



**GRANT COUNTY**  
**DEPARTMENT OF FACILITIES & MAINTENANCE**  
P O Box 37  
EPHRATA WA 98823  
(509) 754-2011 EXT-3276  
FAX (509) 754-6007

GRANT COUNTY, WASHINGTON  
BUILDING LEVELING & REPAIR

**REQUEST FOR QUALIFICATIONS**

Grant County is seeking to contract with a certified and bonded General Contractor for the purpose of (1) leveling a building that has moderate to significant structural damage due to collapsed soil under the building (2) structural and cosmetic repairs of walls composed of brick and gypsum wallboard, doors, windows and other specified building components. The building being repaired is Grant County's Youth Services Facility located at 303 Abel Rd. Ephrata WA, 98823

**RFQ tentative Timeline:**

Note: Dates listed in the below table are for planning purposes, and to represent the County's desired timeline for implementing this project. Any revision to the *Due Date* for vendor submission will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

	Date	Time (PST)
RFQ Published	June 15, 2015	
RFQ Mandatory Visit (not required)	will schedule visits per request	
RFQ Questions Due	June 19, 2015	5:00 p.m.
RFQ Questions & Answers Published	June 22, 2015	5:00 p.m.
RFQ Opening	June 25, 2015	4:00 p.m.
Thank You & Intent to Award Notification	June 29, 2015	
Issue Contract by	Following Award	

**Scope of Work**

The contract's general purpose and the County's intent will be to have a general contractor perform the following:

- (1) Review structural analysis and recommendations as to the structural integrity of the building and its components (structural reports will be made available to respondents)

**TOM GAINES**  
FACILITIES & MAINTENANCE MANAGER  
TGAINES@GRANTCOUNTYWA.GOV

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- (2) Provide structural engineering & design services which include verifying and meeting all structural engineering requirements for the leveling project and repairing the building components including:
  - (a) Level the building slab
  - (b) Repair cracks in walls (both gypsum and brick) / repoint masonry where required.
  - (c) Required plumbing, electrical, repairs
  - (d) Level/plumb doors and ensure their proper operation.
  - (e) Paint and cosmetic repairs both internally and externally.
  - (f) Flooring repair which may include the replacement of carpet, VCT tile, and concrete.
  - (g) Write scope and purpose, perform bid and select, and award contracts to those subcontractors required to complete the project. Selected Contractor will work with Grant County's Central Services Director to ensure public bid laws are followed.
  - (h) Work closely and coordinate with the County all work being performed

\*Background checks will be required for any personnel working in our youth facilities. Please note that Grant County will require verification that checks have been completed. The cost of back ground checks will be the responsibility of the Contractor.

**RFQ Submittal Requirements Submittals must:**

- (1) Include a Letter of Interest;
- (2) Be 10 pages or less of materials, not including the Letter of Interest
- (3) Include the names, phone numbers, e-mail addresses, and resumes of the Principal in Charge and the Project Engineer
- (4) Include the name, mailing address, phone number, fax number, and resume of the firm;
- (5) List the firm and/or individual experience on similar types of projects;
- (6) Include the names and resumes of any consultants intended for inclusion on the design team;
- (7) Include examples of the firm's ability to successfully design and budget for public works bid projects;

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- (8) Include the names and contact information of three (3) references from similar projects the firm has provided design / structural services for;
- (9) Be comprised of one (1) original and three (3) copies in a sealed envelope clearly marked with the project title "GRANT COUNTY BUILDING LEVELING AND REPAIR PROJECT"
- (10) Be received by mail, recognized carrier, or hand delivered at or before 4:00 P.m. on Tuesday, June 24th, 2015 to: Grant County Facilities & Maintenance 35 C Street NW Ephrata WA, 98823 –or- PO Box 37 Ephrata WA 98823 –or- (if hand delivered) to the Grant County Board of County Commissioners (B.O.C.C.) Office located on the second floor of the Grant County Courthouse “Annex”.

**Submittals must not:**

- (1) Be late, or
- (2) Be submitted via e-mail or facsimile.

**RFQ Submittal Opening:**

RFQ submittals will be opened on Thursday June 25 2015, at 4:00 p.m. in the Commissioners lobby located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

*\*Please note that costs of preparation of the submittal will be borne by the submitting individual/firm.*

The selection process and contract expectations follow, comprising pages 4-6 of this RFQ packet. Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned. Thank you in advance for your courtesies.

Sincerely,

*Tom Gaines*

Tom Gaines  
Director of Central Services  
Grant County WA  
cc:Board of County Commissioners

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SELECTION PROCESS AND CONTRACT EXPECTATIONS:

1. Selection of a qualified individual/firm will be made by the Board of County Commissioners and one or more representatives of the Grant County Facilities department (hereinafter "Selection Committee"). Grant County reserves the right to require a meeting between the Selection Committee and one or more representatives from the selected individual/firm prior to the award of a contractual agreement to be signed by the individual/firm and the Board of County Commissioners.
2. This request does not constitute an offer of employment or to contract for services.
3. The County reserves the option to reject any or all submittals, wholly or in part, received by reason of this request.
4. The County reserves the option to retain all submittals, whether selected or rejected. Once received by the County, the submittals and any supplemental documents become the property of the County.
5. The County reserves the right to award the contract to the individual/agency that presents the submittal which, in the judgment of the Selection Committee, best accomplishes the desired results.
6. Selection will be made on the basis of the submittals as received. The Selection Committee may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.
7. Members of the Selection Committee are not to be contacted by the responders regarding this contract opportunity; however, they may contact the County's Facilities & Maintenance Manager located on the 1<sup>st</sup> floor of the Grant County law & Justice Building at 35 C Street NW in Ephrata, Washington, or at (509) 754-2011 ext. 3276 for qualifications submittal and submittal opening questions.

UNDERSTANDING OF AND APPROACH TO THE CONTRACT:

1. Insurance
  - a. Prior to final signatures on the contract, the individual/agency shall provide the County's Administrative Services Coordinator with proof of professional liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 in the aggregate for personal injury, bodily injury and property damage.

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UNDERSTANDING OF AND APPROACH TO THE CONTRACT (Cont'd)

b. Indemnification

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers, and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers, and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- b.1 Violation of statute, ordinance, or regulation;
- b.2 Willful, intentional or other wrongful acts, or failures to act;
- b.3 Negligence or recklessness;
- b.4 Furnishing of defective or dangerous products;
- b.5 Premises liability;
- b.6 Strict Liability;
- b.7 Violation of civil rights; and/or
- b.8 Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor .

UNDERSTANDING OF AND APPROACH TO THE CONTRACT (Cont'd)

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It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the Professional Services Agreement are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the Professional Services Agreement and the remaining language shall be given full force and effect.

The successful individual/firm will enter into a contract with Grant County with a period of performance from the date of Board of County Commissioner signature through project completion, on or before November 1<sup>st</sup> 2015. The successful individual/firm will be responsible to administer and/or ensure that all requirements set forth within the above Scope of Work are met.

## Building leveling & Repair RFQ Response Scoring Sheet

Date:

Evaluator:

Firm:

**CRITERIA:**

1. Prior successful completion of a leveling project (similar scope) \_\_\_\_\_(30 points)
2. Firm experience and qualifications \_\_\_\_\_(25 points)
3. Successful completion of public works project(s) \_\_\_\_\_(25 points)
4. Experience with correctional environments \_\_\_\_\_(15 points)
5. Availability to project location \_\_\_\_\_(5 points)

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NOTICE TO RESPONDANTS

Prior to entering into a professional services agreement, the individual or firm must meet the minimum responsible bidder requirements as listed below.

Bidder Responsibility Criteria

- A. It is the intent of Grant County to award a contract to the most qualified individual/firm. Before selection, the firm must meet the following responsibility criteria to be considered a responsible bidder. The firm may be required by Grant County to submit documentation demonstrating compliance with the criteria. The firm must:
1. Have a current certificate of registration as a contractor in compliance with chapter 18.27 RCW, which must have been in effect at the time of bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. If applicable:
    - a. Have Industrial Insurance (workers' compensation) coverage for the bidder's employees working in Washington, as required in Title 51 RCW;
    - b. Have a Washington Employment Security Department number, as required in Title 50 RCW;
    - c. Have a Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
  5. Until December 31, 2013, not have violated more than one time the off-site, prefabricated, non-standard, project specific items reporting requirements of RCW 39.04.370.
  6. For public works projects subject to the apprenticeship utilization requirements of RCW 3.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the first date of advertising for the project.