



KITTITAS COUNTY

DEPARTMENT OF PUBLIC WORKS

Mark Cook, Director

REQUEST FOR STATEMENT OF QUALIFICATIONS

For Consulting Services Relating to Professional Civil, Structural, and Construction Engineering Services; Environmental Permitting Services; Hydraulic and Hydrology Services; and Transportation Planning Services

ADVERTISEMENT: January 23rd and January 30th, 2020

All submittals received after 10:00 AM Thursday, February 13th, 2020 will be discarded

PURPOSE:

Kittitas County is requesting Statement of Qualifications (SOQ) from qualified professionals for on-call consulting services relating to: Civil Engineering Design, Structural Engineering Design, Construction Management Services, Environmental Permitting Services, Hydraulic and Hydrology Services and Transportation Planning Services. The consultant(s) will provide a variety of on-call services to the County as projects are budgeted for development. The on-call Task Order contract will be for two years (2) with an opportunity for one one-year extension if mutually agreed upon. The County will likely select more than one consultant to provide each of the services listed above.

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:

- Civil Engineering and Design Services
- Structural Engineering Design and Inspection Services
- Construction Management and Material Testing Services
- Environmental Permitting Services
- Hydraulic Modeling and Hydrology Services
- Transportation Modeling and Planning Services
- Outreach and public involvement activities

SCOPE OF PROJECT:

1. Civil Engineering Services

The consultant must be able to provide engineers, drafters, and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to, survey data collection and preparation of project designs including roads, retaining walls, safety elements, hydraulics, soils and paving, and other transportation facilities and features.

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

- A. Successful experience in detailed designs from the preliminary design through final construction documents.
- B. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, design and documentation procedures.
- C. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- D. Demonstrate the knowledge and ability to identify design and constructability conflicts prior to final design and facilitate review processes to avoid preventable design errors.
- E. Successful experience delivering projects in a streamlined fashion to reduce scope schedule and budget.
- F. The consultant must demonstrate the ability to manage projects and coordinate with other design team members, utility departments, and Kittitas County staff, to ensure the projects are delivered on time and within budget, with potential risks and opportunities identified.
- G. The consultant must assist in the preparation of contract documents including addendums, review of shop drawings and submittals support the bid and award process and prepare final as-built records.
- H. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- I. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- J. Ability to support and collect various survey needs including survey control establishment, topographic collection, construction staking, and monumentation work.

2. Structural Engineering Services

The consultant must be able to provide engineers, drafters, inspectors, and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to preparing bridge and structural designs, producing bridge load ratings and load limits, support and provide guidance/recommendations on identified bridge deficiencies and repairs, and conduct bridge inspections in accordance with FHWA National Bridge Inspection Standards and Washington State Bridge Inspection Standards

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

- A. Successful experience in detailed designs from the preliminary design through final construction documents.
- B. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, design, structural inspection requirements, and documentation procedures.
- C. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- D. Demonstrate the knowledge and ability to identify design and constructability conflicts prior to final design and facilitate review processes to avoid preventable design errors.

- E. Successful experience delivering projects in a streamlined fashion to reduce scope schedule and budget.
- F. The consultant must demonstrate the ability to manage projects and coordinate with other design team members, utility departments, and Kittitas County staff, to ensure the projects are delivered on time and within budget, with potential risks and opportunities identified.
- G. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- H. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- I. Demonstrate a thorough understanding of the NBIS reporting standards.
- J. Be authorized to inspect Washington State bridges as certified by the Washington State Department of Transportation.

3. Construction Management Services

The consultant must be able to provide engineers, inspectors, certified laboratory technicians and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to: material sampling and testing, inspecting the construction of roads, structural features, retaining walls, safety elements, hydraulic projects, soils and paving, and other transportation facilities and features.

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

- A. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, inspection and documentation procedures.
- B. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- C. Demonstrate the knowledge and ability to inspect construction activities for compliance with the plans and specification packages, and track materials, pay items, and daily work all while documenting it per State and Federal requirements.
- D. The consultant must demonstrate the ability to manage construction projects and coordinate with other team members, utility departments, and Kittitas County staff, to ensure the projects are delivered on time and within budget, with potential risks and opportunities identified.
- E. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- F. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- G. Perform material sampling and testing consistent with adopted state and federal standards.

4. Environmental Permitting Services

The consultant must be able to provide qualified biologists, wetland experts, archeologists, relocation specialists, and other environmental subject matter experts required to complete federal and state environmental permit processes.

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

- A. Conducting biologic and environmental assessments.
- B. Identifying and delineating wetland boundaries, extent, and function.
- C. Preparing federal, state, and local permit applications for in-water work, including developing supporting documentation for Joint Aquatic Resource Project Applications (Hydraulic Project Approvals and Section 401 and 404 permits) and Endangered Species Act Consultations.
- D. Historic, archeological, and cultural preservation including surveys, plans, reports, and on-site monitoring.
- E. Providing relocation services that meet federal and state requirements.
- F. The consultant must demonstrate the ability to manage construction projects and coordinate with other team members, utility departments, and Kittitas County staff, to ensure the projects are delivered on time and within budget, with potential risks and opportunities identified.
- G. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- H. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

5. Hydraulic and Hydrology Services

The consultant must provide engineers, technicians and support staff knowledgeable in: United States Army Corps of Engineers hydraulic modeling software and standards – one dimensional and two-dimensional flow analysis, state and federal hydraulic design standards and County road and bridge improvement projects.

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

- A. HEC-RAS model creation (one- and two-dimensional flow models).
- B. Hydraulic analysis supporting bridge and culvert replacement projects.
- C. Hydrology development supporting evaluation of improvement stormwater designs.
- D. The consultant must demonstrate the ability to manage construction projects and coordinate with other team members, utility departments, and Kittitas County staff, to ensure the projects are delivered on time and within budget, with potential risks and opportunities identified.
- E. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- F. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

6. **Transportation Modeling and Planning Services**

The consultant must provide engineers and transportation planners knowledgeable in traffic engineering and travel demand planning software and analysis.

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

- A. Travel demand forecasting and distribution.
- B. Travel demand modeling including specific knowledge of the County's existing transportation model recently used in creating the County's current twenty-year transportation plan.
- C. Highway safety plan development.
- D. Traffic report analysis and creation.
- E. Traffic calming devices and device deployment strategies.

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).

If interested in providing on-call services to the County, submit a sealed envelope to Mark Cook, Kittitas County Public Works Director, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 by **10:00 am on February 13th, 2020** 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.

Submittals shall not exceed ten pages – doubled sided (total twenty pages), utilize 12-point font, and be inclusive of all graphics. Submittals failing to adhere to these standards may be subject to rejection without further consideration.

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 February 13th, 2020 will be disregarded.

Kittitas County will build an internal interview committee, review submittals, score the submittals and caucus on selection results. If the review committee agrees to select without advertising – successful firms will be immediately noticed. If the selection committee desires interviewing prospective firms, firms will be invited with appropriate lead time for scheduling. 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 (20 points);
2. Demonstrated experience with similar projects (20 points);
3. Familiarity with Kittitas County and experience working with County staff (20 points);
4. Demonstrated ability to keep projects on time and within budget (20 points);
5. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies (20 points);
6. The firm's ability to scale the work and allocate appropriate resources resulting in the most efficient use of County funds (40 points).

| Anticipated Dates | Tasks |
|----------------------------------------------|------------------------------------------------|
| February 13 th , 2020 at 10:00 AM | Deadline for SOQ submittals |
| February 27 th , 2020 | Selection of Firms to Interview |
| March 10 th , 2020 | Interviews and Reference Checks |
| March 17 th , 2020 | Select firms, negotiate, and prepare contracts |
| April 7 th , 2020 | 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 early April 2020.

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 Candie Leader, Administrative Assistant at (509) 962-7523, or via e-mail:

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

Candie Leader
candie.leader@co.kittitas.wa.us

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