



Chelan County Public Works Department

REQUEST FOR QUALIFICATIONS

Scour Program Stemilt Creek Bridge #103 Channel Restoration

**ISSUED:
January 17, 2023**

**STATEMENTS OF QUALIFICATIONS DUE:
February 7, 2023**

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APPENDIX A - Submittal Information Packet Form



1.0 GENERAL INFORMATION

1.1 INTRODUCTION

The Chelan County Public Works Department solicits interest from consulting firms (Proposer) who wish to be evaluated and considered for providing plans, specifications, and cost estimate (PS&E) and construction assistance for the county's Stemilt Creek Bridge #103 Channel Restoration, County Road Project No. 730 (CRP730). The duration of the agreement is expected to be approximately two (2) years. This project is funded locally through Chelan County.

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. Consultant services will be completed in accordance with Federal and State Law. As a result of local funding, the project has been assigned a zero percent (0%) Disadvantaged Business Enterprises (DBEs) goal.

1.2 SCOPE OF THE PROJECT

1.2.1 PROJECT DESCRIPTION

Stemilt Creek Bridge #103, located at milepost 1.42 on Stemilt Creek Road, is a two-lane, 21-foot long by 20-foot wide, short-span bridge in Chelan County, Wash. Stemilt Creek is home to summer steelhead, which are protected by the Endangered Species Act. In 2019, the Stemilt Creek watershed experienced a flooding event, which caused scour at county bridge #103.

The county's Scour Program proposes to provide an engineered scour repair on Stemilt Creek Bridge #103. The selected firm will provide conceptual alternative designs, and a full-design package for the preferred alternative including contract PS&E. Chelan County anticipates that all construction will be completed by November 2025.

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.

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

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 the provisions of 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 will affirmatively ensure that 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.

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages, or (4) Disqualifying the contractor from future bidding as non-responsible.

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 is as follows:

Ms. Nataliann Tutino
Chelan County Public Works Department
316 Washington Street, Suite 402
Wenatchee, WA 98801
Phone: (509) 667-6505
Email: Nataliann.Tutino@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 Nataliann Tutino in accordance with Section 3 of this RFQ.

Any response to questions, RFQ clarifications, and/or other such information between January 17 and February 7, 2023, can be found at <http://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works> 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 via **email** to the following location contact prior to **4:00 p.m., Pacific Time, on February 7, 2023**. Respondents will send one (1) digital copy of their Statement of Qualifications to:

Ms. Nataliann Tutino
Chelan County Public Works Department
Email: Nataliann.Tutino@co.chelan.wa.us
Phone: (509) 667-6415

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 SOQ 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 in this document)	6



Appendix B	Resumes of Key Personnel (limit to 2 pages per person)	2
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Failure to comply with these requirements may result in rejection of the SOQ.

3.1.3 **FORMAT**

All information in the Proposal 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 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.

3.1.4 **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 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 & 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 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.

4.3 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;
- Experience with finding the most cost-effective solution;
- 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 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 a project that is in compliance with permitting and environmental standards; and
- Integrating multi-disciplinary teams.
- 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
- Preparing advertisement ready CAD drawings using the most current version of Civil3D, estimates, and technical specifications.

4.3.3 PROJECT GOALS AND ANALYSIS

The Proposer must have staff with diverse professional expertise in open channel flow and bridge abutment protection methods. Proposers shall be able to provide a diverse professional expertise in, but not limited to, one or more of the following areas:

Hydraulic Analysis

- Experience with the Washington Department of Fish and Wildlife *Water Crossing Design Guidelines* (current edition);
- Knowledge of Endangered Species Act Issues; and
- Perform any or all of the following tasks:
 - Perform design for bridge protection alternatives such as walls, streambed stabilization, hard material alternatives (such as riprap placement), and address seismic issues;
 - Evaluate potential constructability problems and develop contract specifications as appropriate to meet project needs; and
 - Prepare of a draft report for review then a final report.
 - Serve as advisor to the County for assistance in the review of contractor working drawings;
 - Check shop drawings / working drawings and make recommendations concerning construction change orders; and



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- Review and analyze contractor proposed construction methods for constructability and adequacy and identify potential problem areas that should be investigated in detail.

Geotechnical Engineering

- Complete geotechnical services;
- 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;
- Determination of stream bed material gradation and specification (if needed); and
- Prepare of a draft report for review then a final report.

Plans, Special Provisions, and Estimate Preparation:

- Knowledge and use of WSDOT Standard Specifications and WSDOT Standard Items in preparing and formatting Project Estimates;
- Knowledge of WSDOT Standard Specifications and GSP's as well as APWA GSP's when preparing and formatting Special Provisions;
- Knowledge of WSDOT Standard Plans and Plans Preparation manual to Prepare plans

4.3.4 COLLECTIVE TEAM AS A WHOLE

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

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:	CRP730 – Stemilt Creek Bridge #103 Channel Restoration
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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:

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.