

**Skagit County Public Works
Request for Qualifications
Construction Administration Services
for Non-Federally Funded Capital Projects on an As-Needed Basis**

MUST BE AN APPROVED CONSULTANT ON THE MUNICIPAL RESEARCH AND SERVICES CENTER MRSC ROSTER IN ORDER TO SUBMIT QUALIFICATIONS FOR THIS PROJECT <http://www.mrscrosters.org>

NOTICE IS HEREBY GIVEN that the Skagit County invites the submittal of written statements of qualifications from Consultants interested in providing Professional Engineering Services for Non-Federally Funded Capital Projects on an As-Needed Basis.

PROJECT DESCRIPTION

Skagit County is interested in obtaining Professional Engineering Services for non-federally funded Public Works capital projects on an as-needed basis. The work requested by Skagit County may include, but is not limited to, the following: Construction Administration Services.

Attention Prospective Consultants,

Skagit County Public Works Department invites the submittal of written Statements of Qualifications from qualified Consultants from the MRSC Roster (Engineering Services), who are interested in providing Construction Administration Services for the Engineering Division of Skagit County Public Works on an as needed basis for non-federally funded capital road projects.

Scope of Work:

The Consultant chosen will provide Construction Administration Services for the Engineering Division of Skagit County Public Works on an as needed basis for non-federally funded capital road projects.

The work to be performed by the successful selected Consultant will consist of Project/Construction Administration for non-federally capital projects, typical functions include a wide variety of duties to provide construction project inspection. Examples of duties and responsibilities are as follows: monitoring the work of the contract plans and specifications including administration of specification requirements, performance and oversight of on-site inspection activities, monitoring for compliance with local, state, and federal requirements, review contract payments, documentation, material management, oversight of material and specialized testing, records retention, audit assistance, and weekly meetings.

Submittal:

Cover letter shall include the following information: Firm name, phone number, and email address; Name of Principal-in-Charge, Project Manager, and Key Personnel. The submittal package shall be limited to one page cover letter and a maximum of six (6) pages of qualifications (single-sided, letter size), stating qualifications. Submittals that exceed the maximum number of pages or do not include the specified data will not be accepted.

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

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

1) Key personnel; 2) Experience with WSDOT Specification; 3) Experience with road design; 4) Experience as an owner representative on road and bridge projects with construction value between \$3 and \$10 million; 5) Experience working on construction projects; 6) Compaction and material testing processes and procedures; 7) Familiarity with relevant codes and standards; 8) Past performance/references. Selection will be made on qualifications submitted. Highest ranking firms will be interviewed.

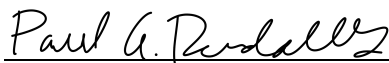
Please submit your Statement of Qualification to Kelley Marriott, Administrative Assistant Contracts / Grants, Skagit County Public Works' Engineering Division, via email at: kelleym@co.skagit.wa.us by July 29, 2021 no later than 4:00 p.m. No submittals will be accepted after that date and time. Any questions regarding this project shall be directed to Grace K. Kane, P.E., Engineering Division Manager, at (360) 416-1456, or by email at gracek@co.skagit.wa.us.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling Grace K. Kane, P.E. at (360) 416-1456, or email her at gracek@co.skagit.wa.us

Skagit 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, U.S. 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 ensure 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, sex, handicap/disabled, age in consideration for an award.

For questions regarding Skagit County's Title VI Program, you may contact the Public Works Department's Title VI Liaison, Grace K. Kane, P.E. at (360) 416-1456.

The Board of Skagit County Commissioners reserves the right to reject any or all submittals.



Paul A. Randall-Grutter, P.E.
County Engineer