

RESOLUTION NO. _____

**Request for Qualifications for
Professional Engineering, Environmental, and Right of Way Services for the Little Coal
Creek Culvert Replacement (Minkler Rd)
County Project No. EO212-323; FEMA Project No. 673763**

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 design of the Little Coal Creek Culvert Replacement (Minkler Rd), County Project No. EO212-323; 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:

Little Coal Creek Culvert Replacement (Minkler Rd)

The closing date for submittal of statements of qualifications is 4:00 p.m. on November 13, 2025.

PASSED this 20 day of October, 2025.



Attest:

Kerrie Williams
Clerk of the Board

Approved as to Form:

10/13/25
Deputy Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Lisa Janicki
Lisa Janicki, Chair

Ron Wesen
Ron Wesen, Commissioner

Peter Browning
Peter Browning, Commissioner

Approved as to Content:

Michael Lee
Department Head

Legal Notice
Request for Qualifications for
Professional Engineering, Environmental, and Right of Way Services for the Little Coal
Creek Culvert Replacement (Minkler Rd)
County Project No. EO212-323; FEMA Project No. 673763

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, Right of Way Services, and other related work for the design of the Little Coal Creek Culvert Replacement (Minkler Rd), County Project No. EO212-323.

PROJECT DESCRIPTION

During the November 2021, the existing culvert on Minkler Road at Little Coal creek that was constructed in the 1960s, was severely damaged. Funding has been authorized to begin the design of a replacement culvert meeting current environmental and hydraulic standards.

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, right of way acquisition and certification, environmental permitting, surveying, 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, for pre-bid support and construction services such as: submittal reviews, RFIs, change orders, on-site inspections, contract close out, and other construction-related tasks.

DISADVANTAGED BUSINESS ENTERPRISE GOAL

Consultants are alerted that this is a FEMA funded project. This project currently has a mandatory Disadvantaged Business Enterprise (DBE) goal of zero percent (0%); however, Skagit County encourages all perspective Consultants to utilize DBE firms.

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 not exceed a total of seven (7) pages (single-sided, letter size) 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. Please email Brenda Olson at brendao@co.skagit.wa.us to be added to the Consultant Contact List for this project. Any questions or additional information related to this project will be distributed to all parties on this list.

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. (20 pts)

2. Experience with WSDOT PS&E, Federal Highway Administration Standards and Requirements, and Skagit County Standards, Specifications, and Requirements as well as the FEMA Public Assistance Program. (20 pts)
3. Experience as a Design Consultant on culvert replacement projects – valued between \$0.5 to \$3.0 million. (15 pts)
4. Approach to the project. (20 pts)
5. Ability to meet schedule. (15 pts)
6. Past performance/references. (10 pts)
7. Statements of Qualifications must not exceed seven (7) pages (single-sided, letter size) stating qualifications. Any submittal which exceeds this limit will be deducted five (5) points per additional page. (-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.

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 letter or Safe Harbor Rate letter from WSDOT to be incorporated into the agreement. Invoices from the Consultant shall be paid by check issued by Skagit County.

ESTIMATED PROJECT SCHEDULE

Advertise RFQ	October 23, October 30 & November 6, 2025
Deadline for questions	October 30, 2025, by 4:00 p.m.
Answers Posted	November 4, 2025, by 4:00 p.m.
Deadline for SOQs	November 13, 2025, by 4:00 p.m.
Review and rank SOQs	November 17 - 21, 2025
Consultant selection interviews	December 8-11, 2025
Consultant selection / Begin negotiation	December 9, 2025
FEMA approval / Execute contract	January 2026
Begin work with Consultant	February 2026
Begin construction	Spring 2028
Complete work / End contract	February 2029

Please email a PDF copy of your Statement of Qualifications with the subject line reading **"Little Coal Creek Culvert Replacement (Minkler Rd) EO212-323"** to Rachael Simms, Project Manager, at rsimms@co.skagit.wa.us by Thursday, November 13, 2025 no later than 4:00 PM PST. No submittals will be accepted after that date and time. Any questions regarding this project shall be directed in writing to Rachael Simms at rsimms@co.skagit.wa.us by October 30, 2025. All SOQ's will be reviewed within two weeks of the submittal deadline. The top three firms will be contacted to schedule interviews once all SOQ's are assessed. Negotiations will proceed with the most qualified firm once all interviews have been completed and scored. Skagit County anticipates having an executed contract with the selected Consultant by January 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

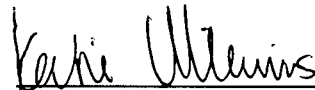
Skagit County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Rachael Simms at rsimms@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 terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time.



Clerk of the Board

Published: Skagit Valley Herald –October 23, October 30, and November 6, 2025
Daily Journal of Commerce – October 23, October 30, and November 6, 2025

Posted: Washington State Office of Minority & Women's Business Enterprises (OMWBE) – Bids
& Contracting Opportunities webpage – October 23, 2025
<https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>

Skagit County Website on October 23, 2025
www.skagitcounty.net/rfp