

**KITTITAS COUNTY
DEPARTMENT OF PUBLIC WORKS**

AGENDA STAFF REPORT

AGENDA DATE:	February 18, 2014
ACTION REQUESTED:	Approve Advertising for a Request for Qualifications for an on-call Rivers and Streams Engineer
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BACKGROUND:	<p>The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified engineers and firms for Professional On-Call Rivers and Stream Engineering Services within Kittitas County. The selected consultant will perform projects as needed on a task order system.</p> <p>The FCZD is seeking a civil engineer licensed in the state of Washington familiar in hydrology, hydraulics, fluvial geomorphology and floodplain management. Specific projects may involve channel stability, hydrology and hydraulic assessments, mapping, sediment transport, channel migration, risk assessment, habitat protection, and flood protection design.</p>
INTERACTION:	Public Works
RECOMMENDATION:	Move to approve the advertisement for the RFQ and direct staff to advertise as requested.
HANDLING:	Return one copy to Public Works.
ATTACHMENTS:	Advertisement, Request for Qualifications and Supplemental Information.
LEAD STAFF:	Kirk Holmes, Public Works

Public Notice
Kittitas County, Ellensburg WA

The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified engineers and firms for Professional On-Call Rivers and Stream Engineering Services within Kittitas County.

All submissions must be received by 4:30 pm March 6, 2014.

The complete Request for Qualifications may be viewed online at <http://www.co.kittitas.wa.us/>.

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



Clerk of the Board

Publish:

Daily Record: 02/20/2014; 02/27/2014

Daily Journal of Commerce: 02/20/2014; 02/27/2014

For more information, contact Public Works

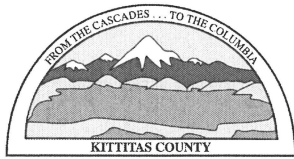
Kittitas County shall evaluate statements of qualifications and performance data submitted by firms regarding the proposed services. Following the evaluation, the county may invite one or more firms to meet with county officials to discuss services and the relative benefits of various methods of providing 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.



KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT

KITTITAS COUNTY FLOOD CONTROL ZONE DISTRICT REQUEST FOR QUALIFICATIONS

ON-CALL RIVERS AND STREAMS ENGINEER KITTITAS COUNTY, WASHINGTON

The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified engineers and firms for Professional On-Call Rivers and Stream Engineering Services within Kittitas County.

All submissions must be received by 4:30 pm March 6, 2014.

The complete Request for Qualifications may be viewed online at
<http://www.co.kittitas.wa.us/>.

Published in the Daily Record and Daily Journal of Commerce

First Publication: February 20, 2014

Second Publication: February 27, 2014

REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL RIVERS & STREAM ENGINEERING SERVICES FOR KITTITAS COUNTY, WASHINGTON

The Kittitas County Flood Control Zone District is requesting Statements of Qualifications from interested and qualified engineers and firms for Professional On-Call Rivers and Stream Engineering Services within Kittitas County.

SCOPE OF WORK

Professional, technical, and advisory services are needed for Flood Control Zone District projects. Projects will require the services of a civil engineer licensed in the state of Washington familiar in hydrology, hydraulics, fluvial geomorphology and floodplain management. Specific activities may involve channel stability, hydrology and hydraulic assessments, mapping, sediment transport, channel migration, risk assessment, habitat protection, and flood protection design. Assignments of work will be through a Task Order system.

FORMAT OF STATEMENT OF QUALIFICATIONS

To facilitate review, SOQ submittals should conform to the following format.

1. **Experience and Qualifications:** Provide a description of your firm's experience and qualifications in hydrology, hydraulics, fluvial geomorphology and floodplain management. Include experience with local government.
2. **Project Team:** Identify proposed team members and responsibilities. Provide individual resumes, outlining credentials and experience, and a statement about the availability and commitment of the proposed team members to undertake the contract.
3. **References:** Provide the name and phone number for at least three (3) references familiar with your services, in relation to projects similar to those in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of Kittitas County surface water issues and concerns. Identify potential challenges and concerns.
5. **Supporting Data:** Include other relevant information.

CRITERIA FOR STATEMENT OF QUALIFICATIONS

The following criteria will be used in ranking and selection of the successful consultant.

1. **Firm/Team Qualifications (35%):** Preference shall be given to qualifications in hydrology, hydraulics, fluvial geomorphology and floodplain management.
2. **Project Experience (20%):** Preference shall be given to experience in relation to projects similar to those in the above Scope of Work.
3. **Regulatory Experience (10%):** Preference shall be given to experience with state and federal regulations, and understanding of Flood Insurance Rate Map use and development.
4. **Project Understanding (35%):** Preference shall be given to a comprehensive understanding of the Scope of Work requirements, issues, and environment.

SELECTION OF THE CONSULTANT

It is the intent of the County to appoint a committee to review and rank the SOQs. The committee may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants will be notified at least 14 days prior to the interview date. Unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant.

The County reserves the right to reject any and all submissions to this RFQ, request clarification, and waive informalities/technicalities, if deemed in the best interest of the County. The County assumes no responsibility for costs incurred in responding to this RFQ.

Selection will be qualification based. No overhead rate, fees or cost information should be included as part of an SOQ.

CONTRACT

The selected consultant will be invited to negotiate a contract with the County. A detailed scope of services and associated fees will be developed, and agreed by the selected consultant and the County, and incorporated as part of the contract. The contract will be valid until December 31, 2014.

The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.

Additionally, contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

SUBMITTAL OF STATEMENT OF QUALIFICATIONS AND CONTACT PERSON

The SOQ shall not exceed thirty (30) pages; excluding the front and back covers, dividers, cover sheet, table of contents, and letter of introduction (maximum two (2) pages). Three (3) printed copies and one (1) digital PDF of the SOQ must be submitted no later than 4:30 pm on March 6, 2014.

Kittitas County Public Works
411 North Ruby St, Suite 1
Ellensburg, WA 98926

QUESTIONS REGARDING THIS RFQ SHOULD BE DIRECTED TO

Kirk Holmes, Director
Kittitas County Public Works
411 North Ruby St, Suite 1
Ellensburg, WA 98926
kirk.holmes@co.kittitas.wa.us

Phone: (509) 962-7523