

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

REQUEST FOR QUALIFICATIONS FOR CONDUCT)
OF FEASIBILITY STUDY AND DEVELOPMENT OF)
BUSINESS PLAN FOR POTENTIAL PURCHASE OF)
SHORT-LINE RAILROAD)

RESOLUTION # 14- 324

WHEREAS, Lewis County, the City of Chehalis and the City of Tacoma have an interlocal agreement establishing a three-year period whereby the county and the city explore the purchase plan.

WHEREAS, Lewis County and its partners are seeking statements of qualifications from firms or teams qualified to design and conduct a feasibility study and develop a comprehensive business plan

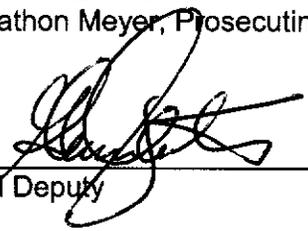
NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Lewis County, Washington, that the County shall solicit for the following:

**Request for Qualifications to Provide Professional Services in Conducting
Feasibility Study and Developing Business Plan for Potential Purchase of Short-
line Railroad**

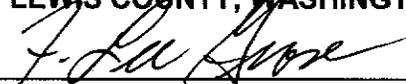
BE IT FURTHER RESOLVED THAT THE Clerk of the Board is hereby instructed to proceed with all appropriate and necessary notifications, posting and publication.

DONE IN OPEN SESSION, this 15th day of December, 2014.

APPROVED AS TO FORM:
Jonathon Meyer, Prosecuting Attorney

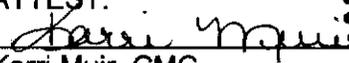
By: 
Civil Deputy

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


F. Lee Grose, Chair


Edna J. Fund, Vice Chair


P.W. "Bill" Schulte, Commissioner

ATTEST:

Karri Muir, CMC
Clerk of the Board



REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Lewis County, Washington will receive sealed Requests for Qualifications (RFQ) and publicly open them on or after 10:00 a.m. on January 12, 2015 at Lewis County Board of Commissioners Hearing Room 223, 351 NW North Street, Chehalis, Washington, for furnishing to Lewis County the following:

Request for Qualifications to Provide Professional Services in Conducting Feasibility Study and Developing Business Plan for Potential Purchase of Short-line Railroad

Five (5) copies of the Statement of Qualifications must be received by the Lewis County Clerk of the Board of Lewis County Commissioners (351 NW North Street, Room 210 Chehalis, WA 98532) no later than 3:00 p.m. on January 9, 2015, and clearly marked as:

Request for Qualifications for Professional Services to be opened January 12, 2015 on or after 10:00 a.m.

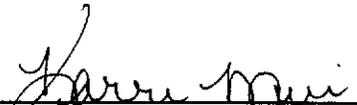
Statements received after that time or statements not submitted to the Clerk of the Board will not be considered. Statements submitted after the due date will not be considered. Respondents accept all risks associated with the late delivery of mailed statements regardless of fault.

RFQ information packets may be obtained at www.lewiscountywa.gov, or from the Lewis County Commissioners Office, 351 NW North St., Chehalis, WA 98532, or by calling 360.740.1391.

Designated RFQ contact person: Ms. Candy Hallom, Lewis County Commissioners Office at 360.740.1391.

Lewis County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statements of qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

Dated this 15th day of December


Karri Muir, CMC, Clerk of the Board
Lewis County, Washington

Published: The Chronicle, December 16, 2014

Lewis County, Washington

Request for Qualifications (RFQ)

<p><u>Request for Qualification Information:</u></p> <p>RFQ Name: Conduct of Feasibility Study and Development of Business Plan for Potential Purchase of Short-line Railroad</p> <p>Date Issued:</p> <p>Contact Person: Candy Hallom</p> <p>Phone #: 360-740-1391</p> <p>Email Address: <u>cmhallom@lewiscountywa.gov</u></p> <p>Submittals Accepted Until 3:00 pm on January 9, 2015</p>	<p><u>Submittals Delivered to:</u></p> <p>Physical Address: Lewis County Clerk of the Board Attn: Board of County Commissioners 351 NW North Street, Room 210 Chehalis, WA 98532</p> <p>Mailing Address: Lewis County Clerk of Board of County Commissioners 351 North Street Room 210 Chehalis, WA 98532</p>
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General Information

Lewis County is seeking statements of qualifications of firms or teams qualified to design and conduct a feasibility study and develop a comprehensive business plan for the potential purchase and operation of a publicly-owned short-line railroad in the I-5 corridor in Lewis and Thurston Counties.

BACKGROUND:

Lewis County and its partners propose a project to conduct an in-depth feasibility analysis focusing on the potential purchase and operation by municipal entities of a twenty mile portion of the Tacoma Railroad extending from Maytown to Chehalis. Strong community support for the project exists and a local task force reviewed the project. This initial review suggests that the municipal partners can generate revenue, create jobs and promote economic development generally by purchasing the line, providing trans-loading and rail car switching services, and improving infrastructure. Other opportunities to generate revenue include the potential to provide short term/seasonal and longer term storage of rail cars. The proximity of the line to the Puget Sound and Pacific Ocean, combined with the connection between the Tacoma Rail Line and the BNSF mainline will make it possible to provide the storage services without compromising or limiting the trans-loading and rail car switching services. On the basis of initial work, the municipal partners believe the next steps include development of an in-depth, comprehensive feasibility study and a detailed business plan.

Lewis County is seeking a qualified firm or team to contract with to complete a feasibility study and a business plan for the potential purchase and operation of a short-line railroad in Lewis County, WA.

SCOPE OF WORK: Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Design and complete a comprehensive feasibility study to establish the financial viability of acquiring the rail line
- Complete a detailed business plan for the purchase and operation of a municipal short line railroad.
- Identify Job Creation Potential and Economic Impacts

- Identify all possible funding opportunities/sources to complete the acquisition and finance the operation
- Assess the environmental risks that would be assumed by purchase
- Assess the condition of the rail infrastructure, including bridges, and associated maintenance and operation costs.
- The consultant and/or project manager is expected to meet with various representatives and key team members in the course of doing the work
- 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
- 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 Contract as part of this project.

FORMAT OF QUALIFICATION AND REQUIREMENTS:

Letter of interest: Introduce yourself and the team and demonstrate your understanding of the nature of the project.

Personnel: Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, anticipate roles of team members and the project manager in the work.

Experience: Discuss your related experience, include client and project information, with your responsibility in the projects, the challenges presented by each project, and the final results. Discuss experience with short-line rail business and preparing and conducting feasibility analysis

Client References: Please provide three references that are familiar with your ability to undertake and complete comparable work and have performed this work within the last 5 years. (FORM "ATTACHMENT B")

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

- Provide five (5) copies of your Submittal
- Contractor Information (FORM "ATTACHMENT A")
- Letter of Interest
- A description of the firm's experiences working with County or other Government agencies.
- 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
- Up to three (3) examples of similar projects (does not count against page limit)
- Client References (FORM "ATTACHMENT B") a minimum of three (3) references within the last 5 years relating to completed projects for the services being requested with full name, title, address, phone and fax numbers

Submittal Address

Clerk of the Board/ Potential Purchase of Short-line Railroad
 Lewis County Board of County Commissioners
 351 NW North St. Room 210
 Chehalis, WA 98532

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

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

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience of firm with similar projects within the last 5 years
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications; and
- Past performance and references

The County may select a limited number of consultants for in-person interviews before the selection committee.

QUESTIONS: Questions regarding this project may be directed to Candy Hallom via e-mail at, cmhallom@lewiscountywa.gov. Unauthorized contact regarding this RFQ with other County employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the County. Any questions will be answered in writing and e-mailed to all interested parties.

RIGHTS AND OPTIONS OF THE COUNTY

REJECTION OF SUBMITTALS: The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

CONTRACT AWARD: The County reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the County. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the County. Once the County and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the County may elect to negotiate a Contract with the next-highest ranked firm. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

CONTRACT NEGOTIATION: The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.

GENERAL TERMS AND CONDITIONS

COMPLIANCE WITH LAWS AND REGULATIONS: The consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes, ordinances and regulations relative to the execution of the work.

ASSIGNMENT: This contract is binding on the parties and their heirs, successors, and assigns. No party may assign, transfer or subcontract its interests, in whole or in part, without the other party's prior written consent.

AMENDMENTS: This contract may be amended at any time by mutual written agreements of the contractor and the County. In the contract award the County will designate who is authorized to amend the contract.

LIABILITY: In the performance of this contract, the contractor is an independent contractor and the contractor, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the County. The contractor shall indemnify and hold the County harmless from any loss, liability, damage, death or injury to any person or property, from any act of omission of the contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

NONDISCRIMINATION: During the performance of this contract, the contractor and its subcontractors shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age, marital status, being a disabled veteran, being a Vietnam era veteran, or disability or in the administration or delivery of services or any other benefits under the contract.

INSURANCE REQUIREMENTS: The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in the County's Standard Insurance Requirements which may be obtained by contacting the Lewis County Risk and Safety Administrator at 360.740.1279

PUBLIC RECORDS: 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 (the "documents") become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

ATTACHMENT "A"

**LEWIS COUNTY
REQUEST FOR STATEMENTS OF QUALIFICATIONS**

FORM 1: CONTRACTOR INFORMATION

Name:

Address:

Phone:

Facsimile:

Email:

Website:

Proposing Company's Authorizing Agent:

Name:

Title:

Signature:

Date:

Contact for Additional Information:

Name:

Title:

Phone:

Facsimile:

Email:

ATTACHMENT "B"

**LEWIS COUNTY
REQUEST FOR STATEMENTS OF QUALIFICATIONS**

FORM 5: THREE REFERENCES

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
Phone:
Point of Contact:
Project Description: