

Request for Proposal (RFP)

Issue Date: April 21, 2026

2026 Pavement Condition Survey for Chelan County



**Submittals must be received on or before 12:00 p.m.
May 15, 2026**

Contact Information:

Mitch Johnson
316 Washington St. Suite 402
Wenatchee, WA 98801
(509) 667-6415
mitch.johnson@co.chelan.wa.us

1.0 TERMS OF SOLICITATION

Chelan County, a political subdivision of the State of Washington, seeks to issue a Request for Proposal (RFP) for pavement condition surveys from 2026 to 2032. A proposal becomes the basis for said contracts only when legally awarded and accepted in writing by Chelan County. Prior to submittal due date and time, Chelan County reserves the right to change portions of this Request for Proposal (RFP). Any changes will be made in the form of a written amendment that is dated and attached to or incorporated within this solicitation document. Chelan County reserves the right to cancel or re-issue all or part of this solicitation at any time as allowed by law without obligation or liability. Funding has been allocated through local sources. Consultants will be held to Chelan County's ADA and Civil Rights standards.

2.0 DESCRIPTION OF PROJECT

2.1 Purpose

Chelan County desires to establish a contract with a professional services consultant to conduct a visual survey and rating of pavement surface conditions on a biennial cycle of certain roadways throughout Chelan County during the summer months of 2026 through 2032.

2.2 Project History

Chelan County initiated a pavement surface condition rating program for arterial and collector roadways on a biennial basis and a quadrennial basis for local access roads. This program is intended to continue until 2032 in order to maintain current, high-quality data about the condition of the roadway network and to develop trend data over time.

2.3 Project Description

The regional roadway network is defined as paved county roads classified as collectors and arterials, which consists of approximately 237 centerline miles of roadways. The regional roadway network roads will be surveyed on a biennial basis beginning in 2026. The local access roadways, which consist of approximately 291 centerline miles of paved roadways are rated on a quadrennial basis and are intended to be surveyed in 2026 and 2030. Each year the roadways selected vary depending on various factors. Occasionally, certain roads that will be paved during the same year are omitted from the survey.

Chelan County has identified approximately 237 centerline miles to be surveyed in 2028 and 2032, and approximately 528 centerline miles in 2026 and 2030. All roadways should be surveyed between the months of June and September. Data collection shall be performed on dry pavement and during daylight hours. All roads should be surveyed beginning and ending at the locations/mileposts designated by Chelan County to match the County Road Log referenced in WAC 136-60. Roads typically begin at a centerline intersection and end at a centerline intersection or the end of the road. The work shall conform to ASTM D6433 standards and result in a PCI rating.

Specifically, this work shall include:

Inspection of approximately **237 centerline miles** (year 2028 and 2032) or **528 centerline miles** (years 2026 and 2030) of county roadway by designated increments.

- At a minimum, the Pavement Distresses to be evaluated must include:
 1. Alligator Cracking
 2. Longitudinal Cracking
 3. Transverse Cracking
 4. Patching (maintenance and utility)
- Preparation of pavement condition data in an electronic format that meets the criteria listed in the County Road Administration Board (CRAB) and Surface Condition Import Schema for import into GISMo Surface Condition Inventory.
- Provision of a road log for all roads surveyed in spreadsheet format including Road Number, Milepost, Beginning Mile Point (BMP), and Ending Mile Point (EMP) along with surface rating information for each individual road segment.
- Digital photographs or video of pavement distresses, if collected, during the field evaluation process.
- Within the first week of field analysis, the consultant shall provide results for up to five (5) 0.10-mile segments for review by Chelan County for conformance to the Pavement Surface Condition Field Rating Manual for Asphalt Pavement.

2.4 Project Schedule

Chelan County desires to begin work on the project during the summer of 2026. Final project schedule and end date will be determined as part of contract negotiation, but Chelan County intends for field work to be complete by the end of September 2026 at the latest, and to receive all data no later than Oct. 31, 2026. Cycle start/completion dates shall be similar for each subsequent rating period in 2028, 2030, and 2032 unless otherwise negotiated.

3.0 INSTRUCTIONS TO PROPOSERS

Chelan County will not reimburse consultants for any costs incurred prior to or during the preparation of a proposal, including negotiation of agreements and contracts.

3.1 Communications

Chelan County will receive and respond to questions in written format only. All communications regarding this RFP shall be directed to:

Mitch Johnson
316 Washington St. Suite 402
Wenatchee, WA 98801
mitch.johnson@co.chelan.wa.us

Any addendums containing all written questions and answers will be made available during the solicitation process on the Chelan County Public Works' website at: <https://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>. Consultants are encouraged to check the website for updates during the solicitation process.

3.2 Submittal Schedule

The dates below represent the projected procurement schedule; Chelan County reserves the right to change the schedule as necessary.

<u>Issue Date:</u>	April 21, 2026
Written Questions:	Written questions will be accepted anytime between the Issue Date and Submittal Date. All questions received, along with written answers provided by Chelan County will be public record and documented in an addendum that will be available at https://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works .
<u>Submittal Date:</u>	Submittals will be received until 12:00 p.m. on May 15, 2026

3.3 Content of Submittals

The following items shall be submitted as part of each submittal; failure to include any of these items may result in a proposal being rejected.

1. Cover Letter: A letter signed by a principle in the firm submitting the proposal on behalf of their company or consortium, and who is authorized to commit the consultant to a binding agreement. This letter shall agree to all terms in this RFP.
2. References: A minimum of two (2) references from governmental entities for which the consultant has performed similar or relevant work. Each reference shall include a name, current telephone number and email address.

3. Schedule: A timeline detailing anticipated completion of work, including all major tasks and the individuals responsible for the 2026 rating cycle.
4. Costs: Include a summary of total project costs and a Rate Schedule of the consultant's and any sub-contracting consultant's fees associated with completion of this project. Rate increases using CPI factors published by the US Bureau of Labor Statistics will be applied for future rating cycles (in project years 2028, 2030, and 2032) based on proposed rates in basis year 2026.
5. Proposal: Detail the expertise and experience of the project team, including specific experience conducting pavement surface ratings. Include a summary of key personnel and proposed subcontractors and their specific expertise.

3.4 Other Submittal Requirements

1. Submittals shall be delivered in digital format (by email or delivery of USB drive).
2. Submittals shall be addressed to and submitted at:

Mitch Johnson
316 Washington St. Suite 402
Wenatchee, WA 98801
mitch.johnson@co.chelan.wa.us

3. All materials submitted in response to this RFP become the property of Chelan County and will not be returned.

4.0 EVALUATION OF PROPOSALS

Proposals will be evaluated and scored by a panel of Chelan County representatives. Award shall be made to the consultant whose proposal and availability are determined to be the most advantageous to Chelan County, taking into account the following evaluation factors:

CRITERION	STANDARD
Assigned Personnel:	Do the persons who will be working on the project have the necessary skills and expertise? Are sufficient people of the requisite skills assigned and committed to the completion of this project? (up to 30 points)
Firm Experience:	What is the firm's experience with other local agencies, relevant codes, standards, and current software (GISMo, VisRate)? (up to 35 points)
Cost:	What is the total cost to complete the tasks described in Project Description? Are these costs reasonable? (up to 25 points)

Availability: Can the work be completed in the necessary time? Are other personnel available to assist in meeting the project schedule if required? (up to 30 points)

5.0 SELECTION OF CONSULTANT

The selection panel will submit to the Chelan County governing board a rank-order list of firms for selection priority, based on the results of reviewing the submittals and applying the evaluation criteria.

The Chelan County Board of County Commissioners shall authorize their staff to enter into negotiations for a final Scope of Work and Budget with the top-ranking firm. If negotiations cannot produce a contract, the next highest-ranking firm will be invited to negotiate a contract. This process continues if necessary until all firms are considered

5.1 Award of Contract

Notwithstanding any other provision of this RFP, Chelan County reserves the right to:

1. Reject any or all submittals, or portions thereof, or
2. Re-issue a Request for Proposal, or
3. Modify the Scope of Work to meet budgetary limitations, or
4. Conduct informal interviews, or
5. Cancel the Solicitation.

5.2 Offer and Acceptance Period

A response to this Request for Proposal is an offer to contract with Chelan County based on the terms, conditions, purpose and specifications contained within this Request for Proposal.

The selected firm will be notified in writing and shall be given 10 working days to accept in writing and return a signed contract on contract forms provided thereby.

Chelan County is not obligated to retain contract services from the successful contractor should a breach or extension of the contract occur at any time after award and execution of said contract associated with this RFP.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling (509) 667-6415.

5.3 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 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.

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.

REQUEST FOR PROPOSAL

ROADWAY PAVEMENT CONDITION SURVEY & RATING

Chelan County requests a Statement of Proposal from interested and qualified firms to conduct a pavement condition survey and rating of approximately **528 centerline miles** (years 2026 and 2030) or approximately **237 centerline miles** (year 2028 and 2032) of public roadways throughout Chelan County on a biennial basis from 2026 to 2032, the first rating cycle to begin and be completed during summer/fall of 2026. The work shall conform to ASTM D6433 standards and address, at a minimum, the following pavement distresses: Alligator Cracking, Longitudinal Cracking, Transverse Cracking, Patching (maintenance and utility). Submittals must include a schedule and cost estimate, and demonstrate ability to satisfy appropriate federal requirements, certifications and assurances.

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 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.

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.

The complete RFP submittal requirements can be found on the Chelan County website at <https://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>, requested by emailing Mitch Johnson at mitch.johnson@co.chelan.wa.us, or calling (509) 667-6415.