

Chelan County Flood Control Zone District



REQUEST FOR QUALIFICATIONS

Ski Hill Basin Flood Analysis

Project No. FCD504

ISSUED:
May 23, 2019

STATEMENTS OF QUALIFICATIONS DUE:
June 20, 2019

Table of Contents

1.0	GENERAL INFORMATION	1
1.1	INTRODUCTION	1
1.2	SCOPE OF THE PROJECT	1
1.2.1	PROJECT DESCRIPTION	1
2.0	PROCUREMENT PROCESS	2
2.1	EQUAL EMPLOYMENT OPPORTUNITY	2
2.2	DISADVANTAGED, MINORITY AND WOMEN'S BUSINESS ENTERPRISES PARTICIPATION	2
2.3	TITLE VI OF THE CIVIL RIGHTS ACT	3
2.4	EXAMINATION OF RFQ	3
2.5	COMMUNICATIONS	3
2.6	CHELAN COUNTY'S RIGHTS	4
3.0	PROPOSAL DELIVERY, CONTENT, AND FORMAT	5
3.1	SUBMITTAL REQUIREMENTS	5
3.1.1	DUE DATE, TIME, AND LOCATION	5
3.1.2	ORGANIZATION	5
3.1.3	FORMAT	6
3.2	CONTENT	6
3.2.1	EVALUATION CRITERIA #1 & #2: KEY PERSONNEL & PROJECT EXPERIENCE	7
3.2.2	EVALUATION CRITERIA #3: PROJECT GOALS	7
3.2.3	EVALUATION CRITERIA #4: PROJECT TEAM	8
4.0	EVALUATION PROCESS	8
4.1	STATEMENT OF QUALIFICATIONS (SOQ) EVALUATION	8
4.2	EVALUATION FACTORS	8
4.2.1	KEY PERSONNEL	9
4.2.2	PROJECT EXPERIENCE	9
4.2.3	PROJECT GOALS	9
4.2.4	COLLECTIVE TEAM AS A WHOLE	10
5.0	PUBLIC RECORDS	10
	FIGURE 1	11

APPENDIX A - Submittal Information Packet Form



1.0 GENERAL INFORMATION

1.1 INTRODUCTION

Chelan County's Flood Control Zone District (FCZD) solicits interest from qualified consulting firms (Proposer) who wish to be evaluated and considered for providing a comprehensive sub-basin assessment for the Ski Hill area located in Leavenworth, Chelan County, Washington (**See Figure 1**). The duration of the agreement is expected to be approximately one (1) year. This project is funded through the county's FCZD.

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.

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.

1.2 SCOPE OF THE PROJECT

1.2.1 PROJECT DESCRIPTION

Within the FCZD Comprehensive Flood Hazard Management Plan, Flood Mitigation Action Plan Matrix, Action Item 18 states "Investigate feasible, cost-effective solutions to flood issues within Ski Hill Basin." This RFQ is for interested consultants who wish to be considered for selection to prepare a study evaluating structural and nonstructural actions to implement, providing an effective and coordinated approach that will identify, correct, and/or reduce the flood risk for the Leavenworth community. The study area is detailed in Figure 1.

During the winter of 1995/96, City/County officials were alerted to increased volumes of runoff within the Ski Hill basin. This flooding has continued in subsequent years and typically occurs during rapid snow melt in late winter/early spring, ultimately impacting both public and private property. This analysis will be the basis for identifying and mitigating flood risks and will create a framework for reducing flooding impacts to public and private property within Chelan County and the City of Leavenworth. The project will result in a study that identifies current conditions/assets, system deficiencies that lead to flood risks, potential mitigation measures and strategies (with advantages/disadvantages), estimated costs, and prioritization of projects to



minimize these risks. This will be a highly important tool in guiding future capital projects that protect property and the health and safety of the public from flooding. These measures will require inter-municipal cooperation and support/input from the community to address the problem.

The consultant will conduct site visit(s) and review past studies, flood maps, system conveyance inventories and other such applicable documents to identify flood mitigation measures to be placed within an interim and final reports. The following documents are available and encouraged to be reviewed at <https://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>

- Leavenworth Water Problems Study (February 1999)
- Regional Stormwater/Wetland Management Master Plan (August 2016)
- Leavenworth Regional Stormwater Plan – Wetland Inventory Report (July 2016)

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.

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 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 insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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.

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 (other than physical submission of the Proposals) is as follows:

Jill FitzSimmons
Chelan County Flood Control Zone District
C/O Chelan County Public Works Department
316 Washington Street, Suite 402
Wenatchee, WA 98801
Phone: 509.667.6415
Email: Jill.Fitzsimmons@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 Jill FitzSimmons in accordance with Section 3 of this RFQ.

Any response to questions, RFQ clarifications, and/or other such information between May 23 and June 20, 2019, can be found at <https://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.

- Retain the services of the successful firm for any subsequent phases (i.e. construction administration and inspection) associated with this project.



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, FORMAT AND CONTENT

3.1 SUBMITTAL REQUIREMENTS

3.1.1 DUE DATE, TIME, AND LOCATION

Proposals must be submitted at the following location prior to **4:00 p.m., Pacific Time, on June 20, 2019.** Postmark date is not acceptable in calculating arrival within the deadline. Respondents will submit three (3) copies of your Statement of Qualifications to Jill FitzSimmons at the following address:

Jill FitzSimmons
Chelan County Flood Control Zone District
C/O Chelan County Public Works Department
316 Washington Street, Suite 402
Wenatchee, WA 98801
Phone: 509.667.6415

Chelan County will not accept Proposals by facsimile or electronic transmission. 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 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	3
3	Project Experience	8
4	Project Goals	4
5	Collective Team as a Whole	5



Appendix A	Resumes of Key Personnel (limit to 2 pages per person)	6
Appendix B	Submittal Information Form (see Appendix A in this document). One submittal form is to be filled out for the consultant and one for each sub-consultant.	1

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

3.1.3 FORMAT

All information in the Proposal shall be submitted on 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. Folding of the paper to 8.5-inch by 11-inch size, with the title block showing, is acceptable but not mandatory. 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.

3.2 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.

3.2.1 EVALUATION CRITERIA #1 AND #2: KEY PERSONNEL & PROJECT EXPERIENCE

The Proposer must have staff with diverse professional expertise to identify, develop, and evaluate alternatives to reduce flooding or adverse impacts from flooding. Evaluation may include experience in modeling and quantification of flood reduction benefits; benefits or impacts to surrounding public and private lands; sustainability with respect to sediment supply, transport, and storage; and feasibility of implementation.

The Proposer must have staff with diverse professional expertise in flood control and able to provide a diverse professional expertise in, but not limited to, one or more of the following areas:

- Qualifications and relevant experience with response to the tasks to be performed;
- Hydrology/hydraulics modeling experience, which may include HEC-RAS 2D flood modeling or other similar experience;
- Knowledge of the Eastern Washington landscape;
- Familiarity with Chelan County, City of Leavenworth, or similar landscapes;
- Experience in minimizing downstream system deficiencies; and
- Reputation among previous clients.

3.2.2 EVALUATION CRITERIA #3: PROJECT GOALS

This project shall address ongoing flooding problems within this basin. Project goals shall include, but not be limited to:

- Correcting conveyance deficiencies;
- Project delivery (on time, on budget, quality products and services);
- Continuous effective and transparent communication;
- Improving water quality and quantity retention/detention;
- Experience soliciting public input/support, public meetings, stakeholder groups, or other such public involvement methods; and
- Cost-effectiveness of alternatives.



3.2.3 EVALUATION CRITERIA #4: COLLECTIVE TEAM

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

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	20
3	Project Experience	20
4	Project Goals	30
5	Collective Team as a Whole	30
Appendix B	Submittal Information Form(s)	Pass/Fail
Total		100

4.2 EVALUATION FACTORS

Numerical scores will be assigned by the FCZD 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 KEY PERSONNEL

This section will be evaluated based on the following:

- Key Personnel should have a track record of demonstrating good leadership skills;
- 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);
- Key Personnel who can bring forth the best Project team;
- Demonstrate the Key Personnel's ability to meet the Project goals; and
- Required licensure as required for the applicable position.

4.2.2 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 an environmental program that ensures compliance with permitting and environmental standards;
- Minimizing impacts to the public through effective staging and phasing of the work; and
- Integrating multi-disciplinary teams.

4.2.3 PROJECT GOALS

See section 3.2.2.



4.2.4 COLLECTIVE TEAM AS A WHOLE

See section 3.2.3.

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.



Figure 1



APPENDIX A



Submittal Information Form

Project Name: Ski Hill Basin Flood Analysis

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: _____



Chelan County Public Works Department

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.