

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

IN THE MATTER OF:

**Notice to consultants that Lewis County is requesting
Proposals for professional services for the structural
design of Lewis County's Lincoln Creek Bridge No. 31
Replacement Project, CRP 2159F**

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} **RESOLUTION 14 - 250**
}
}
}

WHEREAS, pursuant to Resolution 14-105, the Board of County Commissioners adopted the amended 2014-2019 Six-Year Transportation Improvement Program (TIP); and

WHEREAS, Lewis County's Lincoln Creek Bridge No. 31 Replacement Project, CRP 2159F, is listed on the amended 2014-2019 Six-Year TIP; and

WHEREAS, Lincoln Creek Bridge No. 31 is a 49-ft three-span concrete bridge and was built in 1954. The bridge repair was originally Federally funded as a scour project and was recently converted to a Federally funded replacement project; and

WHEREAS, Lewis County is seeking structural consultant expertise to design the bridge replacement. Design proposals are being solicited to fulfill WSDOT Local Agency Guidelines for consultant selection; and

WHEREAS, the Board of County Commissioners wishes to replace Lincoln Creek Bridge No. 31 and is seeking structural consultant expertise for the bridge design.

NOW THEREFORE BE IT RESOLVED that the Department of Public Works is instructed to issue a Request for Proposals for the Structural Design of Lewis County's Lincoln Creek Bridge No. 31 Replacement Project, CRP 2159F. Proposals for this project shall be submitted to Lewis County Public Works, Attn: Tim Fife, 2025 NE Kresky Avenue, Chehalis, WA 98532 by or before 5:00 p.m. on Wednesday, October 8, 2014.

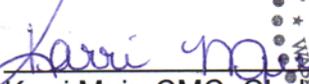
Done in open session this 22nd day of September, 2014.

APPROVED AS TO FORM
Jonathan L. Meyer, Prosecuting Attorney

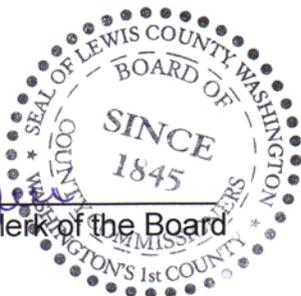


Civil Deputy

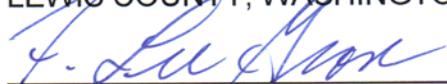
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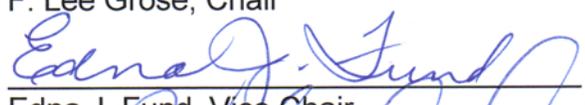
Karri Muir, CMC, Clerk of the Board



BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON



F. Lee Grose, Chair



Edna J. Fund, Vice Chair



P.W. Schulte, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

Professional Services – Structural Design

Lincoln Creek Bridge No. 31

Lewis County Public Works is soliciting proposals from consulting firms with expertise in bridge design. Consultants will be considered for the following project:

PROJECT DESCRIPTION

The successful consultant will develop complete structural Plans, Specifications and Estimate (PS&E) for the Lincoln Creek Bridge No. 31 Replacement in Lewis County. This project will include cooperative project development and management with Lewis County. Preparation of an all-encompassing set of bridge plans, specifications, and estimates for the bridge, abutments and adjoining retaining walls will be submitted to Lewis County. Lewis County will produce all civil plans, specifications and estimates for the roadways approaching the bridge. Project coordination and documentation will be required. The chosen consultant will be available for construction support during the 2015 construction season

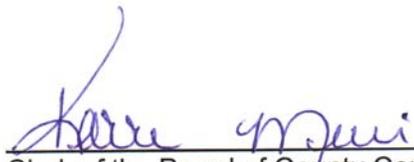
SUBMITTAL REQUIREMENTS

A detailed description of the project background, project scope, proposal instructions, and proposal evaluation is available by calling Lewis County Public Works (360) 740-2612, emailing Kim.Amrine@lewiscountywa.gov, or at Lewis County Public Works Website <http://lewiscountywa.gov/publicworks>.

DEADLINE: Proposals must be received no later than 5:00 p.m. local time, October 8, 2014 at the Lewis County Public Works office (2025 NE Kresky Ave., Chehalis, WA, 98532). Faxed copies will not be accepted.

Lewis County Public Works, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat., 42 U.S.C. 2000d to 2000d-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 notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined by 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin, or sex in consideration for an award.

DATED this 22nd day of September, 2014.


Clerk of the Board of County Commissioners
Lewis County, Washington

PUBLISH: The Chronicle – September 23 and September 30, 2014
Daily Journals of Commerce (Seattle and Portland)–September 23 and September 30, 2014
Lewis County website @ www.lewiscountywa.gov/

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

Professional Services – Structural Design Lincoln Creek Bridge No. 31

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SECTION 1A – Background and Purpose

Existing Bridge

The existing 49-ft three-span concrete bridge was built in 1954. The structure's pier 2 is partially undermined and the bridge is currently restricted to one lane. A temporary repair has been completed. The bridge was originally Federally funded as scour project and just recently was converted to a Federally funded replacement project.

Schedule

Lewis County is seeking structural consultant expertise for replacement of this bridge. Design proposals are being solicited to fulfill WSDOT Local Agency Guidelines for consultant selection. Lewis County's required schedule includes:

- 90% bridge plans shall be submitted to the County by January 15, 2015.
- Final (100%) Bridge Plans, Specifications, and Estimates shall be completed by March 15, 2015.
- Construction support services are tentatively scheduled to start in the summer of 2015.

SECTION 1B – Staff Proposed Scope of Work

Task 1 – Project Management

A. Meet with the County.

These meetings will be used to review work to date, identify important issues and needs for additional data gathering and problem analyzing. Establishing expectations and interfaces, establishing and revising detailed scope of work, as needed, will also be included in these meetings.

B. Assistance

Consultant will assist the County by providing descriptions, drawings and quantities of in-water work, as they are needed to complete environmental permits.

C. Utility Needs

Assist the County with the coordination efforts for utility issues pertinent to this project.

Task 2 – Final Plans, Specifications, and Estimates

A. Geotechnical Study and Hydraulics Report

Develop geotechnical and hydraulic evaluations and reports to design bridge foundation support, determine bridge elevations and bank protection measures.

B. Roadway Items

Horizontal and vertical roadway alignment, designs, calculations, and final contract roadway drawings shall be generated by Lewis County, including storm water treatment and detention if necessary. All topographic surveying shall be completed by Lewis County.

C. Bridge Items

Designs (HL-93 loading), calculations, final contract sub and superstructure design plans and retaining walls adjoining the substructure drawings shall be submitted by the consultant. For the purpose of providing a clear and logical separation point for consultant design responsibilities, bridge components shall be defined as everything within twenty feet of the bridge abutments (including all retaining walls, structure excavation, gravel backfill, guardrail, etc.). The new structure shall provide 3-ft (minimum) clearance above the 100-yr flood elevation.

D. Reconnaissance

Perform stream and site reconnaissance to verify mapped data, document existing conditions and to obtain additional information if needed.

E. Critical Path

Prepare a critical path construction timeline and provide contract working days in conjunction with Lewis County.

F. Assist in meeting State and Federal Obligations

Prepare maps, drawings, and quantity estimates for use in obtaining state and federal environmental permits and project mitigation.

Task 3 – Bridge Load Rating

A. Bridge Load Rating Report

Prepare individual bridge load rating report for legal and over-legal loads to supplement Lewis County's permanent bridge file.

Task 4 – Project Coordination and Documentation

A. Sub-consultants

Consultant shall coordinate with sub-consultants for geotechnical and hydraulic evaluations.

B. Progress Reporting

Consultant shall prepare and submit progress schedules.

C. Meetings

In order to keep information current and relevant, meetings will be scheduled between Lewis County and the consultant.

Task 5 – Construction Support

A. Submittals

Consultant will be required to review submittals for concrete mix design, structure shop drawings, temporary bridge plans, falsework plans, and other related structural review components pertaining to this project.

B. Questions

Answer questions that may arise during the contract advertising for this project.

C. Structural Consultant

There will be two on-site visits during the construction.

D. Geotechnical Sub-Consultant

There will be two (8-hour) on-site visits for the bridge foundation construction and a final summary report.

**SECTION 2
CONSULTANT INFORMATION**

- 2.1 Consultant Responsibilities. The selected Consultant shall be responsible for all services outlined in the proposal whether the Consultant or his/her representative produces them. The Consultant shall be responsible for any and all contractual matters.
- 2.2 County Responsibilities. County will administer the contract, develop all aspects of the approach plans and coordinate meetings as appropriate.
- 2.3 Contract Payment Schedule.
 - a. The billing statement must include a summary of progress made through the date of billing.
 - b. A progress report shall be submitted with each billing statement. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work task. All billings shall be in accordance with Lewis County standards.
- 2.4 Project Schedule and Progress Reports

- a. The successful Consultant shall begin work by attending an orientation meeting provided by County to take place approximately ten working days (10) following the execution of the contract.
- b. Written monthly progress reports shall accompany billings submitted to County.
- c. The Consultant will make oral indications of progress when requested. Oral reports will indicate current status of the project and will be used as an early identification of problems that may hinder the project. Identified problems should be detailed in writing. All written correspondence should be directed through the Project Engineer.

2.5 Insurance Requirements

- a. The Consultant will provide stipulated coverage pursuant to contract provisions as stipulated in Appendix 31.79 of the current edition of "Local Agency Guidelines" (WSDOT).

2.6 Contract Requirements

- a. The Consultant will be required to enter into a contract with County using Appendix 31.79 of the current edition of "Local Agency Guidelines" (WSDOT) as the basis of the agreement between the Consultant and County.
- b. The partners agree to develop and maintain effective communication and a thorough project understanding so that these issues can be accommodated with minimal impact to project quality, schedule, and budget.

SECTION 3 PROPOSAL INSTRUCTIONS

3.1 General Information

- a. The Consultant must submit a proposal for the end results that are set forth in the RFP. The proposal shall describe the qualifications of the Consultant and provide a listing of similar projects completed in the past five years, a general response to the proposed scope of work, a listing of project team members and qualifications, and a listing of references with contact information. Any professional staff necessary to conduct the required project scope must be available to support successful completion of the contract scope of work.
- b. Sub-consultants proposed to be used by the Consultant shall be listed in the proposal and shall be subject to approval of the County.
- c. The proposal shall be submitted for professional services. The proposal shall be limited to twenty (20) pages total including title page and table of contents and include evaluation information listed

in subsection 4.3 and 4.4 of this document. Font shall be ARIAL, 12 point.

- d. Pages shall be doubled-sided (10-page document) with a minimum of one-inch side and top margins.

Direct the submittals to:

Tim Fife, P.E., Asst. County Engineer
Lewis County Public Works
2025 NE Kresky Ave.
Chehalis, WA 98532

3.2 Closing Date for Submittal of Statements

- a. Five copies of the statement must be received not later than 5 p.m. local time, October 8, 2014
- b. The proposal may require 15 days for evaluation. The County may request the Consultant to make an oral presentation to the selection committee in support of the proposal.

3.3 Proposal Acceptance

The successful Consultant will be expected to enter into a contract specifying payment methods as allowed by the Local Agency Standard Consultant Agreement. Please refer to WSDOT standard consultant agreement found in Appendix 31.79 of "Local Agency Guidelines", WSDOT, current edition.

3.4 Right of Award or Rejection

The proposal shall specifically stipulate all terms and conditions contained in the RFP. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. County reserves the right to reject any or all proposals.

3.5 Costs

County is not liable for any costs incurred by the Consultant in the preparation or presentation of the statement of qualifications.

3.6 Inquiries

Questions that arise during preparation of the proposal shall be handled by: Tim Fife, 360-740-2711. A proposal list will be developed (for all interested responders) and all questions & answers will be posted at Lewis County's Web Site (<http://lewiscountywa.gov>) each Wednesday during the advertisement period.

3.7 Protest of Contract Award

Protests concerning the consultant selection process must be delivered in writing to the Lewis County Director of Public Works within fourteen (14) days of the award announcement. The Director will review the protest, contact all parties involved, and recommend the appropriate action to the

BOCC. The Commissioner's decision will be the final County position. The final decision will be presented to all interested parties within 45 calendar days of receipt of the protest.

SECTION 4 PROPOSAL EVALUATION

4.1 General Information

- a. County will award the contract to the most qualified Consultant whose proposal is deemed to be in the best interests of the County.
- b. A selection committee will be appointed to evaluate the statements received. The committee will evaluate each of the criteria listed in subsection 4.3 and 4.4 for the purpose of ranking proposals.

4.2 Proposal Evaluation

The Consultant selection process will be conducted in two phases. The first phase will consist of a panel of reviewers who will individually review all submittals independently using a set of review criteria. The review panel will then meet to finalize their selection ranking. Their findings will be forwarded to the Public Works Director for review. The Director will review the scores of the selection committee and determine if consultant interviews are required. If interviews are desired, the project manager will appoint an interview selection committee. Selection will be based on consensus amongst the selection committee.

4.3 Review Criteria

EVALUATION CRITERIA	WEIGHT
Qualifications and experience of personnel assigned to project	20 points
Evaluation and comment on the proposed scope of work	30 points
Recently completed similar projects	15 points
Past performance/references	20 points
General evaluation of the submitted proposal in meeting proposal objectives	15 points

4.4 Criteria Explanation

- a. Qualifications and experience of personnel assigned to project, including sub-consultants, on projects with other government agencies within the last five years including:
 - Extent of principal and project manager involvement
 - Qualifications and relevant individual experience
 - The team's expertise in relation to all phases of the project
 - Project managers' experience with project requirements
 - Approximate number of people to be assigned to the project
 - Quality assurance review responsibility

- A stipulation that key personnel will not be removed from the contract without prior approval of Lewis County
 - b. Evaluation and Comment on the Proposed Scope of Work
 - Task 1—Project Management
 - Task 2— Final Plans, Specifications, and Estimates
 - Task 3— Bridge Load Rating
 - Task 4— Project Coordination and Documentation
 - Task 5— Construction Support
 - c. Recently Completed Similar Projects
 - Bridge projects completed for similarly sized structures within rural transportation corridors.
 - County or City bridge projects in Washington State.
 - d. Past Performance/References
 - List contact person, agency, phone number, address, and project. Describe the specific problems that were encountered and explain the methodology and action plan (include requirements and software) to overcome them.
 - e. General Evaluation of the Submitted Proposal in Meeting Proposal Objectives
 - Is the proposal clear and concise?
 - What is the probable ease and ability of the consultant to coordinate with project and County staff?
 - What is the firm's experience with Lewis County or other Counties in Washington State.
- 4.5 Selection
- a. A final recommendation for selection will be made to the BOCC following review and rankings of the proposals. Consultant selection will be carried out under Washington State Local Agency Guidelines Section 31 (Federal or State Funds will be used for this project).
 - b. RFP's are anticipated to take approximately fifteen (15) working days to evaluate.
 - c. Follow-up interviews with consultants NOT selected may be arranged with County following successful contract award to the selected consultant.
- 4.6 Pre-contract Clarification
- The apparent selected Consultant will be required to review its proposal with County. County reserves the right to require any clarification or alterations it deems necessary in the Consultant's assignment or resources, or in the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to contract execution and will become part of the final Consulting contract.

4.7 Tentative Schedule

Task	Desired Timeline
Proposal Due	October 8, 2014
Proposal Review	October 23, 2014
Short-listed Consultant Interviews	October 31, 2014
Contract Negotiations	November 15, 2014
Contract Award by BOCC	December 1, 2014
Notice to Proceed	December 3, 2014

4.8 Project Contact: Tm Fife, 360-740-2711.

4.9 Project Budget

The budget used to develop the staff proposed scope of work is \$35,000.

4.10 Proposals must be received no later than 5 p.m. local time, October 8, 2014. Faxed copies will not be accepted.