

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

IN THE MATTER OF:

RESOLUTION NO. 24-001

PUBLISH A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL MATERIALS SAMPLING, TESTING, AND LABORATORY SERVICES FOR THE CENTRALIA ALPHA ROAD IMPROVEMENTS PROJECT (MP10.60-11.85), CRP 2084

WHEREAS, Lewis County Public Works is soliciting proposals for material sampling, testing and laboratory services for the Centralia Alpha Road Improvements Project (MP10.60-11.85), CRP 2084. Services provided shall meet the requirements of projects being funded with Rural Arterial Program (RAP), Federal Highway Administration (FHWA) and local agency funds; and

WHEREAS, Lewis County Public Works does not have the resources to complete the material sampling, testing and laboratory services for the project; and

WHEREAS,

Publication to solicit for professional services is needed to contract with a material sampling and testing firm.

NOW THEREFORE BE IT RESOLVED that Lewis County Public Works is instructed to advertise an RFP, evaluate responses, select a firm, and negotiate a contract for materials sampling, testing and laboratory services for the Centralia Alpha Road Improvements Project (MP10.60-11.85), CRP 2084; 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 2nd day of January, 2024.

APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

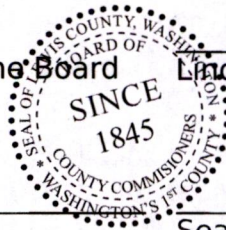
BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON

David Bailey
By: David Bailey,
Chief Civil Deputy Prosecuting Attorney

Scott J. Brummer
Scott J. Brummer, Chair

ATTEST:
Rieva Lester, CMC, Clerk of the Board

Lindsey R. Pollock, DVM
Lindsey R. Pollock, DVM, Vice Chair



Tamara Martin
By: Tamara Martin

Sean D. Swope
Sean D. Swope, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:
REQUEST FOR PROPOSALS
MATERIAL TESTING SERVICES 2024 – 2025 ON
CENTRALIA ALPHA ROAD IMPROVEMENTS PROJECT (MP 10.60-11.85)
FED AID PROJECT NO.: STPR-H210(008)
F.A. CONTRACT NO.: TA-6514
RAP NO.: 2119-01

Lewis County is soliciting proposals from material sampling and testing firms with expertise in providing professional materials sampling, testing and laboratory services for the Centralia Alpha Road Improvements Project (MP10.60-11.85). The agreement will be for one year in duration with an option to extend for an additional one year by mutual agreement. Services provided shall meet the requirements of projects being funded with Rural Arterial Program (RAP), Federal Highway Administration (FHWA) and local agency funds. All work is required to comply with all federal provisions, WSDOT, AASHTO, Lewis County requirements and regulations.

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

Project Description

The anticipated scope of work may include, but is not limited to, the following:

- Sampling and laboratory testing of soils, aggregates, and hot mix asphalt.
- Field density testing of soils, aggregates, and hot mix asphalt.

This solicitation is not a guarantee of an amount of work given. The amount of work given will be dependent on the County resources available at the time of construction. Lewis County anticipates the potential for utilizing the selected firm's services on the following projects:

Centralia Alpha Road Improvements – Reconstructing roadway, slope stabilization, intersection improvements, roadway widening, paved surfacing, and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications. Project is expected to begin construction in February 2024 and extend through a portion of the summer in 2025.

Evaluation

Submittals will be evaluated and ranked for the following criteria:

1. AASHTO accreditation and other certifications
2. Familiarity with WSDOT standard specifications and construction manual
3. Staff Availability: Measured in hours or working days for qualified personnel to be on the project site following a request from the County
4. Turn-around time for results for tests listed in the RFP document located in OpenGov at <https://procurement.opengov.com/signup>
5. Ability to perform expected testing requirements listed in RFP documents located in OpenGov at <https://procurement.opengov.com/signup>

6. Key personnel experience/resume
7. Current rate schedule for the required services
8. Client references
9. Past experience with the County

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

Submittal

Submittals should include the following information: Firm name, phone number and email address; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project. Responses shall be limited to ten (10) pages (single sided, minimum 11 pt font), excluding cover sheet, cover letter, table of contents, section dividers, client references, staff resumes, certifications, and the turn-around times in *Attachment "A"*. Firms desiring consideration shall electronically submit a complete proposal packet for Material Testing Services 2024 – 2025 on Centralia Alpha Road Improvements Project (MP 10.60-11.85) in OpenGov at <https://procurement.opengov.com/signup>. Proposals must be submitted electronically (in OpenGov) **no later than 2:00 PM January 26, 2024**. Any questions regarding this project should be directed to Wesley Anderson at 360-740-1175 or Wesley.Anderson@lewiscountywa.gov.

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 Wesley Anderson at 360-740-2695 or Wesley.Anderson@lewiscountywa.gov.

Americans with Disabilities Act (ADA) Informaiton

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.

Title VI Statement

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 – January 2 and January 9, 2024
Daily Journal of Commerce (Seattle, January 2, 2024)
Lewis County Web Site <https://lewiscountywa.gov/departments/information-technology/procurement-resources/>



Lewis County Department of Public Works

Josh S. Metcalf, PE, Director

Geoff Soderquist, PE, County Engineer

Request for Proposals
Material Testing Services 2024 – 2025 on
Centralia Alpha Road Improvements Project (MP 10.60-11.85)
Fed Aid Project No.: STPR-H210(008)
F.A. Contract No.: TA-6514
RAP No.: 2119-01

Lewis County Public Works is soliciting proposals from qualified firms to provide material sampling and testing services on the Centralia Alpha Road Improvements Project in accordance with applicable standards, specifications and test methods. The project that services are called for, will follow the applicable WSDOT Standard Specifications for Roads, Bridges and Municipal Construction (M 41-10) and the current version of WSDOT's Construction Manual (M 41-01). The agreement will be for one year in duration with an option to extend for an additional one year by mutual agreement. Services provided shall meet the requirements of projects being funded with Rural Arterial Program (RAP), Federal Highway Administration (FHWA) and local agency funds. All work is required to comply with all federal provisions, WSDOT, AASHTO, Lewis County requirements and regulations.

Lewis County is interested in entering into a professional services contract with one material testing services firm to provide sampling, testing and laboratory services, and subsequently be asked to prepare specific proposal (task order) for this project. The work will be conducted on an individual task order basis, according to the project scope. The task order shall be authorized in writing by Lewis County prior to execution of the work and be negotiated based on an Actual Costs Plus a Fixed Fee agreement. All work will support the Centralia Alpha Road Improvements Project construction.

PROJECT

This solicitation is not a guarantee of an amount of work given. The amount of work given will be dependent on the County resources available at the time of construction. Lewis County anticipates the potential for utilizing the selected firm's services on the following projects:

Road Maintenance & Fleet Services

476 West Main St.
Chehalis, WA 98532
O 360.740.3380
F 360.740.2741

Administration, Engineering, Utilities, Real Estate Services & Traffic

57 West Main St.
Chehalis, WA 98532
O 360.740.1123
F 360.740.1479

Solid Waste Services

Post Office Box 180
Centralia, WA 98531
O 360.740.1451
F 360.330.7805

Centralia Alpha Road Improvements – Reconstructing roadway, slope stabilization, intersection improvements, roadway widening, paved surfacing, and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications. Project is expected to begin construction in February 2024 and extend through a portion of the summer in 2025.

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

Interested firms should submit a proposal 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.

ANTICIPATED SCOPE OF WORK

The anticipated scope of work may include, but is not limited to, the following:

- Sampling and laboratory testing of soils, aggregates, and hot mix asphalt.
- Field density testing of soils, aggregates, and hot mix asphalt.

EXPECTED TESTING REQUIREMENTS

The selected firm shall be familiar with the test methods appearing in WSDOT’s Standard Specifications for Roads, Bridges and Municipal Construction (M 41-10) and the current version of WSDOT’s Construction Manual (M 41-01). In addition, the selected firm shall have a laboratory that is accredited by AASHTO for materials sampling and testing and be qualified according to ASTM E329 to perform soil materials and rock-definition testing.

The following is not intended to be a comprehensive list of all tests that may be performed but rather to give interested firms an idea of minimum expectations of tests and testing standards that may be utilized on Lewis County projects for the agreement term:

Field Density Testing:

AASHTO T272
AASHTO T310
AASHTO T9

HMA:

AASHTO T168
AASHTO T308/ASTM D6307
AASHTO T209/ASTM D2041
AASHTO T27/T11
AASHTO T255
WAQTC TM6
WAQTC TM8
WSDOT SOP 731

Aggregates:

AASHTO T2
AASHTO T27/T11
AASHTO T176
AASHTO T248
AASHTO T255
AASHTO TP61
AASHTO T99/T606/T180
WSDOT SOP TM15

ESTIMATE AND SCHEDULE

The agreement will be for one-year in duration with an option to extend for an additional one year by mutual agreement.

Anticipated maximum total value of contract: \$30,000. At the sole option of Lewis County Public Works, the contract amount may be increased to meet ongoing needs of Lewis County Public Works.

The following schedule has been established for the submission and evaluation of the proposals and selection of the Consultant. These are tentative dates only and the County reserves the right to adjust these dates at its sole discretion:

- First advertisement of RFP: January 2, 2024
- Second advertisement of RFP: January 9, 2024
- Proposals due: January 26, 2024 (2:00 PM Local Time)
- Short list for interviews: January 31, 2024
- Interviews (Zoom or Teams): February 7, 2024

RFP RESPONSE SUBMITTAL PROCESS

Firms desiring consideration shall electronically submit a complete proposal packet for Material Testing Services 2024 – 2025 on Centralia Alpha Road Improvements Project (MP 10.60-11.85) in OpenGov at <https://procurement.opengov.com/signup>. Proposals must be submitted electronically (in OpenGov) **no later than 2:00 PM January 26, 2024**. Any questions regarding this project should be directed to Wesley Anderson at 360-740-1175 or Wesley.Anderson@lewiscountywa.gov.

Additional information regarding OpenGov Procurement and submittal requirements are available at www.lewiscountywa.gov.

RFP RESPONSE SUBMITTAL

Submittals should include the following information: Firm name, phone number and email address; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project. Responses shall be limited to ten (10) pages (single sided, minimum 11 pt font), excluding cover sheet, cover letter, table of contents, section dividers, client references, staff resumes, certifications, and the turn-around times in *Attachment "A"*. Staff resumes shall be limited to one (1) page each. No fewer than five (5) similar project references shall be included. Project references shall be within the past three (3) years and shall include the agency name, contact person, phone number, and a brief description of the services provided. Client reference letters shall be limited to five (5) and shall be dated within the past three (3) years.

EVALUATION CRITERIA

The following criteria will be used to score each firms submittal. Please complete the turn-around time sheet for each test listed in *Attachment "A"* as part of your firms RFP packet.

#	Evaluation Criteria	Weighting (Maximum Points)
	AASHTO accreditation and other certifications	<i>Required</i>
1	Familiarity with WSDOT standard specifications and construction manual	15
2	Staff Availability: Measured in hours or working days for qualified personnel to be on the project site following a request from the County	15
3	Turn-around time for results for tests listed in this RFP document (Attachment "A")	15
4	Ability to perform expected testing requirements listed in RFP documents	10
5	Key personnel experience/resume	10
6	Current rate schedule for the required services	5
7	Client references	5
8	Past experience with the County	5
Total:		80 Points

SCORING AND INTERVIEWS

Each firm's response to the RFP will be evaluated on the evaluation criteria. The firms with the top three (3) aggregated scores will be chosen and a facility tour may be conducted to complete the selection evaluation. At a minimum, the highest-ranking firms will be invited to participate in an interview process. Lewis County Public Works will schedule interviews with the project manager provided in the proposal. The intent of the interviews is to help clarify and verify information provided in the proposal, and to give the County's selection committee an opportunity to learn more about the consulting firm's available relevant experience and expertise.

The County reserves the right to make a selection based solely on the information provided in the response to the RFP and interview, without the no tour being conducted.

The evaluation team will consist of not less than three (3) and no more than five (5) County employees who have direct knowledge of the testing to be performed and who will be directly impacted by the services provided under the agreement. The average of the scores from each member of the evaluation team will be used to determine the selected firm.

CONTRACT NEGOTIATION PROCESS

Negotiation of the scope of services and terms of the agreement will follow the guidelines provided in Chapter 31.4 of the LAG Manual.

GENERAL NOTICES

All firms are hereby advised it is their responsibility to comply with all state, local, and federal laws in performing all tasks undertaken with this contract, including requirements for Equal Employment Opportunities. EEO compliance review reports will be used on select projects.

All contracts awarded for this project shall contain the following provisions as applicable by federal and state law. The following sections are included for informational purposes, and are not professed to include all relevant laws. It is the contractor's responsibility to comply with all laws.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

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.

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LAW AGAINST DISCRIMINATION, CHAPTER 49.60 RCW

The Applicant shall comply with the provisions of Chapter 49.60 RCW in all activities relating to this Grant Agreement.

DEBARMENT AND SUSPENSION (E.O.S 12549 AND 12689)

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

Attachment A
Estimated Turn-around Time for Required Testing

Please give your firms time for completing the following tests, with the following assumptions.

1. Time begins when the sample is taken in the field.
2. Time ends when the material test results have been reported to the County in writing (email/fax is acceptable).
3. Please give an average amount of time considering the firms normal work load during the time frames listed in the anticipated projects and time it takes to perform the test per the testing specification requirements.

WSDOT / AASHTO TEST

**Average Time
(Days/Hours)**

- Moisture-Density Relations of Soils AASHTO T-99
- Moisture Content of Soils AASHTO T-265
- Moisture Content of Aggregate AASHTO T-255
- Sieve Analysis of Fine & Course Aggregate AASHTO T-27/T-11
- Sand Equivalent Test AASHTO T-176
- Fracture in Course Aggregate WSDOT TP-61
- Compaction Control of Granular Materials WSDOT T-606
- Flat & Elongated Particles in Course Aggregate WSDOT D-4791
- Asphalt Binder Content AASHTO T-308
- Theoretical Gravity & Density AASHTO T-209
- Sieve Analysis of Fine & Course Aggregate AASHTO T-27/T-11

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** Jan. 2, 2024**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Publish a Request for Proposals (RFP) for professional materials sampling, testing, and laboratory services for the Centralia Alpha Road Improvements Project (MP10.60-11.85), CRP 2084

Contact: Wesley Anderson**Phone:** 360-740-2695**Department:** PW - Public Works**Description:**

This proposal is to publish a Request for Proposals (RFP) for professional materials sampling, testing and laboratory services for the Centralia Alpha Road Improvements Project (MP10.60-11.85). Services provided shall meet the requirements of projects being funded with Rural Arterial Program (RAP), Federal Highway Administration (FHWA) and local agency funds. Firms desiring consideration shall electronically submit a complete proposal packet for Material Testing Services 2024 - 2025 for the Centralia Alpha Road Improvements Project (MP 10.60-11.85), CRP 2084, in OpenGov no later than 2:00 PM January 26, 2024.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:**Publications:**

The Chronicle; January 2, and January 9, 2024

The Daily Journal of Commerce (Seattle); January 2, 2024

OMWBE; January 2, 2024

Additional Copies:

Wes Anderson, Tina Hemphill, Robin Saline,
Geoff Soderquist; PW

Cover Letter To: