

Chelan County Public Works Department



**REQUEST FOR
QUALIFICATIONS**

**Number 2 Canyon Road Preservation Project
County Road Project (CRP) 736
Preliminary Engineering**

**ISSUED:
July 20, 2022**

**STATEMENTS OF QUALIFICATIONS DUE:
August 12, 2022**

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1.0 GENERAL INFORMATION

1.1 INTRODUCTION

Chelan County solicits interest from consulting firms who wish to be considered for providing preliminary engineering for Chelan County's Number 2 Canyon Road Preservation Project, County Road Project 736 (CRP 736). This agreement will be for approximately 9 months in duration with the option for the county to extend it for additional time and money if necessary. The full RFQ is online at <http://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>.

The work to be performed by the consultant consists of preparing preliminary engineering design for improvements to Number 2 Canyon Road. The proposed improvements include creating a corridor with a smoother gravel surface, a consistent width and drainage features. There is currently a 0 percent (0%) Disadvantaged Business Enterprises (DBE) goal assigned to this project. The consultant's deliverables will include a design package, prepared in accordance with WSDOT and AASHTO standards and meeting WSDOT Local Agency 2R requirements. This project is jointly funded through federal, local and private funds.

Consultants must possess an expertise in the disciplines necessary to perform the tasks assigned and, at a minimum, have professional and business licenses required by the State of Washington.

This project must comply with Federal EEO requirements and with ADA and Civil Rights regulations and requirements applicable to the County; see **Section 2.0** for additional information. Consultant services will be completed in accordance with Federal and State Law.

The county reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. In addition, the county reserves the right to retain the services of the successful firm for subsequent phases (R/W, CN) associated with this project, or for supplemental design services should additional assistance become necessary.

1.2 SCOPE OF THE PROJECT

1.2.1 PROJECT DESCRIPTION

Number 2 Canyon Road has medium-sized basalt remnants, is severely rutted, and lacks proper drainage. It also has narrow lanes of irregular width, steep

grades, and experiences debris flows over the roadway. Uphill of the county road section is Forest Service lands that are a major draw for recreationalists. For this reason, many people bicycle this primitive road corridor to the trail networks above. The primary purpose of the project is to reconstruct the primitive section of Number 2 Canyon Road, from milepost 4.35 to 4.97, to a standard 18-foot width, and improve roadway structure, ride and drainage to prevent future deterioration while maintaining the primitive road status with gravel surfacing.

The consultant shall include alignments, profiles, surfaces, corridors, cross-sections, and drainage features created in AutoCAD Civil3D 2021, or newer. The county will provide a template including layers along with a topographical survey and a scoping level roadway layout.

The consultant shall look at alternatives to eliminate right of way impacts. Any right of way impacts required for the project shall be identified as permanent easements or temporary construction easements. The county will provide necessary right of way services along with environmental services.

Existing driveway access and intersections shall be tied into the proposed roadway. Driveway function and use shall be maintained at the same level of use. Existing intersections shall include minor geometric improvements (considering turn radii, sight distance, vertical profiles) for smooth transitions. In addition, existing utilities and clear zone hazards, including potential conflicts requiring relocation, should be identified. The consultant shall coordinate with impacted utilities as necessary.

This is a preservation/maintenance project, and the consultant shall provide hydraulic recommendations for the proposed conditions consistent with the *WSDOT Highway Runoff Manual* (HRM) and/or the Department of Ecology's *Stormwater Management Manual for Eastern Washington* per Chelan County Code Chapter 13.16.010(6)A for this type of road work. A hydraulic design memorandum shall summarize existing conditions/features, mitigation measures (if needed), design standards, developed conditions (meeting design minimum requirements), hydrologic and hydraulic design recommendations (ditching, culverts, structures, etc.), technical calculations/documents, including geotechnical report for infiltration facilities (if needed, as an "Optional Task"), and estimated costs. As mentioned above, this project shall be designed to a 2R standard. Compliance with Minimum Requirements for stormwater quantity and quality are not expected. In the unlikely event a more comprehensive analysis is found to be necessary, the Consultant shall provide this effort as an "Optional Task."

Plans, estimates, and project technical specifications shall be submitted for review at 30% 60%, 90%, final draft, and final design. Final design will be included in the advertisement plan set and include pertinent items of work for construction.

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 SOQs; and SOQs 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.

This project has been assigned a zero percent (0%) Disadvantaged Business Enterprises (DBEs) goal.

2.3 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Chelan County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Ms. Nataliann Tutino at Nataliann.Tutino@co.chelan.wa.us or by calling 509.667.6415.

2.4 TITLE VI STATEMENT

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 the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2.5 EXAMINATION OF RFQ

Each Consultant 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 their Statement of Qualifications (SOQ). The Consultant bears the risk of consequences of any failure to thoroughly investigate all relevant project and project site conditions and circumstances as described herein.

2.6 COMMUNICATIONS

Chelan County's representative for receiving Consultant questions and other communications about the project and the RFQ is as follows:

Ms. Nataliann Tutino
Chelan County Public Works Department
316 Washington Street, Suite 402
Wenatchee, WA 98801
Phone: 509.667.6415
Email: Nataliann.Tutino@co.chelan.wa.us

All discussions shall be with the County Representative except for those communications permitted by the RFQ. Statements of Qualifications shall be submitted to Nataliann Tutino in accordance with **Section 3** of this RFQ.

Any response to questions, RFQ clarifications, and/or other such information between July 20, 2022 and August 9, 2022, can be found at <http://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>. It is recommended the Consultant visits this site before submitting the RFQ.

2.7 CHELAN COUNTY'S RIGHTS

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

- Appoint evaluation committees to review the SOQs;
- Investigate the qualifications of any Consultant;

- Seek or obtain data from any source related to a SOQ;
- Require confirmation of information furnished by a Consultant;
- Hold meetings and conduct discussions and correspondence with the Consultants to seek an improved understanding and evaluation of the responses to this RFQ;
- Require additional information from a Consultant concerning its SOQ;
- Seek and receive clarifications to a SOQ;
- Require additional evidence of qualifications to perform the Work;
- Modify the RFQ process;
- Waive minor deficiencies and irregularities in a SOQ;
- Reject any or all of the SOQs;
- Cancel, modify or withdraw the RFQ;
- Issue a new RFQ;
- Conduct negotiations with the selected Consultant prior to award of the Contract; and
- Cancel a Contract signed by the selected Consultant 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 Consultant shall be entitled to reimbursement of its costs in connection with the RFQ.

3.0 STATEMENTS OF QUALIFICATIONS DELIVERY, CONTENT, AND FORMAT

3.1 SUBMITTAL REQUIREMENTS

3.1.1 DUE DATE, TIME, AND LOCATION

Statement of Qualifications must be submitted via email to the following location contact prior to **4:00 p.m., Pacific Time, on August 12, 2022.** Respondents will send one (1) digital copy of their SOQ to:

Ms. Nataliann Tutino
Chelan County Public Works Department
Email: Nataliann.Tutino@co.chelan.wa.us
Phone: 509.667.6415

Any SOQ that fails to meet the deadline or delivery requirement will be rejected without having been considered or evaluated.

3.1.2 ORGANIZATION

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

Table 3.1

Section	Section Title and Required Information	Maximum Pages
1	Introduction Letter	2
2	Key Personnel & Project Experience	5
3	Project Goals & Analysis	6
4	Collective Team as a Whole	4
Appendix A	Submittal Information Form (see Appendix A)	6
Appendix B	Resumes of Key Personnel (limit to 2 pg. per person)	6

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

3.1.3 FORMAT

All information in the SOQ shall be submitted on the equivalent of 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. Each of these 11-inch by 17-inch pages will count as one page in the narrative SOQ unless otherwise noted in this RFQ. Any plan sheets in the SOQ 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 SOQ 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 SOQ shall be in English units.

3.1.4 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.

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 Consultant 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 Consultant 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 & Project Experience	20
3	Project Goals & Analysis	50
4	Collective Team as a Whole	30
Appendix A	Submittal Information Form	Pass/Fail
Appendix B	Resumes	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 Consultant receives a passing score on all pass/fail evaluation factors, its SOQ will be further evaluated using the scoring criteria. If a Consultant 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 Consultant will not be included on the short-list.

4.3 EVALUATION CRITERIA

4.3.1 KEY PERSONNEL

This section will be evaluated based on the following:

- Key Personnel should have a track record of demonstrating good leadership skills;
- A project manager with experience and expertise to lead and manage the delivery of the project;
- 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);
- Demonstrate the Key Personnel's ability to meet the Project goals; and
- Required licensure as required for the applicable position.

4.3.2 PROJECT EXPERIENCE

The other sections will be evaluated based on the Consultant'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 projects funded through state or federal grants;
- Knowledge with local, state and federal requirements regarding environmental compliance with permitting and environmental standards; and
- Integrating multi-disciplinary teams (if needed).

4.3.3 PROJECT GOALS

The Consultant must have staff with diverse professional expertise in, but not limited to, the following areas:

- Qualifications and relevant experience with response to the tasks to be performed;

- Project delivery (on time, on budget, quality products and services);
- Background to lead design and to understand and implement current AASHTO and WSDOT design standards;
- Department of Ecology’s Stormwater Management Manual for Eastern Washington and WSDOT Highway Runoff Manual;
- Size stormwater systems and design treatment facilities, including geotechnical analysis (if needed);
- Improving water quality and quantity (if needed);
- Coordination with any utilities for details;
- Minimizing impacts to the public through effective staging and phasing of the work; and
- Preparing advertisement ready CAD drawings using the 2021 version of Civil3D (or newer), estimates, technical specifications and construction schedule.

4.3.4 PROJECT ANALYSIS

The Consulting Firm must have diverse professional expertise in roadway design including mitigation for stormwater drainage. Evaluation may include modeling and quantification; benefits or impacts to surrounding public and private lands; operation and maintenance; and feasibility of implementation.

4.3.5 COLLECTIVE TEAM AS A WHOLE

Describe the team for the project, including any proposed sub-consultants. The Consultant shall show that they have the ability to form an integrated multi-disciplinary, diverse, professional team with the required expertise. (A Consulting Firm submitting independently may use this section to supplement any of the previous sections.)

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: CRP736, Number 2 Canyon Road Preservation Project

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):

- Right-of-Way Appraisal
- Right-of-Way Acquisition Negotiation
- Environmental & Biological Assessment
- Geotechnical Engineering
- Construction Inspection
- Structural Engineering
- Traffic & Transportation Engineering
- Hydrology/Hydraulic Engineering
- GIS
- Material Sampling & Testing

Other Services (please specify): _____

Note:

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.