

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

IN THE MATTER OF:

RESOLUTION NO. 23-089

REQUEST FOR QUALIFICATIONS FOR
ENGINEERING SERVICES RELATING TO THE
FAIRGROUNDS PARK WATERLINE REPAIR AND
REHABILITATION PROJECT

WHEREAS, the water distribution and storm water systems located at the Fairgrounds Park, 1909 S Gold in Centralia, are aging and in need of repair and rehabilitation to attenuate system leakage and loss of water inventory from the City of Centralia public water system, repair and upgrade storm and sanitary sewers to limit infiltration and provide more effective control of storm water to make the system operate at the highest efficiency; and

WHEREAS, Lewis County and the City of Centralia have identified ARPA funding to address these issues by designing and implementing a project to repair and rehabilitate these systems; and

WHEREAS, such a project requires the services of a professional engineering consultant to assist the County by preparing designs and specifications.

NOW THEREFORE BE IT RESOLVED that Lewis County prepare a Request for Qualifications for said services and issue same.

DONE IN OPEN SESSION this 14th day of March, 2023.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

Robert Bradley
By: Robert Bradley,
Deputy Prosecuting Attorney

Sean D. Swope
Sean D. Swope, Chair

ATTEST:



Scott J. Brummer
Scott J. Brummer, Vice Chair

Rieva Lester
Rieva Lester,
Clerk of the Lewis County Board of
County Commissioners

Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Commissioner

REQUEST FOR QUALIFICATIONS

ENGINEERING CONSULTING SERVICES RELATED TO AMERICAN RESCUE PLAN ACT (ARPA) FUNDS

Southwest Washington Fairgrounds Park Water Distribution Improvements

REQUESTED BY:

LEWIS COUNTY

Lewis County Parks and Recreation

One (1) physical copy and one PDF of the Statement of Qualifications are to be submitted to the Lewis County Clerk of the Board, Board of Commissioners, 351 NW North Street, Room 210 (Historic Courthouse Building), Chehalis, WA 98532, no later than 3 PM. on Wednesday, April 5, 2023. Proposals received after that time or proposals not submitted to the Clerk of the Board will not be considered.

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Section 1. RFQ Timeline

The Request for Proposal timeline is as follows:

	Date
Request for Qualifications Issuance:	March 14, 2023
Request for Qualifications Due Date	April 5, 2023
Public Opening – Entity Name and address if in person, or date and time when you may choose to post bids received.	April 5, 2023
Review Team’s Selection of Top Submission	
Contract Negotiations Period and/or Work Commencement Anticipated Dates	

Section 2. Introduction and Project Description

Background

On March 11, 2021, the American Rescue Plan Act (“ARPA”) was signed into law and established the Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

In 2022, the Lewis County Board of County Commissioners allocated \$1,000,000.00 in Federal ARPA funding to the Parks and Recreation Department for the Fairgrounds Parks Water System Revitalization Project to repair and revitalize the Fairgrounds Park 100-year-old water and storm sewer systems.

Section 3. RFQ Submittal and Closing Date

Overview

Lewis County is seeking separate sealed statements of qualifications (SOQ) for Engineering and Design Services for the Fairgrounds Park Water Distribution System Rehabilitation Project

This request is seeking the provision of design and engineering services for a water system upgrade project to repair or replace aging water distribution lines throughout the Fairgrounds Park. Provide recommendations for adding or resizing additional lines to serve various unserved or underserved areas and make provisions for future expansion as needed. It is anticipated that this construction may be phased.

Lewis County is accepting Statements of Qualifications in response to this Request for

Qualifications (this “RFQ,” or this “Request for Qualifications”) in order to find a qualified service provider for Fairgrounds Park Water Distribution System Rehabilitation Project

The objective of this RFQ is to contract with a service provider that will provide the best overall value to Lewis County. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the SOQ Evaluation and Contractor Selection section of this Request for Qualifications below.

The project/program may include, but is not limited to:

- Analysis and review of existing water distribution system.
- Analysis and review of anticipated future needs at the park.
- Design and engineering by a professional licensed engineer qualified to perform such work.
- Topographical Survey

Throughout this project there will be a need to maintain quality control and management of cost and expenses. The selected service provider will be expected to ensure that all applicable federal, state and local laws and regulations are followed. The City of Centralia will be the AHJ for this project, but DOH and Lewis County Health codes will also be applicable. The project will require the selected service provider to work closely with the Parks and Recreation staff and other relevant partner’s staff and the general public throughout the project.

The Lewis County goal and objectives for this RFQ are:

To create bid and construction documents to produce a water distribution system meeting the current and future needs of the park.

To perform a complete topographical survey of the grounds to assist in design and engineering of the system.

To provide design alternatives and cost estimates for each.

STATEMENT OF QUALIFICATIONS AND PROPOSAL REQUIREMENTS.

Demonstrated Experience. The selection team will be looking for demonstrated experience in areas assisting governments in:

- Creating achievable goals based upon priority and financial limitations
- Public water systems and storm water systems
- Identifying and estimating costs for public facility construction

Qualifications of the Consultant.

The County requires submission of supporting data regarding the qualifications of the consultant in order to determine whether he/she is qualified and responsible. The consultant must furnish the following:

- Satisfactory evidence that the consultant has been in existence as a going concern in excess of five (5) years and possesses not less than three (3) years actual experience in capital facilities planning and design for local government.
- Evidence that the consultant is licensed or has staff individuals licensed as Professional Engineers and is authorized to do business in the State of Washington and Lewis County.
- Satisfactory evidence that the consultant has the facilities, equipment, and personnel necessary to perform the contracted services.

Proposal Forms to be submitted.

The Statement of Qualifications will be submitted in five (5) Divisions.

Division 1 shall contain the name, address, phone number, EUI number and email address of the proposer.

Division 2 shall contain information in response to the documented experience established in the above paragraph **Document Experience.**

Division 3 shall take the scope of work identified in Appendix A to this RFQ and Project a reasonable estimate of the duration of the time to complete each process step involved in developing a completed planning document.

Division 4 shall contain all information requested in the above paragraph entitled **Qualifications of the Consultant.**

Division 5 shall be a list of five references that has used your services in the past four years. The list shall include the reference's name, address, phone number, point of contact, and the project.

Submission, Schedule, and Selection Process.

One (1) physical copy and one PDF of the Statement of Qualifications are to be submitted to the Lewis County Clerk of the Board, Board of Commissioners, 351 NW North Street, Room 210 (Historic Courthouse Building), Chehalis, WA 98532, no later than 3 PM. on Wednesday, April 5, 2023. Proposals received after that time or proposals not submitted to the Clerk of the Board will not be considered.

Statements of Qualifications will be opened in the Lewis County Board of Commissioners Hearing Room, 351 NW North Street, Room 223, Chehalis, WA 98532, on or after 3:30 PM on Wednesday, April 5, 2023.

A team of County officials will review the proposals and make a recommendation to the Board of County Commissioners who will award the contract in open session.

Section 4 Performance Requirements

Permits and Licenses

If applicable, the consultant will be required to acquire all the necessary operating permits and licenses prior to commencement of the contract, or immediately as shall thereafter be required.

Project Manager/Point of Contact

The consultant will designate a project manager/point of contact who shall be authorized to represent its legal interests and be available and accessible during normal County business hours of 8 am through 5 pm, Monday through Friday to receive and respond to problems or complaints associated with and notices related to the implementation of this contract.

Project Plan

The consultant will develop a project plan to monitor the work's progress. The plan will be presented to the County's representatives within two weeks upon award of contract. Changes to the project plan must be negotiated with the County's point of contact prior to implementation.

Meetings

The consultant may be expected to meet with various individuals, including County and City personnel in the course of this contract. The Consultant may also be required to provide interim progress reports to the Chief of Internal Services and the Board of County Commissioners. It is anticipated that minimal meetings will be required.

Progress Reports

Written monthly progress reports will be made to the County's Point of Contact until completion of the project. The report will use the scope of work and identify what has been completed, or progress unless another format is negotiated prior to bid award.

Record Keeping Requirements

The selected consultant will keep accurate records of reports, memoranda, conceptual design drawings and specifications and will provide them to the County as part of this project. The County liaison for this project will be staff within the Department of Parks and Recreation, specifically BJ Kuykendall, Administrator of Parks and Recreation.

RIGHTS AND OPTIONS OF THE COUNTY

The County may:

Decline to award the contract.

Award more than one contract, under such respective terms and conditions as may be tendered by the County and compliance with bidding laws.

Request that further information be presented by the proposer within a specified time period in order to complete evaluations.

Section 5. Mandatory Requirements

The following submission guidelines and requirements apply to this Request for Qualifications:

1. Only qualified individuals or firms with public water system design experience should submit proposals in response to this RFQ.
2. Responders must provide satisfactory evidence that the consultant has been in existence as a going concern in excess of five (5) years and possesses not less than three (3) years actual experience in capital facilities planning for local government.
3. Evidence that the consultant is licensed or has staff individuals licensed as Professional Engineers and/or Professional Architects and is authorized to do business in the State of Washington and Lewis County.
4. Satisfactory evidence that the consultant has the facilities, equipment, and personnel necessary to perform the contracted services.
5. Responders must include a technical proposal that provides an overview of the proposed approach as well as a list of qualifications for all key personnel performing the work.

6. Proposals must include a description of method of approach, strategy, and/or ability to understand, facilitate, and complete the tasks listed under Section 6; Project Scope below
7. Proposals must be signed by a representative that is authorized to commit proposer's company.
8. Proposals must include any suggested changes to the proposed terms and conditions for this procurement. Any changes to the proposed terms and conditions will be made at the Lewis County's sole discretion.
9. A copy of your current certificate of insurance for professional liability.
10. Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the County may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
11. System for Award Management. Service Providers should have a current registration in the System for Award Management (<https://www.sam.gov/SAM/>). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that includes the record date. This clearance information should be included in the service provider's Proposal. The clearance in the Service Provider's proposal must be re-verified prior to award. Federal awarding agencies may relax the timing of the requirement for active SAM registration at time of allocation in order to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.206, Federal awarding agency review of risk posed by recipients, continue to apply.
12. Required Contract Provisions. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFQ.
13. Proposals must remain valid for a period of 60 days.
14. Submissions must meet the Pass/Fail Criteria listed under Section 7.2, below.

Section 6. Project Scope

Scope Overview

Design and engineer a water system upgrade project to repair or replace aging distribution lines throughout the park. Provide recommendations for adding or resizing additional lines to serve various unserved or underserved areas and make provisions for future expansion as needed. It is anticipated that this construction may be phased.

Task List

- Sizing and type of pipe for proper distribution.
- Valve box and valve placement and design.
- Design proper bedding for pipe installation.
- Contractor selection assistance.
- Review current distribution map and future growth plans.

Section 7. Proposal Evaluation and Contractor Selection

Evaluation Process

Proposals submitted on time will be reviewed against the Pass/Fail criteria.

RFPs meeting those criteria will be forwarded to an evaluation committee for scoring against the Evaluation Criteria and ranking. The outcome of the evaluations may, at the Lewis 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. The selection process may be canceled if the Lewis County determines it is in the public interest to do so.

Pass/Fail Criteria

1. Submission Deadline Date and Time met
2. Proposal is complete and addresses all Submission Guidelines and Requirements listed in Sections 3 & 4.
3. Correct number of Proposals included (if relevant)
4. Other initial criteria you want to include.

Evaluation Criteria

Submitted proposals shall be reviewed by members of the Project Team and scored based upon the following

A. Appearance and completeness of the proposal	10%
B. Demonstrated experience	35%
C. Qualifications	35%
D. References	15%
E. Project Schedule	5%

Upon completion of the review, the selected proposal(s) may be invited to present a brief presentation and answer questions from the selection committee.

Section 8. General Information: Terms and Conditions

Contract Administration

The contract for this project will be administered by the Lewis County Department of Parks and Recreation.

Please see contract template attached for reference.

Addenda to this solicitation, if needed, will be posted to the Lewis County website at <https://lewiscountywa.gov/>. The County, at its sole judgment, may require clarification of information submitted in any Proposal.

LEWIS COUNTY DEPARTMENT OF PARKS AND RECREATION
REQUEST FOR STATEMENTS OF QUALIFICATIONS
ENGINEERING SERVICES

FIVE REFERENCES

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

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

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REQUEST FOR QUALIFICATIONS

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The project/program may include, but is not limited to:

- Analysis and review of existing water distribution system.
- Analysis and review of anticipated future needs at the park.
- Design and engineering by a professional licensed engineer qualified to perform such work.

The Request for Qualifications and supporting documents are available for review under “BOCC Legal Notices” on the bottom left-hand side of the Lewis County Board of County Commissioners (BOCC) web page at www.lewiscountywa.gov/offices/commissioners/ and at the BOCC office at 351 NW North St, Chehalis, WA 98532 during regular business hours.

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Publish in The Chronicle / March 14 and 21, 2023

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** March 14, 2023**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Request for Qualifications for Engineering Services relating to the Fairgrounds Park Waterline Repair and Rehabilitation Project

Contact: Steve Wohld**Phone:** 3349**Department:** IS - Internal Services (including SWWF and Facilities)**Description:**

Request for Qualifications to provide engineering services for the Fairgrounds waterline project

Approvals:**Publication Requirements:****User****Status****Publications:**

The Chronicle March 14 and 21, 2023

PA's Office

Pending

Additional Copies:**Cover Letter To:**