

# **Chelan County Public Works Department**



## **REQUEST FOR QUALIFICATIONS (RFQ)**

**CRP752 School Street Pedestrian  
Improvement – Design Support  
Road No. 45890  
School Street MP 0.66 to 0.84**

**ISSUED:  
November 10, 2025**

**STATEMENTS OF QUALIFICATIONS DUE:  
4:00 P.M. (PST) December 5, 2025**

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## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

The Chelan County Public Works Department (CCPW) solicits interest from consulting firms (Proposer) who wish to be evaluated and considered for providing design support – specifically stormwater design and construction assistance for the county’s School Street Pedestrian Improvement Project, County Road Project No. 752 (CRP752). The duration of the agreement is expected to be approximately two (2) years. This project is funded through Federal HSIP and Local Funds.

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.

The project must comply with all Federal EEO requirements, ADA, and Civil Rights regulations and requirements applicable to the County. Consultant services will be completed in accordance with Federal and State Law. No (0%) mandatory Disadvantaged Business Enterprises (DBE) goal has been assigned for this project.

### **1.2 PROJECT DESCRIPTION**

This project will improve School Street (45890), an Urban Major Collector that serves as the main access to the Sunnyslope School District. The project will start south of the intersection of Easy Street and the end of the project extends to West Peters Street.

The project’s primary purpose is to widen the existing roadway for parking and provide bike and pedestrian ADA facilities. The County extend the frontage improvements (sidewalk, parking, illumination, buffer strip) from the Sunnyslope Apartments on the west side of School St. and replace the deficient ADA sidewalk on the east side of School St. In addition, new drainage structures will be constructed to treat and convey stormwater through the project.

### **1.3 PROJECT SCOPE**

This project scope consists of the following Work:

- 1) Analyzing the existing stormwater basin and designing the stormwater system including treatment facilities as required;
- 2) Preparing/submitting/reviewing of roadway and stormwater concept(s) at 10% design including costs and risks associated with the concept(s);
- 3) Analyzing and designing the intersection illumination system to meet design light levels, coordinate with PUD Work with the County at 60% design completion to identify right of way and environmental impacts;
- 4) Preparing and submitting a final Hydraulics Report by 90% design completion;

- 5) Compile plans, specifications, and estimate for illumination and stormwater systems for review at 60%, 90%, and final design signed by an Engineer;
- 6) Preparing construction feasibility information and a construction schedule; and
- 7) Supporting CCPW during the bidding process by addressing Bidder questions/comments.

Optional project scope for the above listed Work may include:

- 1) Supporting the Chelan County during the Construction phase by addressing Contractor submittals and/or RFI's requiring review and/or approval.
- 2) Supporting Chelan County during the Construction phase by providing Construction Inspection and Materials Testing.

Chelan County has existing survey topography and preliminary road corridor surface in Civil3D.

The County desires the project to be complete up to 90% design by the end of 2027 in order to complete construction by the end of summer 2028. This completion date allows the County sufficient time to acquire Right of Way and/or sufficient time to process more complex environmental permits that may be triggered by the design.

Chelan County anticipates that construction will be completed by December 2028.

## **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 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 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 Lawrence Dillin at [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us) or by calling collect (509) 667-6415.

### **2.4 TITLE VI OF THE CIVIL RIGHTS ACT**

The 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.

## **2.5 RESTRICTIONS OF THE USE OF FEDERAL FUNDS FOR LOBBYING**

Section 319 of Public Law 101-121 prohibits federal funds from being expended by consultants or subconsultants who receive a federal contract, grant, loan, or cooperative agreement to pay, any person for influencing or attempting to influence a federal Agency or Congress in connection with awarding any of the above.

## **2.6 EXAMINATION OF RFQ**

Each Proposer must 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.

## **2.7 COMMUNICATIONS**

Chelan County's Representative for receiving Proposer questions and all other communications about the Project and the RFQ is as follows:

Lawrence Dillin, PE  
Chelan County Public Works  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: (509) 667-6415  
Email: [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us)

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

Any response to questions, RFQ clarifications, and/or other such information between November 10 and December 5, 2025, can be found at <http://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>. It is recommended the Proposer visits the site before submitting the RFQ.

## 2.8 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. An unsuccessful Proposer is not entitled to reimbursement of its costs in connection with the RFQ, nor will Chelan County reimburse an unsuccessful Proposer for any cost in connection with the RFQ.

### 3.0 PROPOSAL DELIVERY, CONTENT, FORMAT, AND SUBMITTAL REQUIREMENTS

#### 3.1 DUE DATE, TIME, AND LOCATION

Proposals must be submitted via email to the following contact prior to **4:00 p.m. Pacific Time, on December 5, 2025**. Proposers must send one (1) digital copy (PDF format) of their Statement of Qualifications (SOQ) to:

Lawrence Dillin, PE  
Chelan County Public Works  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: (509) 667-6415  
Email: [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us)

The subject line of the email must read “**SOQ for CRP752 School Street Pedestrian Improvement Project**”. The body of the email must list the Proposer and a brief description of the attachments included in the email.

Chelan County will not accept hard copies of the Proposals nor Proposals by facsimile. Any Proposal that fails to meet the deadline or delivery requirement will be rejected without having been considered or evaluated.

#### 3.2 ORGANIZATION

The Proposer must 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                                         | 4             |
| 3          | Project Experience                                    | 4             |
| 4          | Project Goals                                         | 3             |
| 5          | Project Team                                          | 4             |
| Appendix A | Submittal Information Form                            | 1             |
| Appendix B | Resume of Key Personnel (limit of 2 pages per person) | 2/person      |

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

### 3.3 FORMAT

All information in the Proposal must 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 the equivalent of 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 must use Times New Roman font, 12-point type. Text, charts, tables, graphical information, or other substantive content must not be printed within 0.75 inch of any page edge. Any other materials must be presented with a readable format. The organization chart must be readable and all dimensional information provided in the Proposal must be in English units.

### 3.4 CONTENT

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

The Proposer will be deemed non-responsive and will not be eligible for consideration of this work if the following SOQ requirements are not met:

- "SOQ for CRP752 School Street Pedestrian Improvement Project" on the cover of the submittal and the Introduction Letter;
- Introduction Letter;
- Completed Submittal Information Packet form (under Appendix A in this RFQ);
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal due date, time, and location.

## 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 not only how well the SOQ responds to the requirements described in Section 3, the Project goals, but also from 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    | Section Title              | Points    |
|------------|----------------------------|-----------|
| 1          | Introduction Letter        | Pass/Fail |
| 2          | Key Personnel              | 20        |
| 3          | Project Experience         | 30        |
| 4          | Project Goals              | 20        |
| 5          | Project Team               | 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 a Chelan County 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 EVALUATION CRITERIA: 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 of projects as complex as or more complex than this Project (Past performance records of Key Personnel may 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
- Licensure/certification as required for the applicable position, design work, and task performed.

#### 4.2.2 EVALUATION CRITERIA: PROJECT EXPERIENCE

The Project Experience will be evaluated based on the Proposer's experience with the following:

- Projects at similar levels of complexity within the past ten years (experience on WSDOT or local agency projects are preferred);
- Development and implementation of Quality Assurance and Quality Control programs;
- Minimizing impacts to the public through effective staging and phasing of the work;
- Integrating multi-disciplinary teams including civil, geotechnical, and/or environmental;
- A good working relationship with WSDOT North Central Region;
- Experience with the following publications:
  - Washington State Department of Transportation (WSDOT) ***Highway Runoff Manual***;
  - WSDOT ***Hydraulics Manual***;
  - Washington State Department of Ecology ***2024 Stormwater Management Manual for Eastern Washington***;
  - AASHTO ***A Policy on Geometric Design of Highways and Streets***;
  - WSDOT ***Design Manual***;
  - WSDOT ***Standard Plans***;
  - WSDOT ***Standard Specifications for Road, Bridge, and Municipal Construction***;
  - WSDOT ***Plans Preparation Manual***; and
  - MUTCD including the Washington State Modifications
- Performing any or all of the following tasks:
  - Preparing PS&E packets for the construction of the project and appropriate temporary traffic control measures using the prior listed manuals, WSDOT Standard Bid Items, and WSDOT/APWA General Special Provisions;
  - Evaluating potential constructability problems and develop contract specifications as appropriate to meet project needs;
  - Preparing reports (Hydraulic, other applicable reports);
  - Serving as an advisor to a government agency for assistance in the review of contractor working drawings;
  - Serving as advisor to a government agency for assistance in reviewing and making recommendations for change orders; and

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

#### **4.2.3 EVALUATION CRITERIA: PROJECT GOALS**

Chelan County has established the following Project goals:

- Widen the existing roadway to improve pedestrian and bicycle access and use;
- Minimize Right of Way impacts by utilizing cost effective solutions;
- Project delivery (on time, on budget, quality products and services);
- Protection of the environment;
- Continuous effective and transparent communication;
- A biddable set of Plans and Specifications; and
- Minimize inconveniences to the public and adjacent properties during construction balanced with cost effective construction methods.

#### **4.2.4 EVALUATION CRITERIA: PROJECT TEAM**

The Proposer must demonstrate how the project team members, including sub-consultants, will form a diverse professional team by describing the team members rolls and task(s) and how they will work together to deliver the project on-time.

## **5.0 PUBLIC RECORDS**

Any information contained in the Proposer's response that is proprietary or confidential must be clearly designated. Marking the entire response as proprietary or confidential may cause the County to deem the Proposer 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: CRP752 – School Street Pedestrian Improvement 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):**

- |                                                                |                                                               |
|----------------------------------------------------------------|---------------------------------------------------------------|
| <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):** \_\_\_\_\_

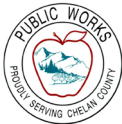
**Note:**

**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



# APPENDIX B



# Chelan County Public Works Department

