

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

IN THE MATTER OF:

RESOLUTION NO. 23-401

ISSUING A REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE ANNUAL STRUCTURAL
ENGINEERING SERVICES FOR PROJECTS
INCLUDING RURAL ARTERIAL PROGRAM (RAP)
FUNDED PROJECTS, FEDERAL EMERGENCY
MANAGEMENT AGENCY (FEMA) FUNDED
PROJECTS, U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT (HUD) FUNDED
PROJECTS, AND LEWIS COUNTY
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
PROJECTS

WHEREAS, Lewis County Public Works anticipates needing annual structural engineering services for various projects, including upcoming Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, U.S. Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects; and

WHEREAS, Lewis County Public Works does not have the required resources to complete the structural engineering services for these projects within the scheduled time; and

WHEREAS, Lewis County Public Works is soliciting statements of qualifications from consulting firms with expertise in structural engineering services; and

WHEREAS, publication to solicit for professional services is needed to contract with a professional structural engineering services consultant.

NOW THEREFORE BE IT RESOLVED that Lewis County Public Works is instructed to advertise an RFQ, evaluate responses, select a consultant, and negotiate a contract; and the Clerk of the Lewis County BOCC is instructed to proceed with all appropriate and necessary notifications, posting and publication as required by RCW 65.16.

DONE IN OPEN SESSION this 19th day of December, 2023.

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

Request for Proposal (RFP) 2023-2024 Annual Structural Engineering Services

Lewis County is interested in entering into a professional services contract with a consulting firm to provide annual structural engineering services. The selected consultant for this contract will be expected to perform services related to structural evaluations, structural design of facilities, bridge load ratings, and bridge inspections as it relates to damage caused by natural disasters or man-made causes or NBIS requirements. The agreement will be for one year in duration with an option to extend for an additional year by mutual agreement.

Scope of Work

General Structural Engineering Services

General Scope of Services:

- A) Inspection: Routine bridge inspection services for various structures, including data input to the WSDOT bridge data storage location; may include inventorying of new bridges.
- B) Load Rating: Routine and damaged structure load rating services for various bridges within Lewis County.
- C) Assessments: Structural investigations, evaluation of alternatives, benefit/cost analyses, and recommendations for emergency structural repairs for various structures.
- D) Design: Structural design and plan preparation services (PS&E) for emergency repairs of various transportation structures, retaining walls, and highway bridges.

Description of Specific Anticipated Work:

Load rating of various bridges. Load rating shall comply with WSDOT Bridge Design Manual and applicable federal requirements including evaluations of all Single Haul Vehicles (SHV's) and Emergency Vehicles (EV's). Bridge identified at the time of this agreement are:

Bridge Name	Bridge #	Structure ID #
• BIG HANAFORD MP 1.13	210000047	8362800
• BIG HANAFORD MP 2.11	210000048	8352100
• BOISTFORT MP 4.59	210000089	7974100
• BUNKER CREEK MP 3.46	210000118	8049000
• BUNKER CREEK MP 3.50	210000119	7973100

• CENTRALIA ALPHA MP 0.17	210000068	8183600
• COAL CREEK MP 1.81	210000158	8379800
• GALVIN MP 1.23	210000112	8605200
• GARRARD CREEK MP 5.09	210000038	8301900
• JACKSON HWY MP 4.49	210000020	8835200
• LEONARD MP 0.32	210000070	8593900
• LINCOLN CREEK MP 9.83	210000029	8638800
• TUCKER MP 0.01	210000198	8150400
• WILDWOOD MP 2.99	210000083	8874100
• WILDWOOD MP 4.81	210000015	8220900

SUBMITTAL

Interested consultants shall provide a statement of qualifications, experience and extent of involvement for the assigned personnel on similar projects. The proposal shall include the project name, description and contact information for each project. The proposal must be limited to eight (8) pages, double-sided if needed.

Submittals will be evaluated and ranked for the following criteria:

1. Staffing expertise consistent with contract needs – 25%
2. Past experience with similar types of work – 15%
3. Performance evaluations by Lewis County and other government agencies – 15%
4. Demonstrated ability to meet schedules and commitments given by key staff personnel – 20%
5. Demonstrated consultant availability and response time – 25%

A short list for the purpose of interviews may be developed for the purpose of further evaluations of consultant firms.

Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit statements.

Firms desiring consideration shall submit an electronic copy of a complete proposal packet to Joe Byers at Joe.Byers@lewiscountywa.gov by 2:00 PM December 12, 2022.

For more information about the project and submittal requirements contact Joe Byers, Lewis County Public Works at 360-740-1169 or Joe.Byers@lewiscountywa.gov.

The Lewis County Public Works Department in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 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 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, or national origin, or sex in consideration for an award.

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:
REQUEST FOR QUALIFICATIONS (RFQ)
2024 ANNUAL STRUCTURAL ENGINEERING SERVICES

Lewis County is soliciting Statements of Qualifications (SOQs) from qualified consulting firms with expertise in providing professional structural engineering consulting services for the year 2024 (January 1 – December 31). The consultant will provide structural services as County projects are scheduled or as circumstances emerge that require professional structural engineering services.

This will include but is not limited to upcoming Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, Federal Highway Bridge Program projects, U.S. Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects. All work is required to comply with WSDOT, AASHTO, Lewis County requirements and regulations. In the instance of federally funded projects, applicable federal contract provisions must be followed.

Lewis County Public Works reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

Lewis County desires to have a consulting firm available for a variety of structural engineering tasks associated with various Lewis County projects, and the selected consultant for this contract will be expected to perform services related to structural evaluations, structural design of facilities, bridge load ratings, and bridge inspections as it relates to damage caused by natural disasters or man-made causes or NBIS requirements.

Evaluation

Submittals will be evaluated and ranked for the following criteria:

1. Staffing expertise consistent with contract needs – 25%
2. Past experience with similar types of work – 15%
3. Performance evaluations by Lewis County and other government agencies – 15%
4. Demonstrated ability to meet schedules and commitments given by key staff personnel – 20%
5. Demonstrated consultant availability and response time – 25%

Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in an interview process.

Submittal

Interested firms should submit a statement of qualifications stating your ability and availability to complete this work in accordance with this notice. Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit statements.

Firms desiring consideration shall submit a complete statement of qualifications packet, not to exceed eight (8) pages. Submittals should include the following information: Cover letter stating firm name, project manager, title mailing address, e-mail address and phone number; demonstrated qualifications and experience as listed in the RFQ. Proposals are due by 2:00 PM on Friday, January 19, 2024. The submittal shall be marked "2024 Annual Structural Engineering Services" and be submitted electronically in OpenGov at <https://procurement.opengov.com/signup>.

A complete Request for Qualifications can be viewed and downloaded from the Lewis County Web Site <https://lewiscountywa.gov/departments/information-technology/procurement-resources/>. For more information about the project and submittal requirements contact Joe Byers at 360-740-4144 or Joe.Byers@lewiscountywa.gov.

Lewis County, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Zelma Hammer at Zelma.hammer@lewiscountywa.gov or by calling collect 360-740-1123.

The Lewis County Public Works Department in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

PUBLISH: The Chronicle – December 19 and December 26, 2023
Daily Journal of Commerce (Seattle, December 19, 2023)
Lewis County Web Site <https://lewiscountywa.gov/departments/information-technology/procurement-resources/>
OMWBE – December 19, 2023

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** Dec. 19, 2023**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Issuing a Request for Qualifications (RFQ) to provide annual structural engineering services for projects including Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, U.S. Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects

Contact: Geoff Soderquist**Phone:** 360.740.1175**Department:** PW - Public Works**Description:**

A Request for Qualifications (RFQ) is to be issued to retain a professional consultant for 2024 annual structural engineering services for projects including upcoming Rural Arterial Program (RAP) funded projects, Federal Emergency Management Agency (FEMA) funded projects, U.S. Department of Housing and Urban Development (HUD) funded projects, and Lewis County Transportation Improvement Program (TIP) projects. The statement of qualifications must be submitted electronically in OpenGov no later than 2:00 p.m. local time, January 12, 2024.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:**Publications:**

The Chronicle; December 19, 2023, and December 26, 2023,
The Daily Journal of Commerce (Seattle); December 19, 2023,
The Daily Journal of Commerce (Portland); December 20, 2023,
OMWBE; December 19, 2023

Additional Copies:

Ann Weckback, Tina Hemphill, Robin Saline,
Geoff Soderquist, PW

Cover Letter To: