

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LEWIS COUNTY, WASHINGTON**

IN RE: NOTICE FOR REQUEST FOR
QUALIFICATION

)
) RESOLUTION NO. 11-308

WHEREAS, Lewis County was awarded CDBG POG funding to acquire a consultant to assist the Packwood community with planning activities for the purpose of establishing a wastewater treatment system;

WHEREAS, no individual in the Department of Public Works is currently qualified as a Wastewater System Engineer; and

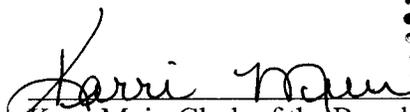
WHEREAS, the unserved Packwood community is in need of design recommendations for a feasible wastewater collection, treatment, and disposal system;

NOW, THEREFORE BE IT RESOLVED that the Department of Public Works is instructed to prepare and post a notice of Request for Qualification for the scope of work to include the following:

Determination of the Packwood service area and evaluation of wastewater flows and treatment alternatives to determine a preferred wastewater system and the feasibility of a Packwood community sewer system; estimation of construction costs and monthly cost per Equivalent Residential Unit (ERU), assistance to the county with the associated environmental review work; and submission of a pre-design report to the Department of Health (DOH) for approval.

DONE IN OPEN SESSION this 21st day of November, 2011.

ATTEST:


Karri Muir, Clerk of the Board
of County Commissioners



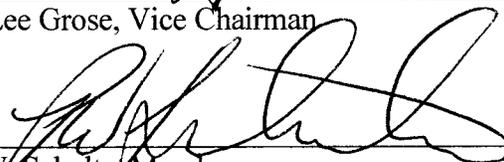
BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON



Ron Averill, Chairman



F. Lee Grose, Vice Chairman



P.W. Schulte, Member

APPROVED AS TO FORM
JONATHAN L. MEYER
Prosecuting Attorney



Civil Deputy

**NOTICE
REQUEST FOR STATEMENT OF QUALIFICATION (RFQ)
Packwood Wastewater System**

Lewis County Public Works Department is requesting qualified engineers to submit statements of qualifications to perform a scope of work that includes:

Determination of the Packwood service area and evaluation of wastewater flows and treatment alternatives to determine a preferred wastewater system and the feasibility of a Packwood community sewer system; estimation of construction costs and monthly cost per Equivalent Residential Unit (ERU), assisting the county with the associated environmental review work; and submission of a pre-design report to the Department of Health for approval. The project budget is \$24,000.

Information packets may be obtained at www.lewiscountywa.gov or by mail by contacting Lewis County Public Works by phone at (360) 740-1182.

One or more firms will be selected for an interview based upon the following criteria and weights: Relevant experience on similar projects (i.e., small community wastewater systems) (25); Proposed project approach (25); Availability and capacity of the firm to accomplish the work in the required time frame (10); Qualifications of key personnel (20); Past experience with federally funded projects and professional references (20).

Firms desiring consideration shall submit two copies of a complete qualification package to:

Tim Elsea, P.E./Packwood Wastewater System RFQ, Lewis County Public Works, 2025 NE Kresky Avenue, Chehalis, WA, 98532, no later than 5:00 pm on **December 7, 2011**.

This project is funded through the Washington State Community Development Block Grant program with federal funds provided by the U.S. Department of Housing and Urban Development, therefore, a number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project.

Lewis County is an equal opportunity and affirmative action employer. Minority and women-owned firms are encouraged to submit proposals.

The Board of County Commissioners reserves the right to reject any or all submittals of qualifications, waive formalities, and to contract as the best interests of the County may appear. In selecting a qualified candidate, consideration will be given to factors of delivery, quality of product, past experience, technical expertise, and suitability for County purposes.

Dated this 23 day of November, 2011.

Lewis County, Washington
Request for Qualifications - Packwood Wastewater System

DATE ISSUED: November 23, 2011

STATEMENT OF QUALIFICATIONS DUE: December 7, 2011

The object of this project is to provide the currently unserved Packwood community with recommendations for a feasible wastewater collection, treatment and disposal system and Department of Health approval of a pre-design report.

Lewis County Public Works Department is requesting qualified engineers to submit statements of qualifications to perform a scope of work that includes:

Determination of the Packwood service area and evaluation of wastewater flows and treatment alternatives to determine a preferred wastewater system and the feasibility of a Packwood community sewer system; estimation of construction costs and monthly cost per Equivalent Residential Unit (ERU), assisting the county with the associated environmental review work; and submission of a pre-design report to the Department of Health (DOH) for approval.

Lewis County will also require a Site Risk Survey and a Hydrogeology Report be completed if determined necessary by the Department of Health and the preferred alternative system design and capabilities. This planning phase of the project is funded by a Community Development Block Grant and has a budget of \$24,000, which includes an estimated cost of DOH review fees of \$1,500.00.

Depending on the feasibility of the project, future work (under a separate or amended contract) may include design and construction oversight of a new community wastewater system for the unincorporated community of Packwood.

BACKGROUND:

The Packwood community wastewater collection consists mainly of onsite septic systems. Most of the onsite systems are conventional gravity flow septic tanks and drain fields and were installed under less stringent regulations than are currently in effect. Most of the soils in the Packwood area are highly permeable, including large areas of "Type 1A" gravelly soils. Lewis County Health Department began to specify these soils as "restrictive" for installation of septic systems because they fail to provide adequate treatment of sewage effluent prior to the discharge to groundwater.

Packwood has two community wells drawing from a confined aquifer that serves approximately 231 residents. These wells are owned and operated by Lewis County Water District No. 3 and are located along US Highway 12. In addition, there are several private wells scattered in the community area.

The downtown business area has been in decline; however, construction of a community sewage system will spur new growth and development. In 2009, the County, Water District No. 3, Destination Packwood, business owners, and citizens formed a Wastewater Working Group. The Working Group has collectively demonstrated it has the skills, capacity and authority to address this growing need and desire for a community sewage collection and treatment system. An income survey was conducted in June, 2009 to show eligibility for CDBG funds.

Phase one of the project was completed in 2010 by the contracted engineering service which included determining a service area and evaluating potential wastewater alternatives. However, after receiving input from the community on the final projected costs to the property owners, the project was determined to be infeasible.

Lewis County has received funding for Phase two of the project which will include reviewing the 2010 Wastewater Treatment Alternatives Report to identify applicable information, determination of a final service area(s), evaluation of flows and loadings, evaluation and selection of treatment technologies, system configurations and location(s), and cooperation with DOH to determine suitability of the preferred site(s) through a pre-design report and onsite inspections. The project also includes planning elements such as documentation of the alternatives analysis and public participation.

SCOPE OF WORK:

If at any time the consultant determines or believes that the alternatives are infeasible due to costs or otherwise, the consultant is to stop work and bring their concerns to the County.

1. Evaluate potential wastewater service area(s) and wastewater flows
 - Identify distinct service area(s)
 - Evaluate wastewater flows
 - Identify discharge locations
 - Attend an initial scoping meeting with Packwood Working Group, business owners, and residents
 - Attend additional public meetings as deemed necessary by the Public Works Director to address citizen concerns or provide updates of the project

Assumptions: Potential smaller service area than Phase 1
Less flow than assumed in Phase 1
Possibility of multiple small LOSS systems in town

2. Evaluate potential wastewater treatment alternatives
 - Evaluate a minimum of three systems with advantages and disadvantages
 - Determine land availability
 - Evaluate ability of system to meet state and federal regulations
 - Estimate construction costs
 - Estimate maintenance costs
 - Estimate ability of system to expand and adapt to meet increasing demand.
 - Determine preferred system
 - Determine feasibility of the preferred wastewater system
 - Prepare written documentation of findings

Assumptions: Feasibility will be determined by cost/ERU.

3. Public Hearing in coordination with Lewis County Public Works
 - Presentation of findings at public hearing in Packwood area
4. Preparation of a Draft LOSS pre-design plan for submittal to the Board of County Commissioners including:
 - Applicant
 - LOSS Project Legal Owner

- Designer/Engineer
 - Site Address/Legal Description
 - Narrative
 - Physical Description of Site
 - Soil Characterization (need soil logs for primary and reserve drain field areas)
5. Submit LOSS pre-design plan to the Department of Health for approval.
6. DOH on-site inspection.
7. Site Risk Survey
- Nitrate balance
 - Mounding analysis
 - Hydrogeology – scoped to the site and only applies to flows over 14,500 gallons per day
 - Site risk survey/assessment
 - Pre-Construction monitoring – includes groundwater monitoring
8. Hydrogeology Report (may not be needed - required if Site Risk Survey is insufficient or raises red flags)
- Site information
 - Site risk survey/assessment
 - Minimum land requirements
 - Proposed treatment alternatives
 - Local government information

TIMEFRAME: Contracted work is to be completed no later than **June 30, 2013**.

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- Responses must be limited to fifteen (15) pages excluding specific project examples, references, resumes and covers.
- Two copies of the submittal shall be provided.
- A cover letter/statement of interest indicating the firm's interest in the project, proposed project approach and highlighting its qualifications to perform this project.
- A description of the firm's experience working with County or other Government agencies and/or federally funded projects.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Manager, Project Principal, Sub-consultant firms, etc., arranged in a Team Organizational Chart.
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates.

- References – a minimum of three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles, address, and telephone numbers.

SIGNATURES: RFQ's shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

SUBMITTAL ADDRESS:

Mr. Tim Elsea, PE/Packwood Wastewater System RFQ
 Lewis County Public Works
 2025 NE Kresky Avenue
 Chehalis, WA 98532

RFQ SCHEDULE:

Preliminary Schedule: (Subject to Change)

RFQ Issued	November 23, 2011
Submittal Deadline	December 7, 2011
Notify Finalists	December 9, 2011
Finalist interviews week of	December 12, 2011
Final Selection	December 19, 2011
Begin Contract negotiations	December 20, 2011
Finalize scope of work/timeline	December 31, 2011
Lewis County executes contract for services	January 15, 2012

Note: Lewis County reserves the right to modify the schedule as circumstances may warrant.

EVALUATION CRITERIA: Evaluation will be based on the criteria and weights listed below:

- 25 pts - Relevant experience on similar projects (i.e., small community wastewater systems);
- 25 pts - Proposed project approach;
- 10 pts - Availability and capacity of the firm to accomplish the work in the required time frame;
- 20 pts - Qualifications of key personnel;
- 20 pts - Past experience with federally funded projects and professional references.

The county may select a limited number of consultants for interviews with the selection committee.

COMMUNICATIONS:

Questions regarding the submittal process and/or aspects of the Request for Qualifications may be directed to Tim Elsea, Director of Public Works via e-mail at robin.saline@lewiscountywa.gov.

Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address. No questions will be accepted after December 2, 2011.

The Request for Qualifications and supporting documents are available for review on the Lewis County web site, www.lewiscountywa.gov, or at the Department of Public Works, 2025 NE Kresky Avenue, Chehalis, 98532 during regular business hours.

Supporting Documents:

1. Packwood & Vicinity Maps:
 - a) Aerial view of the Packwood area with an overlay of previously investigated sewer boundary designated by parcel.
 - b) Topography map of the Packwood area with an overlay of the previously investigated sewer boundary designated by parcel.

2. 2010 Wastewater Treatment Alternatives Report: This report provides information on three wastewater treatment alternatives for the community of Packwood; a Recirculating Gravel Filter (RGF), a Membrane Biological Reactor (MBR) and a Recirculating Textile Filter system. A description of each treatment alternative is provided along with estimated operation and maintenance costs and preliminary monthly rates based on a design flow range between 30,000 gpd and 45,000 gpd. These alternatives were found to be infeasible due to the cost per ERU and the direct cost to the property owner.

PERFORMANCE REQUIREMENTS:

PROJECT PLAN: The consultant will develop a project plan and timeline to monitor the work's progress. A copy of the plan will be presented to the County's representatives. Changes to the project plan must be negotiated with the County's Point of Contact prior to implementation.

MEETINGS: The consultant and/or project manager is expected to meet with various representatives and key team members in the course of this contract.

PROGRESS REPORTS: Written progress reports will be submitted to the County's Point of Contact until completion of the project. The report will be based on the scope of work and identify what has been completed, or current progress unless another format is negotiated prior to contract award.

RECORD KEEPING REQUIREMENTS: The selected consultant will keep accurate project records, memoranda, conceptual design/data flows and specifications and will provide them to the County's Point of Contact as part of this project.