

Legal Notice
Request for Qualifications for
Professional Engineering and Environmental Services for Three (3) Skagit County Fish
Passage Improvement Projects

NOTICE IS HEREBY GIVEN that the Skagit County Public Works Department invites the submittal of written statements of qualifications from Consultants interested in providing Professional Engineering, Environmental Permitting, and other related work for the design of the following County-owned and maintained road culverts:

- (1.) Bulson Road – Bulson Creek (CR142) – #ES80750-3**
- (2.) Starbird Road – Unnamed Creek (CR80) – #ES82000-4**
- (3.) Cascade Ridge Drive – Carpenter Creek (CR26) – #ES82020-1**

PROJECT DESCRIPTION

Skagit County has received One Million – Nine Hundred Thousand Dollars (\$1,900,000), approximately, in grant funding from the Washington State Recreation and Conservation Office (RCO) to complete eleven (11) culvert replacement designs. Skagit County has also received an additional Two Hundred and Fifty Thousand Dollars (\$250,000), approximately, in grant funding from RCO to complete the culvert replacement design for Carpenter Creek at Cascade Ridge Drive. The eleven (11) culverts were selected from a list identified in “Skagit Basin Barrier Culvert Analysis: Public and Private Stream Crossings”, dated June 7, 2020, published by designated representatives from the Swinomish and Sauk-Suiattle Tribes and other Fish Habitat Enhancement Groups. This report, a list of the eleven (11) culverts, and the proposed project delivery schedule can be found at:

<https://www.skagitcounty.net/Departments/PublicWorksCleanWater/FishPassageImprovement.htm>

This Request for Qualifications (RFQ) pertains solely to the three (3) project sites listed above. The work to be performed by the selected Consultant may include but is not limited to; preparation of the PS&E including design of the project, preparation of project plans and specifications in compliance with local, state, and federal requirements, an estimate of construction costs, environmental permitting, surveying and topographic mapping, geotechnical design, and cultural resource investigation. Skagit County reserves the right to retain the services of the successful firm for any subsequent phases, including Right of Way and Construction which may include but is not limited to; pre-bid support as well as construction services such as: submittal reviews, RFIs, change orders, on-site inspections, contract close out, and other construction-related tasks.

NEPA COMPLIANCE AND DISADVANTAGED BUSINESS ENTERPRISE GOALS

Consultants are alerted that this is not a federally funded project. Skagit County may pursue future federal funding and if awarded, will require the project to comply with the National Environmental Policy Act (NEPA). In addition, any federal funding award may, or may not, require Consultants to meet Federal EEO requirements. This project currently has a mandatory Disadvantaged

Business Enterprise (DBE) goal of zero (0%) percent; however, Skagit County encourages all perspective Consultants to utilize DBE firms.

CONSULTANT EVALUATION CRITERIA (100 Points Total)

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

1. In-house expertise and key personnel assigned to this project for its duration. (15 pts)
2. Experience with WSDOT PS&E, Federal Highway Administration Standards and Requirements, and Skagit County Standards, Specifications, and Requirements. (15 pts)
3. Familiarity with RCO grant manuals. (10 pts)
4. Experience as a design consultant on fish passage and culvert replacement projects. (20 pts)
5. Approach to the project. (20 pts)
6. Ability to meet project schedule in an efficient and timely manner. (10 pts)
7. Past performance/references. (10 pts)

Selection will be made on qualifications submitted. The three (3) highest ranking firms will be called for interviews. The highest-ranking firm from the interview round will be invited into contract negotiations with the County.

CONTRACT TYPE AND PAYMENT METHOD

Skagit County will use WSDOT’s Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement for the contract with the selected consultant. The consultant and any subconsultants are required to provide a current approved Indirect Cost Rate (ICR) letter or Safe Harbor Rate (SHR) letter from WSDOT to be incorporated into the agreement. Invoices from the Consultant shall be paid by check issued by Skagit County.

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, excluding the cover page) stating qualifications. Skagit County is not requesting any cost proposal or element of cost to be submitted with the Statement of Qualifications (SOQ) at this time. Cost information shall not be submitted with your SOQ.

ESTIMATED PROJECT SCHEDULE

Advertise RFQ	May 23, May 30, and June 6, 2024
Deadline for questions	June 3, 2024 by 4:00 p.m.
Deadline for SOQ	June 13, 2024 by 4:00 p.m.
Review and rank SOQ	June 16 - 21, 2024
Consultant selection interviews	June 24 - 28, 2024
Consultant selection / Begin negotiation	July 1, 2024
Begin work with consultant	August 2024
Complete work / End Contract	December 2025

Any questions regarding this project shall be directed to Joel Shroyer at (360) 416-1473, or by email at joels@co.skagit.wa.us by Monday, June 3, 2024 no later than 4:00 PM PST. Please email a PDF copy of your SOQ with the subject line reading **“Skagit 11 – 3 Culvert Bundle – ‘Firm Name’”** to Joel Shroyer, Project Manager, at joels@co.skagit.wa.us by Thursday, June 13, 2024 no later than 4:00 PM PST. No submittals will be accepted after that date and time. All SOQ will be reviewed within two weeks of the submittal deadline. The top three (3) firms will be contacted to schedule interviews once all SOQs are assessed. Negotiations will proceed with the most qualified firm once all interviews have been completed and scored. If the highest-ranking Consultant, including its entire Subconsultant team, is found not to have current ICR/SHR letters representative of FYE 2023 audited financials, then the County reserves the right to disqualify the highest-ranking firm and instead invite the second highest-ranking firm into contract negotiations.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION


Skagit County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Joel Shroyer at joels@co.skagit.wa.us or calling (360) 416-1473.

TITLE VI STATEMENT

The Skagit County, 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 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.

For questions regarding Skagit County’s Title VI Program, you may contact the Public Works Department’s Title VI Coordinator, Michael See, at (360) 416-1400.

Skagit County reserves the right to amend terms of this RFQ to circulate various addenda, or to withdraw the RFQ at any time.



Clerk of the Board

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Daily Journal of Commerce – May 23, 30, and June 6, 2024

Posted: Washington State Office of Minority & Women’s Business Enterprises (OMWBE)
– Bids & Contracting Opportunities webpage on May 23, 2024
<https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>

Skagit County Website on May 23, 2024
www.skagitcounty.net/rfp