



KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

REQUEST FOR STATEMENT OF QUALIFICATIONS

HYDROLOGY AND HYDRAULIC MODELING SERVICES CREATING A TWO DIMENSIONAL FLOW MODEL FOR CRYSTAL CREEK IN KITTITAS COUNTY, WA

**All submittals received after 10:00 a.m. Local Time on August 22, 2019 will
be discarded.**

PURPOSE:

Kittitas County desires creating a two-dimensional flow model utilizing current regulatory mapping requirements for re-mapping regulatory floodplain along Crystal Creek in Kittitas County. The model will encompass approximately five miles of FEMA approximate mapping standard and 4.5 miles of FEMA detailed standard.

SCOPE OF PROJECT SUMMARY:

CONSULTANT will integrate Kittitas County survey information and other data creating the modeling surface for the compliant FEMA two-dimensional flow model. The model will incorporate the most recent available LiDAR data set(s) and any supplement information provided by the County. The CONSULTANT will provide draft and final regulatory flood maps and submit the final maps to FEMA for technical review. CONSULTANT will support review of the final maps by FEMA contractors through FEMA acceptance.

PROCEDURES FOR SUBMITTAL:

If you wish to be considered for 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).

If interested in providing FEMA floodplain modeling services for Crystal Creek in Kittitas County, submit a sealed envelope to Mark R. Cook, Kittitas County Public Works Director at 411 N. Ruby St. Suite 1, Ellensburg WA 98926. Submittals shall include a one page cover letter with the firm name as listed on the MRSC web site, and contact information. Submittals shall also include four 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 August 22, 2019 at 10:00 AM Local Time will be disregarded.

The County may elect to interview firms prior to awarding the modeling contract. 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 on the following review of submitted materials:

1. The firm's or team's qualifications, experience and ability to perform the work (20 points);
2. Demonstrated experience with similar projects in Kittitas County within the past ten years (30 points);
3. Demonstrated experience integrating CONSULTANT efforts with agency staff producing model hydraulics (30 points);
4. Demonstrated ability to keep projects on time and within budget specifically delivering approximate and detailed two-dimensional flow models to FEMA contractor model reviewers (20 points);
5. Demonstrated ability to communicate and work effectively with the public, other consultants, staff, policy and review bodies and regulatory agencies (20 points).

Responders are encouraged to pay attention to the point allocation listed above as this forms the basis for responder selection.

Anticipated Dates	Tasks
August 22, 2019	Deadline for SOQ submittals
August 29, 2019	Selection of Firms to Interview (if desired)
September 12, 2019	Interviews and Reference Checks (if desired)
September 12, 2019	Selection of firms and prepare contracts
September 23, 2019	BOCC Award of Contracts

The selection process shall be, 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 any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession 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 above noted schedule is tentative and may be changed based on the number of proposals submitted.

AGREEMENT OF SERVICES:

The selected consultant(s) will be expected to enter into a standard Kittitas County Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be October 2019 through December 2020.

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.

ADDITIONAL INFORMATION:

No cost or fee schedules shall be submitted with your proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

INQUIRIES:

Direct all inquiries regarding this request for services to Mark Cook, Director of Public Works at (509) 962-7523 or via email:

Mark Cook
mark.cook@co.kittitas.wa.us

Dates of publication: Ellensburg Daily Record – August 8, 2019 and August 15, 2019

Daily Journal of Commerce – August 8, 2019 and August 15, 2019