

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

IN THE MATTER OF:

RESOLUTION NO. 25-309

ISSUE A REQUEST FOR QUALIFICATIONS (RFQ)
TO PREPARE AN UPDATED WATER SYSTEM PLAN
(WSP) FOR THE MIDDLE FORK WATER & SEWER
SYSTEM (MFWS)

WHEREAS, Lewis County Public Works has a need for engineering services to prepare an updated Water System Plan (WSP) for the Middle Fork Water & Sewer System (MFWS), a small Group A community water system, in accordance with Washington Administrative Code (WAC) 246-290-100 and all applicable Department of Health (DOH) requirements. A current, DOH-approved WSP, is required for compliance and to restore eligibility for most state and federal funding programs and propose justifiable rate adjustments; and

WHEREAS, Lewis County Public Works does not have the required resources to complete the required updated Water System Plan within the scheduled time; and

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

WHEREAS, publication to solicit for a water system plan update is needed to contract with a professional water system engineering consultant; and

WHEREAS, the statement of qualifications must be submitted electronically in OpenGov (<https://procurement.opengov.com/portal/lewiscountywa>) by 4 p.m. local time Dec. 4, 2025.

NOW THEREFORE BE IT RESOLVED that Lewis County Public Works is instructed to advertise an RFQ to prepare an updated WSP for the MFWS, 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 4th day of November, 2025.

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)

Middle Fork Water & Sewer System
Water System Plan (WSP) Update

1. Introduction / Purpose

Lewis County Public Works (County) is soliciting Statements of Qualifications (SOQ) from qualified consulting firms to prepare an updated Water System Plan (WSP) for the Middle Fork Water & Sewer System (MFWS), a small Group A community water system. The WSP will guide operations, capital improvements, and financial planning over the next 10–20 years and will be prepared in accordance with Washington Administrative Code (WAC) 246-290-100 and all applicable Department of Health (DOH) requirements.

MFWS's last WSP was completed in 2005. Since that time, the system has experienced infrastructure aging, rising operational costs, and limited rate adjustments. A current, DOH-approved WSP is required for compliance and to restore eligibility for most state and federal funding programs and justifiable rate adjustments.

This project is funded by Lewis County .09 ('Distressed Counties') Grant funds per Resolution 25-294 and RCW 82.14.370.

Total project funding available is approximately \$240,000; the final contract amount will be negotiated with the selected firm.

2. Project Description & Objectives

The objectives of this RFQ and resulting project are to:

- Develop a DOH-compliant WSP that addresses technical, managerial, and financial capacity.
- Establish 6- and 20-year planning horizons with a prioritized Capital Improvement Plan (CIP).
- Document system conditions, deficiencies, and improvement needs using accepted engineering practice.
- Support future funding applications (.09 funds, DWSRF, EPA, etc.) and rate adjustments with defensible analysis.
- Coordinate with DOH throughout to streamline review and achieve plan approval.

3. Scope of Services

The County anticipates the consultant will perform the following tasks. Firms may propose enhancements or clarifications they deem beneficial.

3.1 Project Management & Coordination

- Kickoff meeting; prepare a detailed work plan and schedule with milestones.
- Monthly progress meetings and action logs; maintain a consolidated data request list.
- Quality assurance/quality control throughout all deliverables.

3.2 Data Collection & Gap Analysis

- Review prior plans and records (e.g., 2005 WSP, sanitary surveys, O&M records, GIS, billing).
- Identify data gaps relative to DOH submittal requirements and develop a plan to close gaps.
- Summarize existing and future service areas and facilities.

3.3 Planning Document Development (WSP)

- Prepare a full WSP meeting WAC 246-290-100 and DOH checklists.
- Demand and population forecasting (6-, 10-, and 20-year planning horizons).
- Source, treatment, storage, and distribution evaluations; fire flow and redundancy analyses.
- Water rights and regulatory review; source protection and cross-connection control summaries.
- Capital Improvement Plan with project prioritization, cost estimates, and phasing.
- Financial planning inputs to support future rate analysis and budgeting.

3.4 Mapping & GIS

- Use County-provided GIS base layers and system records.
- Prepare/update maps: service areas (existing/retail/future), zoning/land use, facilities (mains, valves, hydrants, tanks, wells), pressure zones, and water rights place of use.
- Provide printable map figures (PDF) and GIS deliverables (file geodatabase or shapefiles).

3.5 Hydraulic Analysis

- Evaluate need for hydraulic model development and/or calibration (e.g., InfoWater/WaterCAD).
- If included by the consultant, define modeling assumptions, calibration approach, and scenarios (peak day, max day, fire flow).
- If excluded from base scope, provide an add-alternate task and fee approach for modeling.

3.6 Capital & Financial Planning

- Develop 6- and 20-year capital plans aligned with funding opportunities and implementation constraints.
- Provide financial planning inputs (O&M trends, reserve targets, debt service assumptions) to support a separate rate study.
- Coordinate with County Finance staff on budget tables and exhibits.

3.7 Regulatory Coordination & Approval

- Coordinate with DOH planners/engineers during development.

- Prepare and submit draft(s); track and respond to agency comments; prepare final DOH submittal package.
- Support County briefings (e.g., BOCC) with slides and talking points.
- The consultant shall assist the County in providing project status and deliverable documentation for semi-annual .09 fund reporting.

4. Deliverables

- Draft and Final Water System Plan (searchable PDF and editable source files).
- DOH checklist cross-reference with page citations.
- GIS files and map figures suitable for publication.
- CIP and financial planning worksheets (Excel).
- Public/BOCC presentation materials (PowerPoint and PDF).

5. Anticipated Schedule

The County expects the following general schedule; firms may propose refinements to improve efficiency:

- RFQ issued: **November 6, 2025**
- Questions due: **November 25, 2025**
- SOQ due (deadline): **December 4, 2025**
- Shortlist & interviews (if conducted): **Week of December 15, 2025**
- Consultant selection & negotiation: **December 17, 2025-January 16, 2026**
- Notice to Proceed: **February 10, 2026**
- Draft WSP: Target within 6–9 months of NTP, **August – October 2026**
- Final WSP & DOH submittal: Target within 12–18 months of NTP, **February – August 2027**

6. Submittal Requirements

SOQ content and format shall include the following, in order:

- Cover letter and firm introduction.
- Project understanding and tailored approach to MFWS needs.
- Team organization, roles, and resumes of key staff (including WA-licensed PE).
- Relevant project experience (small Group A systems; DOH-approved WSPs; funding support).
- Project schedule and availability to start; identification of potential risks and mitigation strategies.
- Five (5) client references from recent, comparable work.
- Page limit: 20 pages maximum (single-sided equivalent), excluding divider tabs and cover/back. Appendices are discouraged; material must be concise and relevant.
- Submittal method: electronically via the County's OpenGov Procurement Portal (<https://procurement.opengov.com/portal/lewiscountywa>) (electronic PDF by email and/or hard copies).

- Submittal deadline: December 4, 2025

Do not submit cost proposals at this time. The County will negotiate scope and fee with the most qualified firm based on the County's evaluation.

7. Evaluation & Selection

A County evaluation committee will review SOQs and may shortlist firms for interviews. Selection will be based on:

- Team qualifications and relevant experience preparing DOH-approved WSPs (30%).
- Project approach, understanding of MFWS conditions, and schedule realism (25%).
- Experience with small/rural systems, funding readiness, and stakeholder engagement (20%).
- Familiarity with Washington regulatory environment and DOH processes (15%).
- Quality of references (10%).

Following selection, the County will negotiate a detailed scope, deliverables, and fee. If negotiations are unsuccessful, the County may proceed to the next-ranked firm.

8. Administrative Information

- Questions & Contact: All communications regarding this RFQ shall be directed to the Point of Contact listed on the cover. Unauthorized contact with other County staff may be grounds for disqualification.
- Equal Opportunity: The County is an equal opportunity employer and encourages participation by disadvantaged, minority-, and women-owned business enterprises (D/M/WBE).
- Reservation of Rights: The County reserves the right to reject any or all SOQs, to waive informalities, and to cancel or reissue this RFQ at any time without obligation.
- Public Disclosure: Submittals are public records subject to disclosure under RCW 42.56. Firms shall clearly mark any proprietary information; the County will follow applicable law in responding to requests.
- Insurance & Indemnification: The selected consultant will be required to comply with standard County contract terms, including insurance (general, auto, workers' compensation) and professional liability coverage in amounts customary for this work. Sample terms will be provided during negotiations.
- Conflicts of Interest: Firms must disclose any actual, potential, or perceived conflicts.
- This solicitation is conducted under Lewis County Procurement Policy (Res. 25-088) and RCW 39.80 for architectural and engineering services
- This project is funded by Lewis County .09 (Distressed Counties) grant funds per Resolution 25-294 and administered in accordance with RCW 82.14.370 and the Memorandum of Understanding dated October 21, 2025.

9. Submittal Address & Delivery

Submittal Method: Responses shall be submitted electronically via the County's OpenGov Procurement Portal (<https://procurement.opengov.com/portal/lewiscountywa>)."

electronic PDF via email and/or hard copies to County office delivered to:

Lewis County Public Works
Attn: Anders Pollman
57 W Main St
Chehalis, WA 98532

Physical Delivery (if required): December 3, 2025

Label subject line or package: "MFWS – Water System Plan RFQ – SOQ".

Title VI Notice to Public: It is the policy of Lewis County that no person shall, on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its Federally funded programs and activities. Any person who believes his/her Title VI protections have been violated may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our nondiscrimination obligations, please contact Lewis County's Title VI Coordinator at (360) 740-2612.

— End of RFQ —

Publish: Chronicle: November 6 & 13, 2025

Seattle Journal of Commerce: November 6, 2025

OMWBE: November 6, 2025



REQUEST FOR QUALIFICATIONS (RFQ)

Middle Fork Water & Sewer System Water System Plan (WSP) Update

Lewis County Public Works – Utilities Division

Issue Date: October 29, 2025

Point of Contact: Anders Pollman, Utilities Services Manager
Email: Anders.Pollman@lewiscountywa.gov | Phone: 360-740-1183

1. Introduction / Purpose

Lewis County Public Works (County) is soliciting Statements of Qualifications (SOQ) from qualified consulting firms to prepare an updated Water System Plan (WSP) for the Middle Fork Water & Sewer System (MFWS), a small Group A community water system. The WSP will guide operations, capital improvements, and financial planning over the next 10–20 years and will be prepared in accordance with Washington Administrative Code (WAC) 246-290-100 and all applicable Department of Health (DOH) requirements.

MFWS's last WSP was completed in 2005. Since that time, the system has experienced infrastructure aging, rising operational costs, and limited rate adjustments. A current, DOH-approved WSP is required for compliance and to restore eligibility for most state and federal funding programs and justifiable rate adjustments.

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- Submittal deadline: November 26, 2025

Do not submit cost proposals at this time. The County will negotiate scope and fee with the most qualified firm based on the County's evaluation.

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electronic PDF via email and/or hard copies to County office delivered to:

Lewis County Public Works
Attn: Anders Pollman
57 W Main St
Chehalis, WA 98532

Email (if electronic is selected): November 26, 2025

Physical Delivery (if hard copies are required): November 26, 2025

Label subject line or package: "MFWS – Water System Plan RFQ – SOQ".

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— End of RFQ —

BOCC AGENDA ITEM SUMMARY

Resolution:**BOCC Meeting Date:** Nov. 4, 2025**Suggested Wording for Agenda Item:****Agenda Type:** Legal Notice

Issue a Request for Qualifications (RFQ) to prepare an updated Water System Plan (WSP) for the Middle Fork Water & Sewer System (MFWS)

Contact: Geoff Soderquist**Phone:** 360.740.2711**Department:** PW - Public Works**Description:**

Issuing a Request for Qualifications (RFQ) to prepare an updated Water System Plan (WSP) for the Middle Fork Water & Sewer System (MFWS). A current, Department of Health approved WSP, is required for compliance and to restore eligibility for most state and federal funding programs and propose justifiable rate adjustments. The statement of qualifications must be submitted electronically in OpenGov no later than 4:00 p.m. local time, December 4, 2025.

Approvals:

User	Status
PA's Office	Pending

Publication Requirements:**Publications:**

The Chronicle; November 6, 2025, and November 13, 2025;

The Daily Journal of Commerce (Seattle); November 6, 2025

OMWBE; November 6, 2025

Additional Copies:

Geoff Soderquist, Anders Pollman, Zelma Hammer, Robin Saline, PW

Cover Letter To: