

REQUEST FOR QUALIFICATIONS
FOR
CONSULTING ENGINEERING SERVICES

FOR
GRANT COUNTY - ROAD, BRIDGE, AND PUBLIC WORKS PROJECTS

GRANT COUNTY PUBLIC WORKS

124 Enterprise St. SE
Ephrata, WA 98837
(509) 754-6082



February 23, 2022

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INTRODUCTION

Grant County, hereinafter known as the County, is seeking the services of a qualified Consulting Civil Engineering Firm to provide engineering services for the Planning, Preliminary Engineering, and Construction Engineering for various County bridge, road, and public works projects as the need arises. The contract is anticipated to start April 26, 2022, and will cover a period of three years with an option for renewal for two additional years. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Separate work orders will be developed for each County project. Grant County reserves the right to select a different Consulting Engineer for these County projects if it is in the best interest of the public to do so as determined by the Board of Commissioners.

Section 1: RFQ Submittal and Closing Date

Three (3) printed copies and one digital copy of the RFQ must be submitted not later than 2:00 p.m. local time on April 1, 2022. RFQs may not exceed 25 pages. Neither late nor faxed submittals will be acceptable. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

Grant County
Attn: Sam Dart
124 Enterprise St. SE
Ephrata, WA 98125
(509) 754-6082

Section 2: Inquiries

2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Grant County
Attn: Sam Dart
124 Enterprise St. SE
Ephrata, WA 98125
(509) 754-6082

2.2 Consultants may be directed to submit questions in writing to Sam Dart no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

Section 3: General Statement of Work and Delivery Schedule

3.1 General Work Statement

The objective of this work is to assist Grant County Public Works with the design and construction of a variety of projects as the need arises. Projects may include, but are not limited to, the following:

1. Road improvement projects
2. Local Improvement District projects
3. County Road Administration Board annual reports
4. Bridge projects
5. General public works projects.

3.2 Consultant's Responsibilities

The scope of work to be performed by the Consultant for various County projects may include engineering services relating to the Planning, Preliminary Engineering, and Construction Engineering of the projects. A detailed Scope of Work will be provided for specific projects. Services to be provided may include some of, but not limited to, the following:

1. Assist the County with development and planning of projects.
2. Prepare preliminary project costs.
3. Assist the County in the financial planning for projects including assistance with grant and load applications.
4. Meet with the County and representatives of local, state, and federal agencies as necessary.
5. Assist in negotiations for land rights when required.
6. Attend public meetings and conferences with the County and representatives of other agencies and interested parties.
7. Stamp detailed drawings, specifications, and other contract documents by a Registered Professional Engineer to the County and any other agency from which approval must be obtained prior to advertisement for bids.
8. Attend bid openings, tabulate bid proposals, analyze the bids, check bid forms and bonds, and assist the County in negotiating and awarding the contracts.
9. Meet with the County and contractors in preconstruction conferences.
10. Keep the County informed concerning progress of the work and attend meetings held by the Agency, regulating agencies, and contractor as they relate to the project.
11. Review shop and working drawings furnished by the contractor.

12. Provide general review and inspection of the contractor's work as construction progresses.
13. Review contractor's requests for progress payments and advise County as to the extent of the work accomplished as of the date of the request.
14. Prepare change orders.
15. Assist with the preparation of environmental review records or impact statements.
16. Assist in obtaining permits, applications, etc., as necessary for the work.
17. Prepares and administers County Roads standards updates.
18. Assist the County with property surveys, property plats, legal descriptions, and other items necessary for negotiating for land rights and easements.
19. Coordinates the establishment and vacation of County Roads including the public hearing process.
20. Assist with the preparation for and appearances before courts or boards on matters of litigation related to the projects.
21. Furnish consultations necessary to correct unforeseen project difficulties after County accepts the work.
22. Insure compliance with applicable state and federal requirements and regulations specific to each project in accordance with funding sources.
23. Responsible for jointly meeting the statutory requirements for County Engineer established by RCW and WAC.
24. Insure that the person in charge of the project is a Washington Civil Professional Engineer (PE) and include their name and registration number.
25. Provide and use all safety equipment including (but not limited to) hard hats, safety vests and clothing required by applicable state and federal regulations.

Additional tasks may be identified and added to the project scope during contract development and/or project implementation.

Section 4: RFQ Content Requirements

4.0 Submittal Requirements

Submittals shall include the following information: firm name; phone and e-mail address; names and resumes of Principal-in-Charge, Project Manager and all Key Personnel who would be working on the project; size of the firm and geographic service area.

Submittals shall also include firm background, summary of similar previous experience, qualifications of team leader and team members, methodology for communications with the County Public Works Director and other project stakeholders, and appropriate references.

4.1 No Fee Schedule

Costs will not be evaluated as part of the selection process. Costs will be negotiated after a Proposer is selected. A Preliminary Salary and Fee Schedule for any Proposer selected for contract negotiations, must be submitted within five (5) days of the Proposer's notification of selection.

4.2 Consultant's Capabilities/Experience/References Max. Score 25

Outline the firm's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure.
- Capability to perform the work for the duration of the contract.

4.3 Project Team Max. Score 25

Outline the firm's personnel who would work with the County. The response should address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including subconsultants.
- Project manager's experience with similar projects and interdisciplinary teams.

4.4 Method of Approach Max. Score 25

Outline the firm's approach to working with the County.

4.5 Understanding of Requested Services and Local Area Max. Score 25

Outline the firm's understanding of the requested services and local area. The response should address items such as experience and familiarity with local conditions that could affect project construction success such as local materials sources, weather limitations, local contracting resources, etc.

Section 5: Proposal Evaluation and Consultant Selection

5.1 Evaluation Process

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria below and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (a) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with time and date of the interview. The selection process may be canceled if the County determines it is in the public interest to do so.

5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

Criteria	Maximum Score
A. Consultant's Capabilities/Experience/References	25
B. Project Team	25
C. Method of Approach	25
D. Understanding of Requested Services and Local Area.	25
Total Maximum Score:	100

Section 6: General Information

- 6.1** The County may require any clarification or change it needs to understand the selected consultant's project approach.
- 6.2** The successful consultant must have Worker's Compensation Insurance covering work in Washington. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3** The County reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing, submitting, or presenting the proposal. The County also reserves the right to waive minor irregularities in any proposal.
- 6.4** The County reserves the right to cancel this RFQ upon a good cause finding.
- 6.5** The County reserves the right to award any contract to the next most qualified firm if the selected firm does not execute the contract within thirty (30) days after the final selection.
- 6.6** The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications outlined in this RFQ and which is not approved by the Grant County Attorney.
- 6.7** The County will award a contract to the consultant whose proposal, in the opinion of the Public Works Director, would be most advantageous to the County.
- 6.8** The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a subconsultant produces them.
- 6.9** Under Washington State law, the documents (including, but not limited to, written printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFQ becomes a public record upon submission to the County, subject to mandatory disclosure upon request, unless the documents are exempted from public disclosure by a special provision of the law.
- 6.10** Grant County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 200d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notify all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, natural origin, or sex in consideration for an award.

6.11 Grant County does not discriminate in selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.

Section 7: Selection Schedule

The following is the anticipated schedule for the project:

1. Issue RFQ	February 23, 2022
2. Submittal Due	April 1, 2022
3. Consultant Contract Executed	April 26, 2022

The selected consultant will be invited to negotiate a contract with the County.

The Consultant shall not discriminate on the basis of race, color, religion, national origin, sex, age, disabilities, or veteran status in the performance of this contract. Grant County encourages disadvantaged business enterprise consultant firms to respond.