

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

IN THE MATTER OF:

RESOLUTION NO. 24-028

ISSUING A REQUEST FOR QUALIFICATIONS (RFQ)
TO PROVIDE ANNUAL GEOTECHNICAL
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 geotechnical 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 geotechnical 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 geotechnical engineering services; and

WHEREAS, publication to solicit for professional services is needed to contract with a professional geotechnical 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 Board of County Commissioners (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 23rd day of January, 2024.

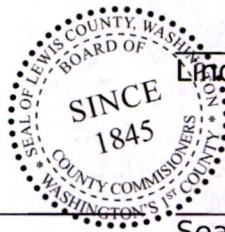
APPROVED AS TO FORM:
Jonathan Meyer, Prosecuting Attorney

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:



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

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

Sean D. Swope
Sean D. Swope, Commissioner

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

**Request for Qualifications (RFQ)
2024 Geotechnical Engineering Services**

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

This will include but is not limited to 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. 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 geotechnical engineering firm to provide consulting services, and subsequently be asked to prepare specific proposals (task orders) for more than one project. The work will be conducted on an individual task order basis, according to each project scope. Each 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 design and construction projects anticipated by Lewis County Public Works.

Lewis County desires to have a consulting firm available for a variety of geotechnical tasks associated with various Lewis County projects, and the selected consultant for this contract will be expected to perform services related to drilling, testing, geotechnical design, and construction observation services on bridges, culverts, roads, trails, and other public works projects. Projects include:

- Replacement culvert and wingwall foundation design.
- Unanticipated slide evaluations for qualifying events using federal or state funding during the contract period.
- Local access road slide evaluations with County funds during the contract period.
- Geosynthetic reinforced soil (GRS) bridge foundation evaluation and design
- Rockery and gravity block wall design.

- Evaluation of recently completed geotechnical alternatives analysis and design of slide repair recommendations including, but not limited to; soil nail walls, shear pile wall, infill buttress, etc.

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.

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.

Scope of Work

The anticipated work under this Contract may include geotechnical evaluation and design of roadways (on existing and new alignments), bridges, public works facilities, emergency type responses, slide investigations, and a variety of other types of work. The chosen consultant must be able to react quickly to assigned projects, which have been advanced in Lewis County production schedule or have short-term deadlines. The scope includes involvement in all phases of geotechnical and geological design services from concept and location through design and construction of public works facilities.

Services include, but are not limited to:

- Site investigation and characterization
- Drilling
- Sampling of soil and rock
- Installation and monitoring of geotechnical instrumentation
- Geotechnical laboratory testing
- Evaluation of site materials
- Field and subsurface investigations
- Slope stability analysis
- Geotechnical analysis, geological assessments and Geotechnical reports.
- Embankment and grading recommendations, including soil borings and soil engineering.
- Subgrade and drainage design
- Stability and foundation design
- Preparation of plan documents in AutoCAD Civil 3D, specifications and estimate package
- Determination of constructability and cost effectiveness
- Pavement investigation and design
- Coordination with other design disciplines or parties.

- Construction-related geotechnical services
- General consultation
- Landslide investigations
- Emergency response
- Any other related Geotechnical engineering services.

In general, Lewis County will work with the selected firm on a task assignment basis to determine the types of services required on a project.

Estimate and Schedule

The agreement will be for one year in duration with an option to extend for an additional year by mutual agreement. Geotechnical Services will be required for planned construction projects and future unplanned projects due to natural disasters or emerging situations.

Anticipated maximum total value of contract: \$200,000. 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 SOQs 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 RFQ: January 23, 2024
- Second advertisement of RFQ: January 30, 2024
- SOQs due: February 16, 2024 (2:00 PM Local Time)
- Short list for interviews: February 21, 2024
- Interviews (Zoom or Teams): February 28, 2024

Submittal

The selected consultant firm must include a licensed Washington State licensed geotechnical engineer(s) or licensed geologist(s).

Statement of Qualifications must be limited to eight (8) pages (8 ½" X 11"), double sided if needed. Material submitted in excess of this limit (cover page, additional maps, additional resumes', etc.) will not be forwarded to Lewis County's selection committee for evaluation.

Interested consultants shall provide a statement of qualifications that contains the following:

- Cover Letter
 - The cover letter is limited to one page and shall include:
 - The firm/consultant name and project manager with name, title mailing address, e-mail address, phone number.
- Qualifications: Demonstrate competence and qualifications related to services performed including;
 - Successful experience delivering technical reports and recommendations for an array of the aforementioned services as they relate to bridges, culverts, roads, trails, and other public works projects.
 - The consultant must demonstrate the ability to manage projects and coordinate with other design team members, and Lewis County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
 - The consultant must demonstrate the ability to respond to unexpected requests (emergencies) for services with minimal notice and delay.
 - The consultant must demonstrate the ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- Experience: List previous work experience that describes and demonstrates that the firm and team members have recent experience in performing geotechnical services in the area of bridges, culverts, roads, trails, and other public works projects. At a minimum, the following information should be included:
 - Provide an organizational chart of the proposed consulting team and a short resume of all key personnel listed on the chart, including their availability and involvement with the work.
 - Reference: The consulting firm's demonstrated expertise in performing geotechnical services, the dates in which the work was completed, and the project contact information
 - Any particular aspect of the consulting firms organization, by way of background, experience, unique qualifications, or other basis, that sets it apart from the competition in its ability to accomplish the identified services.

Evaluation

Submittals will be evaluated and ranked for the following criteria:

1. Competence and qualifications related to geotechnical services – 20%
2. Past experience with similar types of work – 10%
3. Performance evaluations by Lewis County and other government agencies – 10%

4. Demonstrated ability to meet schedules and commitments given by key staff personnel – 10%
5. Resources the consultant has available and proposes to use on projects, including drilling and laboratory equipment – 20%
6. Identification of proposed sub-consultants and the work they will perform – 5%
7. Demonstrated consultant availability and response time – 25%

Interviews

Following evaluation of the SOQs, 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 SOQ. Additional interview information shall be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the SOQ, and to give the County's selection committee an opportunity to learn more about the consulting firm's available relevant experience and expertise.

Submittal Submission

CONSULTANTS desiring consideration shall electronically submit a complete Statement of Qualification packet for 2024 Geotechnical Engineering Services in OpenGov <https://procurement.opengov.com/signup>. SOQs must be submitted electronically (in OpenGov) **no later than 2:00 PM February 16, 2024**. Any questions regarding this project should be directed to Wesley Anderson at 360-740-2695 or Wesley.Anderson@lewiscountywa.gov.

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

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.

Title VI Statement

Lewis County, 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.

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Submittal

Interested firms should submit a statement of qualifications stating your ability and availability to complete this work in accordance with this notice.

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, February 16, 2024. The submittal shall be marked "2024 Geotechnical 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 Wesley Anderson at 360-740-2695 or Wesley.Anderson@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.

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PUBLISH: The Chronicle – January 23 and January 30, 2024
Daily Journal of Commerce (Seattle, January 23, 2024)
Lewis County Web Site <https://lewiscountywa.gov/departments/information-technology/procurement-resources/>

BOCC AGENDA ITEM SUMMARY

Resolution:

BOCC Meeting Date: Jan. 23, 2024

Suggested Wording for Agenda Item:

Agenda Type: Legal Notice

Issuing a Request for Qualifications (RFQ) to provide annual geotechnical 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: 360.740.2711

Department: PW - Public Works

Description:

A Request for Qualifications (RFQ) is to be issued to retain a professional consultant for annual geotechnical engineering services for the year 2024. This will include 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, February 16, 2024.

Approvals:

User	Status
PA's Office	Approved

Publication Requirements:

Publications:

The Chronicle; January 23, 2024, and
January 30, 2024,
The Daily Journal of Commerce (Seattle);
January 23, 2024,
OMWBE; January 23, 2024

Additional Copies:

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

Cover Letter To: