

RESOLUTION NO.

**Request for Qualifications for Professional Engineering, Environmental Permitting,
and Right-of-Way Services for the Hamilton Cemetery Road Culvert Repair Project
Skagit County Project No. EO221-301; FEMA Project No. 711401**

WHEREAS, RCW 39.80.030 requires that agencies publish in advance the agency's requirement for professional services; and,

WHEREAS, Skagit County is requesting additional assistance and expertise from Consultant firms interested in providing Professional Engineering, Environmental Permitting, and Right-of-Way Services for the Hamilton Cemetery Road Culvert Repair Project (EO221-301); and,

NOW THEREFORE, BE IT RESOLVED, that the Board of Skagit County Commissioners hereby instructs the Clerk of the Board to issue a Request for Qualifications for **Professional Engineering, Environmental Permitting, and Right-of-Way Services** for the following project:

Hamilton Cemetery Road Culvert Repair Project

The closing date for submittal of statements of qualifications is 4:00 p.m. on June 6, 2025.

PASSED this 12 day of May, 2025.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON


Lisa Janicki, Chair


Ron Wesen, Commissioner

ABSENT

Peter Browning, Commissioner




Attest:


Clerk of the Board

Approved as to Form:

 5/2/25
Deputy Prosecuting Attorney

Approved as to Content:


Department Head

Legal Notice
Request for Qualifications for Professional Engineering, Environmental Permitting, and
Right-of-Way Services for the Hamilton Cemetery Road Culvert Repair Project
Skagit County Project No. EO221-301; FEMA Project No. 711401

NOTICE IS HEREBY GIVEN that the Skagit County Public Works Department invites Consultants to submit Statements of Qualifications (SOQs) for Professional Engineering, Environmental Permitting, Right-of-Way Services, and other related work for the Hamilton Cemetery Road Culvert Repair Project, County project No. EO221-301.

PROJECT DESCRIPTION

In November 2022, flooding damaged the Hamilton Cemetery Road embankment and the existing 10-foot-wide steel plate arch culvert, resulting in a washout of a portion of the roadway. As a result, Hamilton Cemetery Road has remained closed to through-traffic. Full design and reconstruction of the roadway, culvert, and adjacent embankment are necessary to restore the road to its pre-disaster condition.

SCOPE OF WORK

The selected Consultant will be responsible for conducting preliminary design work and developing an alternatives analysis for a replacement structure. Subject to FEMA approval, additional work may be incorporated into the contract through amendments. Additional work may include, but is not limited to: preparation of project plans, specifications, and cost estimate (PS&E) in accordance with local, state, and federal requirements; acquisition and certification of temporary construction easements and/or right-of-way; environmental permitting; existing conditions surveying; hydrologic and hydraulic analysis; geotechnical design; and cultural resource investigations.

The County may retain the selected Consultant for subsequent project phases, including Right-of-Way and Construction Management.

DISADVANTAGED BUSINESS ENTERPRISE GOAL

This FEMA-funded, Stafford Act compliant project has a DBE goal of zero (0) percent. However, DBE participation is encouraged.

CONTRACT TYPE AND PAYMENT

The contract will follow WSDOT's Local Agency A&E Professional Services Negotiated Hourly Rate Agreement. The Consultant must provide a current Indirect Cost Rate or Safe Harbor Rate letter from WSDOT. Payment will be by check issued by Skagit County.

SUBMITTAL

Include a cover letter with firm name, address, and contact information; Principal-in-Charge, Project Manager, and key personnel. The submittal package (cover letter plus SOQ) must not exceed seven (7) pages (single-sided, letter size). Exceeding this limit will result in a five (5) point deduction per additional page. References will be contacted at random. Referrals will receive up to five (5) points. Unresponsive references will receive zero (0) points. Cost proposals shall not be submitted with the SOQ.

Email Brenda Olson at brendao@co.skagit.wa.us to be added to the Consultant Contact List (CCL) for this project. Any questions or additional information will be distributed to all parties on the CCL.

Any questions regarding this project shall be directed to Joel Shroyer at joels@co.skagit.wa.us or (360) 416-1400 by May 27, 2025, no later than 4:00 PM PST. Email a PDF copy of your SOQ with the subject line reading **“Hamilton Cemetery Road EO221-301 – ‘Firm Name’”** to Joel Shroyer at joels@co.skagit.wa.us by June 6, 2025, no later than 4:00 PM PST. No submittals will be accepted after that date and time.

EVALUATION CRITERIA (100 Points Total)

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

1. Expertise and key personnel (20 pts)
2. Experience with WSDOT, FHWA, and Skagit County codes and standards, and the FEMA Public Assistance Program (20 pts)
3. Experience with culvert and road restoration projects – valued between \$0.5 to \$2.5 million. (15 pts)
4. Project Approach (20 pts)
5. Ability to meet schedule (10 pts)
6. Past performance (10 pts)
7. References (5 pts)
8. Additional Page Deduction (-5 pts per page)

The top three (3) scoring firms from the SOQ review period will be contacted for an interview. The highest-ranking firm from the interview round will be invited into contract negotiations with the County.

ESTIMATED PROJECT SCHEDULE

Advertise RFQ	May 15, 22, & 29, 2025
Questions Due	May 27, 2025, by 4:00 PM PST
Answers Posted	May 29, 2025, by 4:00 PM PST
SOQs Due	June 6, 2025, by 4:00 PM PST
Review and Score SOQs	June 9 – June 20, 2025
Consultant interviews	June 30 – July 11, 2025
Consultant selection / Begin negotiation	August 2025
FEMA approval / Execute contract	October 2025
Begin work with Consultant	November 2025
Begin construction	June 2027
Complete work / End contract	October 2027

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Skagit County complies with ADA and Section 504 of the Rehabilitation Act. Please contact Joel Shroyer at joels@co.skagit.wa.us or (360) 416-1400 if you require this RFQ to be provided in an alternate format.


TITLE VI STATEMENT

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.

May 12, 2025


Clerk of the Board

Published: Skagit Valley Herald – May 15, 22, & 29, 2025
Daily Journal of Commerce – May 15, 22, & 29, 2025

Posted: Washington State Office of Minority & Women's Business Enterprises (OMWBE) –
Bids & Contracting Opportunities webpage – May 15, 2025
<https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>

Skagit County Website on May 15, 2025
www.skagitcounty.net/rfp