

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** November 15, 2016

**ACTION REQUESTED:** Approve Request for Qualifications for Professional On-Call Services including Civil Engineering, Structural Engineering and Inspection Support, Construction and Inspection(s) Support, Environmental Services, Planning Services, Archaeological Services, Geotechnical and Material(s) Testing and Hydraulics and Hydrology Services.

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**BACKGROUND:** Kittitas County Public Works is requesting to advertise for Request(s) for Qualifications in areas that need outside support for future and possibly current projects.

Summary of Qualifications will be due December 8<sup>th</sup> 2016.

**INTERACTION:** Public Works

**RECOMMENDATION:** Approve the Request for Qualifications for Professional On-Call Services

**HANDLING:** Return one (1) original to Public Works

**ATTACHMENTS:** Proclamation

**LEAD STAFF:** Luke Huck  
County Engineer

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

**REQUEST FOR STATEMENT OF QUALIFICATIONS**

**For Consulting Services Relating to Professional Hydraulics and Hydrology Services**

**ADVERTISEMENT:** Friday November 18th 2016 through Friday December 8th 2016

**All submittals received after 10:00 AM Friday December 8th 2016 will be discarded**

**PURPOSE:**

Kittitas County is requesting Statement of Qualifications (SOQ) from qualified professionals for on-call consulting services relating to hydraulics and hydrology professional services. The consultant(s) will provide a variety of on-call services to the County as projects are budgeted for development. The on-call contract will be for two years (2) with an opportunity for one one-year extension if mutually agreed upon and approval is obtained by the Board of County Commissioners. The County will likely select more than one consultant to provide these services.

The County provides no guarantee that any projects will become available. However, as projects develop the County may need the services of hired consultants with expertise in the following areas:

- Fish Passage Design
- Outreach and public involvement activities
- Backwater Analyses
- Scour Analyses
- Stormwater review and analysis
- Sediment Transport
- Hydraulic Modeling and Stream Design
- Flood Analyses
- FEMA regulatory support services

**SCOPE OF PROJECT:**

**1. Hydraulics and Hydrology Services**

The consultant must be able to provide technical support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to fish passage design, backwater analyses, scour analyses, zero-rise analysis, flood risk assessment, debris loading for structures, bank stability, sediment transport, channel complexity, and general 1D and 2D hydraulic modeling.

The consultant must demonstrate competence and qualifications related to the services performed including:

1. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, design and documentation procedures.
2. Successful experience delivering technical reports and recommendations for a an array of the aforementioned services.

3. Successful experience delivering projects in a streamlined fashion to reduce scope schedule and budget.
4. The consultant must demonstrate the ability to manage projects and coordinate with other design team members, and Kittitas County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
5. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
6. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

## **PROCEDURES FOR SUBMITTAL:**

If you wish to be considered for on-call work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)).

If interested in providing on-call services to the County, submit a sealed envelope to Lucas Huck, Kittitas County Engineer, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 by 10:00 am on December 8th 2016 indicating your interest and which services, or any combination thereof which you would like to be considered for. Submittals shall include a one page cover letter with the firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. Submittals shall also include three copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the aforementioned services.

For your records, the County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. Submittals received after 10:00 AM on December 8th 2016 will be disregarded.

Kittitas County will build an internal interview committee, invite three to six firms to interview for the on-call services as listed in this SOQ, and then provide recommendations to the Public Works Director for firm selections. Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

The County reserves the right to reject any and all submittals.

## **SELECTION PROCESS AND PROPOSED SCHEDULE:**

Kittitas County selection will be based upon:

1. The firm's or team's qualifications, experience and ability to perform the work;
2. Demonstrated experience with similar projects;
3. Ability to apply creative solutions to complicated projects;
4. Demonstrated ability to keep projects on time and within budget;
5. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies;
6. The firm's ability to scale the work and allocate appropriate resources resulting in the most efficient use of County funds.
7. Responsiveness to this request for qualifications.

Anticipated Dates

## Tasks

December 8th 2016 at 10:00 AM

Deadline for SOQ submittals

December 23rd 2016

Selection of Firms to Interview

January 9th 2017

Interviews and Reference Checks

January 16th 2017

Select firms, negotiate, and prepare contracts

February 7th 2017

BOCC Award of Contracts

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selection targeted for mid-January, 2016.

## **AGREEMENT OF SERVICES:**

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be for on-call services for up to three (3) years.

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.

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.

## **INQUIRIES:**

Direct all inquiries regarding this request for services to Mark Cook Director of Public Works or Lucas

Huck Kittitas County Engineer at (509) 962-7523, or via e-mail:

Mark Cook

Lucas Huck

[Mark.Cook@co.kittitas.wa.us](mailto:Mark.Cook@co.kittitas.wa.us)

[Lucas.Huck@co.kittitas.wa.us](mailto:Lucas.Huck@co.kittitas.wa.us)

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Daily Journal of Commerce – November 17th and 24th, 2016

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

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Clerk of the Board

Publish:

Daily Record: 11/17/16; 11/24/16

Daily Journal of Commerce: 11/17/16; 11/24/16

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.