

**Chelan County Public Works  
Request for Qualifications  
2010/2012 General Engineering Consultant Services**

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Notice to Consultants  
2010/2012 General Engineering Consultant Services**

The Chelan County Public Works Department requests Statements of Qualifications from firms interested in being considered to provide consultant services for transportation-related projects. Firms selected for General Consultant will receive a contract for a three (3) year term with no new tasks assigned after the second year. The maximum dollar value of the consultant contracts will be \$200,000. All firms submitting Statements of Qualifications and meeting the minimum levels of responsibility based on this advertisement will be placed on the Public Works 2010 On-Call Roster under the category(s) specified within the submittals. Consultants may be assigned tasks on federally-funded projects and must comply with ADA and Civil Rights regulations and requirements applicable to the County and with Federal EEO requirements.

**Project Description**

The Public Works Department expects a need to occasionally engage qualified consultants to supplement its own resources for transportation-related projects and services.

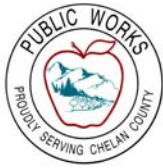
Consultants must demonstrate professional capability to perform the tasks assigned, and at a minimum, must have professional and business licenses required by the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services.

Consultants must specify which service(s) from the lists below for which they are submitting a Statement of Qualifications. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired. The agreement shall be terminated when the Agreement budget is exhausted or the Agreement time frame has expired.

Submittals are categorized as:

Consultant services provided by consultants will include professional or personal services to support the Chelan County Public Works Department with special expertise and design support services as follows:

1. **Right-Of-Way Appraisal Consultant(s)** services shall provide real estate appraisal and appraisal review for a variety of property types including partial acquisition appraisals that conform to the federal and agency eminent domain appraisal standards and appraisals used in conjunction with leasing or disposal of agency property. Tasks may include, but not be limited to, the following:
  - Provide estimates of the current market value and Just Compensation of the subject property to any outstanding encumbrances.
  - Provide an opinion of Just Compensation for ownership. The interest(s) to be appraised in the subject real property shall be fee simple.
  - Appraisal reports which shall be utilized to provide a sound basis on which to negotiate for the purchase or sale of those lands identified in the assignment. The appraisal reports or Waivers are to be conducted in conformance with the Uniform Standards of Professional Appraisal Practice published by The Appraisal Foundation (USPAP) and

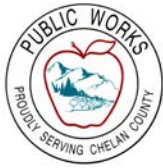


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Chapter 25 Section 25.05 of Washington State Department of Transportation Local Agency Guidelines, most current edition.

The successful consultant must be a Principal Appraiser or have a Principal Appraiser on staff that complies with the following:

- Licensed General Real Estate Appraiser in the State of Washington;
  - On the WSDOT approved Appraiser List; and
  - Minimum of five (5) years of appraisal experience and 60 client-accepted eminent domain appraisals of improved property of which at least thirty (30) are before and after appraisals.
2. **Right-Of-Way Acquisition Negotiation Consultant(s)** shall have the expertise to acquire on behalf of the County real property using procedures in accordance with the Washington State Department of Transportation *Right-of-Way Manual*.
3. **Environmental Services Consultant(s)**, which might consist of any or all services necessary to provide a diverse professional expertise in, but not limited to, one or more of the following areas:
- Wetland and terrestrial resources;
  - Fish, water quality, and aquatic resources;
  - Cultural resources, including surveys and reports;
  - Environmental documentation;
  - Documentation production; and
  - Environmental engineering.
4. **Geotechnical Engineering Consultant(s)** are expected to furnish all necessary field equipment, survey equipment, and other supporting equipment and consumables and possess a strong ability to provide any or all services necessary to provide a diverse professional expertise in, but not limited to, one or more of the following areas:
- Complete geotechnical services beginning at scoping and conceptual levels;
  - Ability to provide field exploration services through their company or appropriate subs;
  - Perform geotechnical design for bridges, walls, cuts, fills, and seismic issues;
  - Evaluate potential constructability problems and develop contract specifications as appropriate to meet project needs;
  - The firms selected are expected to be able to plan, coordinate and complete detailed field exploration programs including performing subsurface geotechnical investigations;
  - Geotechnical borings may be performed by the consultant; and
  - Preparation of a draft report for review then a final report.
5. **Traffic and Transportation Engineering Consultant(s)** must have staff with diverse professional expertise in, but not limited to, one or more of the following areas:



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- Project management, environmental vision and strategy development and implementation, preliminary and final design, specification development, cost estimates, and construction management;
- Engineering analysis, design review and design advise in response to County inquiries on design prepared by others;
- Support services for construction cost estimating, advising on the effects of construction processes on design, or advising on the impact of design features on the probable cost of construction for designs prepared by others; and
- Construction inspection.

The successful consultants will demonstrate expertise for Traffic Engineering Services with diverse professional expertise in, but not limited to:

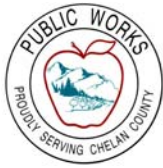
- Forecasting Traffic Data Utilizing Regional and Local Planning Model Data;
- Traffic analysis and accident analysis;
- Transportation studies;
- Construction phasing operational analysis;
- Design of traffic detection, control & monitoring devices;
- Non-motorized Modal Studies;
- Traffic Circulation Studies;
- Traffic Data Collection;
- Micro-simulation Modeling of Highway and Arterial Systems; and
- Traffic Control Plan Development.

6. **Surveying Consultant(s)** professional capabilities must include a demonstrable expertise in the surveying discipline necessary to accomplish the following services:

- Geodetic surveying, establishing and coordinating County GPS control network surveys;
- Cadastral surveying;
- Property boundary and subdivision surveying;
- Topography mapping for various design projects;
- Right-of-way surveying; and
- Construction surveying, including, slope staking, roadway surfacing, ditches, structures, curbs, gutters, sidewalks, walls, bridges utilities and reference points for county construction projects.

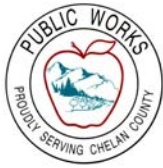
7. **Structural Engineering Consultant(s)** services might consist of any or all services necessary to:

- Prepare the structural design for any bridge and related structure authorized. Design and detailing for signing, illumination, drainage and utilities on the structure shall be considered incidental to the structural design. The designs will be based on structural preliminary plans prepared by the County or the consultant. Bridge site data and portions of the field surveys, as required, will be furnished by the County;



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- Prepare the contract plans, special provisions, cost estimate, and quantities for the structures;
  - Prepare bridge load rating analyses; and
  - Review construction related plans, special provisions, cost estimates or schedules furnished by potential construction contractor or by County personnel and perform any or all of the following tasks:
    - Serve as advisor to the County for assistance in the review of the contractor's working drawings;
    - Check shop drawings / working drawings and make recommendations concerning construction change orders;
    - Review and analyze the contractor's proposed construction methods for constructability and adequacy and identify potential problem areas that should be investigated in detail;
    - Make other reviews or analyses, as requested; and
    - Provide assistance to the County in its defense against any claims made against the County by the contractor(s).
8. **Hydrology/Hydraulic Engineering Consultant(s)** must have staff with diverse professional expertise in, but not limited to roadway drainage design, storm drains systems, culverts, water quality treatment facilities, storm water quantity control, and open channel flow. Tasks might consist of any or all services necessary to provide a diverse professional expertise in, but not limited to, one or more of the following areas:
- Stormwater Engineering;
  - Knowledge of ESA Issues;
  - Experience with the Washington State Department of Transportation Highway Runoff Manual and the Washington State Department of Ecology Stormwater Management Manual for Eastern Washington;
  - Water Quality Treatment Design as per DOE regulations;
  - Stormwater Quantity Control; and
  - Single Event Rainfall Analysis.
9. **Geographic Information System Consultant(s)**, professional capabilities must include a demonstrable expertise in GIS necessary to accomplish the following services:
- Application development;
  - Database design and development;
  - Data development and maintenance;
  - Installation and implementation;
  - Mapping and cartography;
  - Instruction;
  - Problem solving and troubleshooting;
  - Generating monumentation database; and
  - GPS control.



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10. **Material Sampling and Testing Firm**, must have qualified testing personnel and calibrated or verified equipment and be familiar with the Washington State Department of Transportation *Materials Manual* and *Standard Specifications for Bridge, and Municipal Construction* as well as ASTM, AASHTO, Federal Specifications, WAQTC, and other publications (as listed in the WSDOT Standard Specifications Manual) specifications and methods.
11. **Emergency Response Services**, which might consist of any or all services necessary to responding to any County emergency that occurs. A County emergency is defined as natural or man-made disasters identified by the Chelan County Board of County Commissioners.

Specific projects may be advertised separately throughout 2010, 2011 and 2012. Public Works will re-advertise for On-Call Consultant Services Roster annually.

All firms submitting Statements of Qualifications and meeting the minimum levels of responsibility based on this advertisement will be placed on the Public Works 2010 On-Call Roster for the category(s) specified in each submittal. Consultants scoring 225 (75%) or above will qualify for an On-Call Task Order Agreement. Task Orders will be negotiated for these agreements on an as needed basis. The Public Works On-Call Roster will be open for new submittals throughout 2010; however submittals after the due date will receive a 25% reduction from the total score.

**Note: Consultants who receive an agreement are not guaranteed to be tasked for work.**

**Evaluation Criteria**

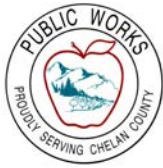
Pursuant to state and federal regulations, a qualifications-based selection process will be used to select consultants for each of these above disciplines. Consultant fees may be considered for personal services. The following information and criteria will be used to evaluate and rank responses:

- Expertise of Firm;
- Key personnel qualifications;
- Project management system;
- Familiarity with relevant codes and standards;
- Past performances/references;
- Ability to provide M/WBE participation; and
- Cost Factors (personal services).

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (low) to 10 (high).

**Submittal Requirements**



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Firms are invited to submit their Statement of Qualifications ("SOQ") at their own cost. Chelan County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

**Consultants must specify the service(s) for which they are submitting a Statement of Qualifications.**

Each submittal is limited to a total maximum number of twenty-five (25) pages submitted on single or double sided sheets (each page of text will count as a page in the total count). Submittals must be on 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with a type size no smaller than 12 point. The page limitation does not apply to letters of transmittal, Submittal Information Packet Form, and criterion 5 and 7.

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

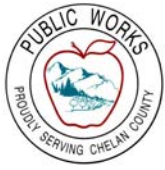
- Title of the SOQ on the cover of the submittal and the Transmittal Letter;
- Transmittal Letter;
- Completed Submittal Information Packet form (the link may be found on the first page of this advertisement website);
- Completed Performance Evaluations (optional);
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date (submittals after the due date will receive a 25% reduction from the total score).

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 Recipient, 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 23 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. Successful consulting firms may be used for federally funded projects and will be held to Federal EEO requirements.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling 509.667.6415.

**This advertisement will remain open until further notice.**



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Two (2) copies of your Statement of Qualifications must arrive at the following address no later than 4:00 pm on April 29, 2010.

Ms. Lauren Rejniak, Special Projects-Consultant Coordinator  
Chelan County Public Works Department  
316 Washington Avenue, Suite 402  
Wenatchee, WA 98801  
509.667.6415 phone  
509.667.6250 fax

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

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