

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** July 1, 2014

**ACTION REQUESTED:** Authorize Public Works to Advertise a Request for Qualifications (RFQ) for Engineering, Surveying, Materials Testing and Environmental Services

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**BACKGROUND:** Public Works is requesting qualifications from consultants to provide on-call services required for engineering, surveying and environmental services as needed throughout the county. These services may include bridge load ratings, engineering design, topographic surveying, construction staking, stream analysis, environmental permitting and other services as needed. The contract periods will be for three years.

**INTERACTION:** Public Works

**RECOMMENDATION:** Board of County Commissioners to approve the Resolution to Authorize Public Works to Advertise the Request for Qualifications and direct Board staff to advertise as requested.

**HANDLING:** Advertise the Request for Qualifications

**ATTACHMENTS:** Resolution and RFQs.

**LEAD STAFF:** Douglas D'Hondt  
County Engineer

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. \_\_\_\_\_**

**TO ADVERTISE A REQUEST FOR QUALIFICATIONS FOR ON-CALL  
ENGINEERING, SURVEYING, MATERIALS TESTING AND ENVIRONMENTAL  
SERVICES.**

**WHEREAS:** Kittitas County requires engineering, surveying, materials testing and environmental services for civil, structural, hydraulic, inspections, permitting and other services for maintenance and construction throughout the county; and

**WHEREAS:** The contract periods will be three years; and

**WHEREAS:** The Public Works Department prepared advertisements for Requests for Qualifications for engineering, surveying, materials testing and environmental services needed within Kittitas County.

**NOW, THEREFORE BE IT RESOLVED** the Kittitas County Board of County Commissioners declares it be in the best interest of the public, and does hereby authorize board staff to advertise the aforementioned Requests for Qualifications.

**DATED** this 1<sup>st</sup> day of July, 2014, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Paul Jewell, Chair

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Gary Berndt, Vice-Chair

\_\_\_\_\_  
Obie O'Brien, Commissioner

ATTEST:

\_\_\_\_\_  
Clerk of the Board

**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County solicits interest from consulting firms with expertise in civil and structural engineering design for on-call services.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of preparing bridge designs, bridge load ratings, bridge load limits, road designs, storm water designs and other periodic professional civil, structural and environmental services as needed throughout the county. All aspects of every project will comply with Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction, most current edition. The contract term will be from January 1, 2015 to December 31, 2017.

**SUBMITTAL**

Submittals shall include the following information: firm name, phone and fax numbers; name of principal-in-charge and project manager and proof of current Washington State Department of Transportation audited Indirect Cost Rates for all proposed consulting and sub-consulting firms.

Submittals will be evaluated and ranked based on the following criteria:

1) Key personnel; 2) Firm experience with county road and bridge design; 3) Firm experience with environmental planning and permitting process; 4) Ability to meet schedule; 5) Approach to project; 6) Familiarity with relevant codes and standards; 7) Past performance/references.

Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

Please submit THREE copies of your Statement of Qualifications to: County Engineer, 411 N. Ruby Street, Suite 1, Ellensburg, WA 98926 by July 31, 2014 not later than 10:00AM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to the County Engineer at (509) 962-7523.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523).

Kittitas County reserves the right to accept or reject any and all proposals or any items or part thereof or to waive any information or irregularities in the proposals. Kittitas County shall have the sole discretion to determine the most responsible proposal.

The Kittitas 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.

More information is online at <http://www.co.kittitas.wa.us/notices/>.

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Clerk of the Board

Publish:

Daily Record: 07/03/14; 07/10/14

Daily Journal of Commerce: 07/03/14; 07/10/14

For more information, contact Public Works

Kittitas County shall evaluate statements of qualifications and performance data submitted by firms regarding the proposed services. Following the evaluation, the county may invite one or more firms to meet with county officials to discuss services and the relative benefits of various methods of providing the desired services. The county then selects from among those firms the one "most highly qualified" to provide the required services. County procedures and guidelines are to include a plan to ensure that women, minority, and veteran-owned firms have the maximum opportunity to compete for the contract. The level of firm participation should be consistent with their availability within the relevant professional community.

If a satisfactory contract cannot be negotiated, the county formally terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

In emergency situations, the process outlined above for procuring services may be dispensed with upon a finding by the county that an emergency requires the immediate execution of the work involved.

All submittals shall become the property of Kittitas County.

Kittitas County reserves the right to reject all submittals and re-advertise if necessary.

**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County solicits interest from consulting firms with expertise in environmental permitting and archaeology for on-call services.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of preparing environmental and archaeology reports for permitting and other professional services as needed throughout the county. All aspects of every project will comply with Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction, most current edition. The contract term will be from January 1, 2015 to December 31, 2017.

**SUBMITTAL**

Submittals shall include the following information: firm name, phone and fax numbers; name of principal-in-charge and project manager and proof of current Washington State Department of Transportation audited Indirect Cost Rates for all proposed consulting and sub-consulting firms.

Submittals will be evaluated and ranked based on the following criteria:

1)Key personnel; 2) Firm experience with county road and bridge design; 3) Firm experience with archaeology, environmental planning and permitting processes; 4) Ability to meet schedule; 5) Approach to project; 6) Familiarity with relevant codes and standards; 7) Past performance/references.

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If a satisfactory contract cannot be negotiated, the county formally terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

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**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County solicits interest from consulting firms with expertise in river engineering design for on-call services.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of preparing stream hydraulic reports, floodplain analyses, environmental permitting and other periodic professional services relating to streams and run-off as needed throughout the county. All aspects of every project will comply with Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction, most current edition. The contract term will be from January 1, 2015 to December 31, 2017.

**SUBMITTAL**

Submittals shall include the following information: firm name, phone and fax numbers; name of principal-in-charge and project manager and proof of current Washington State Department of Transportation audited Indirect Cost Rates for all proposed consulting and sub-consulting firms.

Submittals will be evaluated and ranked based on the following criteria:

1) Key personnel; 2) Firm experience with stream and floodplain analyses; 3) Ability to meet schedule; 4) Mitigation; 5) Approach to project management; 6) Familiarity with relevant codes and standards; 7) Past performance/references.

Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

Please submit THREE copies of your Statement of Qualifications to: County Engineer, 411 N. Ruby Street, Suite 1, Ellensburg, WA 98926 by July 31, 2014 not later than 10:00AM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to the County Engineer at (509) 962-7523.

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**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County solicits interest from firms with expertise in materials testing and construction inspection for on-call services.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of materials and inspection services for construction projects and other periodic professional services relating to materials testing and inspections as needed throughout the County. The contract term will be from January 1, 2015 to December 31, 2017.

The consultant shall be American Association of State Highway and Transportation Officials (AASHTO) accredited for hot-mix asphalt, concrete, soils and aggregate testing.

Kittitas County projects comply with the Washington State Department of Transportation, Standard Specifications for Road, Bridge and Municipal Construction.

**SUBMITTAL**

Submittals should include the following information: Firm and sub-consultants names, phone and fax numbers; names of principal-in-charge and project managers; and number of employees in each firm proposed.

Submittals will be evaluated and ranked based on the following criteria:

1)Key personnel; 2) Firm experience with materials testing and inspection services; 3) Ability to meet schedule; 4) Proof of AASHTO Accreditation; 5) Familiarity with relevant codes and standards; 6) Past performance/references.

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**Public Notice**  
**Kittitas County, Ellensburg WA**

Kittitas County solicits interest from consulting firms with expertise in professional land surveying for on-call services.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT may consist of preparing topographic surveys, location of property corners, monumentation, construction staking and other periodic professional surveying services as needed throughout the county. The contract term will be from March 1, 2015 to December 31, 2017.

**SUBMITTAL**

Submittals shall include the following information: firm name, phone and fax numbers; name of principal-in-charge and project manager and proof of current Washington State Department of Transportation audited Indirect Cost Rates or proof of current negotiation with WSDOT for obtaining approval for all proposed consulting and sub-consulting firms.

Submittals will be evaluated and ranked based on the following criteria:

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