

**SKAGIT COUNTY PUBLIC WORKS  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENGINEERING SERVICES FOR NON-FEDERALLY FUNDED  
CAPITAL PROJECTS ON AN AS-NEEDED BASIS**

**YOU 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 Public Works Department invites the submittal of written Statements of Qualifications from qualified Consultants from the MRSC Roster (Design and Planning; Engineering Services; and Environmental Consulting categories) who are interested in providing Professional Engineering Services for the Skagit County Public Works Department on an as needed basis for non-federally funded capital projects.

**PROJECT DESCRIPTION**

The Consultants chosen will provide Professional Engineering Services for Skagit County Public Works on an as needed basis for non-federally funded capital projects. The County does not guarantee any specific amount of project work to be awarded during the term of the contract. Solely dependent on the County's staffing and financial capacity, the County may need the services of hired consultants with expertise in one or more of the following disciplines:

- Stormwater Permitting
- Sewer System Renewal and Replacement Analysis
- Pump Station Design and Rehabilitation – Municipal Sewer Systems
- Development Regulation, Codes, & Zoning
- Development Plan Review and Inspection
- Design Guidelines

Specific examples of potential tasks that could be assigned under these contracts may include:

- Assist Skagit County in the rewriting/updating of the County Road Standards.
- Assistance with County Code revision related to updating the County Road Standards.
- Provide Development Plan Review inclusive of regulation, codes, zoning, specific to stormwater infrastructure permitting, and inspection of stormwater infrastructure.
- Assistance with stormwater conveyance, treatment, and detention system design.
- Assistance with stormwater and/or sewage lift station inspection, developing a comprehensive maintenance program for the County's lift station portfolio, and design of replacement facilities.

The work to be performed by the Consultant may consist of work to be included with, or used as part of; plans, specifications, and, estimates (PS&E), and/or reports for any of the disciplines listed above, and/or other work as assigned.

All work will be completed in conformance with the current versions of Skagit County Road Standards, Skagit County Codes, the Washington State Department of Transportation's; Design Manual; Standard Specifications for Road, Bridge, and Municipal Construction; Highway Runoff Manual, and AASHTO's Manual for Uniform Traffic Control Devices as adopted. All other work

shall be completed in accordance with applicable standards for the discipline, or as defined by the Task Assignment.

#### **SUBMITTAL:**

The 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 a total of seven (7) pages: a one-page cover letter and a maximum of six (6) pages of qualifications (single-sided, letter-sized), stating qualifications. Exceeding this limit will result in a five (5) point deduction for each additional page during the SOQ scoring process.

**Please note:** Skagit County does not expect a single firm to provide all disciplines as listed. Any firm can submit qualifications for one or more disciplines as listed. Firms do not need to submit multiple times; we ask that you identify in your cover letter the disciplines for which you wish to be considered.

Please submit your Statement of Qualification to Brenda Olson, Skagit County Public Works via email at: **[brendao@co.skagit.wa.us](mailto:brendao@co.skagit.wa.us)** by **April 24, 2025, no later than 4:00 p.m.** No submittals will be accepted after that date and time. Any questions regarding this RFQ shall be directed to Thomas Weller, P.E. at (360) 416-1447, or by email at [tweller@co.skagit.wa.us](mailto:tweller@co.skagit.wa.us).

#### **SUBMITTALS WILL BE EVALUATED AND RANKED BASED ON THE FOLLOWING CRITERIA:**

1) Key personnel; 2) Experience with as-needed contracts/reports/PS&E preparation for a Public Agency; 3) Experience with the disciplines stated above; 4) Approach to carrying out the discipline of expertise applied; 5) Ability to meet schedule and budget; 6) Familiarity with relevant codes and standards; 7) Past performance/references.

Selections will be made based on qualifications submitted and the highest-ranking firms will be invited to interview. Of the firms interviewed, the two highest ranking firms will be invited into contract negotiations with the County.

#### **CONTRACT TYPE AND PAYMENT METHOD:**

Skagit County will use a Personal Services Agreement for the contract with the selected consultants for an initial term of two (2) years, with the option to amend for up to two (2) additional successive terms of one (1) year each. In no event shall the contract continue for more than a total of four (4) years from the date of execution. Work completed under this agreement shall be on an approved Task Assignment basis only. All approved work shall be invoiced monthly and will be paid by check as issued by Skagit County.

#### **ESTIMATED SCHEDULE:**

Advertise RFQ	April 3, 2025
Deadline for questions	April 14, 2025 @ 4:00PM PST
Answers Posted	April 16, 2025 @ 4:00PM PST
<i>(Questions &amp; Answers posted in project page on <a href="https://www.skagitcounty.net/Departments/Rfp/">https://www.skagitcounty.net/Departments/Rfp/</a>)</i>	
Deadline for SOQs	April 24, 2025 @ 4:00PM PST
Review and rank SOQs	April 24 – May 1, 2025

Consultant selection interviews

1. Stormwater & Plan Review

2. Design Guidelines

3. Pump Station Design & O&M

Consultant selection / Begin negotiation

**\*\*See below\*\***

May 7 - 8, 2025

May 14 - 15, 2025

May 21 - 22, 2025

(Following interviews shortly thereafter)

**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 Tom Weller at [tweller@co.skagit.wa.us](mailto:tweller@co.skagit.wa.us) or calling (360) 416-1400.

**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 or withdraw this RFQ at any time.



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Thomas Weller, P.E.  
Acting County Engineer