax:

Company Web Site:

Fed. Tax ID Number:

Unified Business  
Identifier  
Number:

D/M/WBE Certification  
Number:

Year Firm Established:

SIC Code (Name):

NAICS Code (Name):

Contact Person Regarding This Submittal's Information:

**Firm Type:**

- Sole Proprietor     Partnership     C – Corp.     Limited Partnership     Subchapter S Corp.  
 Limited Liability Company

**Annual Gross Receipt:**

- \$0 to \$1 Million     \$1 Million to \$5 Million     \$5 Million to \$10 Million     \$10 Million to \$15 Million  
 over \$15 Million

**Services Offered (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Right-of-Way Appraisal                | <input type="checkbox"/> Structural Engineering               |
| <input type="checkbox"/> Right-of-Way Acquisition Negotiation  | <input type="checkbox"/> Traffic & Transportation Engineering |
| <input type="checkbox"/> Environmental & Biological Assessment | <input type="checkbox"/> Hydrology/Hydraulic Engineering      |
| <input type="checkbox"/> Geotechnical Engineering              | <input type="checkbox"/> GIS                                  |
| <input type="checkbox"/> Construction Inspection               | <input type="checkbox"/> Material Sampling & Testing          |

**Other Services (please specify):** \_\_\_\_\_

**Note:** \_\_\_\_\_



## Chelan County Public Works Department

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**Firm Name:** Please ensure that the firm name listed is the same that is legally assigned to the federal tax ID number. Please do not use: DBA's – Doing Business As; Combination names when two firms are working together; derivatives of your legal name; Acronyms; etc

**Unified Business Identifier (UBI) Number:** If your firm does not have a UBI number for Washington State, please put pending in the box. You will be required to acquire a UBI number if you are awarded the contract.