

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

**IN THE MATTER OF:**

RESOLUTION NO. 20-404

ISSUING A REQUEST FOR PROPOSALS (RFP) TO  
PROVIDE DESIGN AND ENGINEERING FOR FISH  
PASSABLE STRUCTURES

**WHEREAS**, Lewis County Public Works anticipates needing a design and engineering consultant for Fish Passable Structures for projects including Rural Arterial Program (RAP), Federal Emergency Management Agency (FEMA), US Department of Housing and Urban Development (HUD) funded projects and Lewis County Transportation Improvement Program (TIP) listed projects; and

**WHEREAS**, Lewis County Public Works does not have the required resources to complete the design and engineering portions of these projects within the scheduled time; and

**WHEREAS**, Lewis County Public Works is soliciting proposals from consulting firms with expertise in design and engineering for fish passable structures; and

**WHEREAS**, publication to solicit for A & E professional services is needed to contract with a professional design and engineering consultant.

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

DONE IN OPEN SESSION this 16th day of November, 2020.



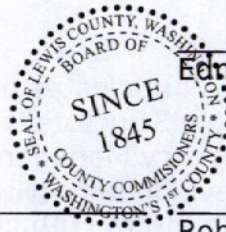
APPROVED AS TO FORM:  
Jonathan Meyer, Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

Amber Smith  
By: Amber Smith,  
Deputy Prosecuting Attorney

Gary Stamper  
Gary Stamper, Chair

ATTEST:



Edna J. Fund  
Edna J. Fund, Vice Chair

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

Robert C. Jackson  
Robert C. Jackson, Commissioner



## LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

### **Request for Proposal (RFP) to provide Design and Engineering for Fish Passable Structures**

Lewis County Public Works solicits interest from consulting firms with expertise design and engineering consultant for Fish Passable Structures for projects including Rural Arterial Program (RAP), Federal Emergency Management Agency (FEMA), US Department of Housing and Urban Development (HUD) funded project and Lewis County Transportation Improvement Program (TIP) listed projects.

Firms desiring consideration shall submit four copies of a complete proposal packet to Lewis County Public Works, 2025 NE Kresky Avenue, Chehalis, WA 98532, by 1:00 p.m. local time, Friday, December 11, 2020.

For more information about the project and submittal requirements contact Ann Weckback at 360-740-1440 or [Ann.Weckback@lewiscountywa.gov](mailto:Ann.Weckback@lewiscountywa.gov) or [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

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

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 200D-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 any contract entered into pursuant to this advertisement, disadvantaged 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, national origin, or sex in consideration for an award.

PUBLISH: The Chronicle, November 17 and 24, 2020  
The Seattle Daily Journal of Commerce, November 17 and 24, 2020  
Lewis County Web Site @ [www.lewiscountywa.gov](http://www.lewiscountywa.gov)



# **LEWIS COUNTY NOTICE TO CONSULTANTS FOR A & E Professional Services – Design and Engineering of Fish Passable Structures**

Lewis County Public Works, from here forward referred to as the County, is soliciting interest from consulting firms with expertise in the stream hydraulic analysis, wetland and stream delineation, design of fish passable structures, and stream channel restoration. 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. The agreement(s) will be for one (1) year in duration with an option to extend for an additional year by mutual agreement. The agreement amount is not anticipated to exceed \$200,000. If necessary, the agreement may be supplemented for additional time and/or money by mutual agreement.

## **PROJECT DESCRIPTION**

The County has multiple upcoming projects which have received or have the potential to receive grant funds in 2021 and 2022. These projects, if funded, will all require hydraulic assessments and design at a minimum. Project designs must meet all permitting requirements and utilize the most recent design guidance, standards, and regulations such as the WDFW's Water Crossing Design Guidelines (2013), the WDFW's Stream Habitat Restoration Guidelines (revised 2012), and the Integrated Streambank Protection Guidelines (2003). Upcoming projects may include:

The Berwick Creek at Labree Fish Passage Design (20-1103P), anticipated to be funded by the Salmon Recovery Funding Board (SRFB), would provide a design for the removal and replacement of the existing structure at milepost (MP) 0.46 of Labree Road. This project is located in Lewis County, WA; Section 9, Township 13N, Range 2W (Figure 1).

The Macomber Road Drainage Improvements Project, anticipated to potentially receive funds from FEMA, would provide designs for the removal and replacement of structures at MP 1.16 and 1.22 of Macomber Road. This project is located in Lewis County, WA; Section 2, Township 13N, Range 2W (Figure 2).

The Proffitt Road Drainage Improvements Project, anticipated to potentially receive funds from FEMA, would provide designs for the removal and replacement of structures at MP 0.13, 0.15 and 0.64 of Proffitt Road. This project is located in Lewis County, WA; Sections 22 and 23, Township 14N, Range 2W (Figure 3).

The Pleasant Valley Road Drainage Improvements Project would provide a design for the removal and replacement of a structure at MP 4.25 of Pleasant Valley Road as well



as the realignment/regrade of approximately 1,200 ft of channel. This projects is located in Lewis County, WA; Section 30, Township 13N, Range 2W (Figure 4).

The successful consultant will perform all necessary assessments and provide all required design documents as described in Section 1A, a detailed outline of the work necessary for these Tasks is provided in Section 1B. These projects will include cooperative project development and management with the County. At this time the scopes provided are general and are subject to change if deemed necessary in discussions between the Consultant and the County.

## **SUBMITTAL REQUIREMENTS**

A detailed description of the proposal requirements is contained in Section 1B of this document. Proposals will be evaluated and ranked based on the criteria outlined in Section 4 of this request for proposal (RFP).

**DEADLINE:** Proposals must be received no later than 1:00 p.m. local time, December 11, 2020, at the Lewis County Public Works office (2025 NE Kresky Avenue, Chehalis, WA 98532). Faxed copies will not be accepted. Due to current COVID-19 health and safety measures proposals may be submitted in .pdf form instead of hard copies. If submitting RFPs through e-mail please send to Tim Fife at [Tim.Fife@lewiscountywa.gov](mailto:Tim.Fife@lewiscountywa.gov) and cc [Ann.Weckback@lewiscountywa.gov](mailto:Ann.Weckback@lewiscountywa.gov).

## **SECTION 1A – Background and Purpose**

### **Existing Conditions**

#### **Berwick Creek at Labree Fish Passage Design (20-1103P)**

Currently, at this site there is an existing 12 ft wide x 5 ft tall precast concrete box culvert at MP 0.46 of Labree Road. This culvert is currently a partial barrier to fish.

The goal of the proposed project is to provide a design that once constructed will restore fish passage, reduce sedimentation, improve floodplain connectivity, and increase large woody debris within Berwick Creek. It is anticipated these goals will be achieved through implementation of the following:

- The project will restore immediate year-round access to 2.5 linear miles of habitat containing valuable spawning and rearing habitat for the Southwest Washington ESU of coho salmon and Southwest Washington DPS of winter steelhead trout as well as searun cutthroat and resident cutthroat trout.
- The project will reduce sedimentation by increasing the hydraulic opening and slowing velocities through the project area, thereby stabilizing the channel banks.
- The project will improve floodplain connectivity as increasing the hydraulic opening will allow waters to freely move through the channel into the floodplain.
- The project will increase large woody debris as pieces of large woody debris will be anchored within the project area to provide increased habitat complexity.



- Additional planting will provide increased riparian cover.

#### Macomber Road Drainage Improvements Project

Currently, there is an undersized 30-inch diameter precast concrete culvert at MP 1.16 and an undersized precast concrete double box culvert, consisting of two 6-ft wide x 3-ft wide openings, at MP 1.22 of Macomber Road. The culvert at MP 1.16 is a barrier to fish.

The goal of the proposed project is to restore fish passage and increase the hydraulic opening of these culverts to mitigate flooding in the area.

#### Proffitt Road Drainage Improvements Project

Currently, there is an undersized 36-inch diameter precast concrete culvert at MP 0.13, an undersized 40-inch precast concrete culvert at MP 0.15, and an undersized 13-ft wide x 8-ft tall corrugated metal squash pipe at MP 0.64 of Proffitt Road. These culverts are barriers to fish.

The goal of the proposed project is to restore fish passage and increase the hydraulic opening of these culverts to mitigate flooding in the area.

#### Pleasant Valley Road Drainage Improvements Project

Currently, there is an undersized 24-inch diameter precast concrete culvert at MP 4.25 of Pleasant Valley Road. This culvert is a barrier to fish.

The goal of the proposed project is to restore fish passage and increase the hydraulic opening of these culverts to mitigate flooding in the area.

## **SECTION 1B – Staff Proposed Scope of Work**

### **Task 1 – Project Management**

#### **A. Meet with the County**

These meetings will be used to review work to date, identify important issues and needs for additional data gathering and problem analyzing. Establishing expectations and interfaces, establishing and revising detailed scope of work, as needed, will also be included in these meetings.

### **Task 2 – Alternatives Analysis**

#### **A. Data Collection Efforts**

Perform 1) topographic survey; 2) a cultural resources investigation; 3) wetland delineation; 4) hydrologic, hydraulic and geomorphic analysis; and 5) geotechnical analysis prior to developing an alternatives analysis. The consultant shall determine the proper size of streambed materials as per the stream simulation design guidelines. It is anticipated that all of the aforementioned surveys/assessments will be needed for the Berwick Creek at Labree Fish Passage Design (20-1103P).



**Topographic Survey**

The consultant will provide surveying services to complete a topographic survey for the Berwick Creek at Labree Fish Passage Design (20-1103P).

The scope limits are approximately 230 feet of road frontage on Labree Road (55 ft to the north and 175 ft to the south). Cross section data will be collected at 50-foot station intervals and a detailed section of Berwick Creek will be collected, top, toe, channel, and embankment of each side of the channel at 25 foot intervals to show detail of the channel. The roadway will be profiled to show centerline, edge of pavement, edge of gravel, top, toe of embankment, and ground out to a maximum of 100 feet from the edge of roadway.

Trees 8 inches or larger will be surveyed and noted, with size and type. The existing culvert will be mapped for top, flow line, and size.

The survey will be conducted using the Lewis County control files and GIS data will be translated to match the Washington State Plane Coordinate System South Zone.

An AutoCAD drawing will be prepared with data points, break line, contours at 1-foot intervals, with a digital terrain model.

**Cultural Resources Investigation**

The consultant will provide cultural resources services for the Berwick Creek at Labree Fish Passage Design (20-1103P).

The consultant will conduct a records review of previous cultural resource surveys and previously recorded archaeological sites in the vicinity of the project area of potential effects. Research methodology shall be provided for consultation with the Department of Archaeology and Historic Preservation and potentially affected Tribes which includes proposed survey techniques to be used (pedestrian survey, shovel testing, trenching, etc.), proposed depths of testing, screen size, a description of what areas are covered under Executive Order 05-05 (API) and what activities will be covered under Section 106 (APE), and a description of how the reviewed surveys and findings within the area support the proposed methodology.

Potentially affected Tribes shall be invited to come out during proposed field survey. A survey shall be conducted using the provided survey methods. If archaeological materials or sites are identified the consultant shall complete an archaeological Site Inventory Form. Any site discovered will need to be delineated both vertically and horizontally within the API/APE. If an archaeological site may not be avoided it will need a thorough determination of eligibility.



All structures within the APE over 50 years of age need to be inventoried on a Historic Property Inventory Form. If historic structures will be affected conduct an eligibility evaluation<sup>1</sup>.

### **Wetland and Other Waters Delineation**

The consultant will provide Wetland Other Waters Delineation Services for the Berwick Creek at Labree Fish Passage Design (20-1103P).

The consultant shall delineate wetlands and jurisdictional drainages with the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region* (2010) and rating wetlands using the *Washington State Wetland Rating System for Western Washington* (2014 Update), or the most current guidance, assessing who will regulate delineated wetlands and waters, and determining appropriate buffers of each wetland and jurisdictional drainage as per applicable sections of the Lewis County Code pursuant to Chapter 17.38 and/or appropriate City Code.

The boundaries of wetlands and OHW of jurisdictional drainages shall be flagged in the field, along with data plots, for survey and verification. A map shall be prepared depicting the delineated wetlands and jurisdictional drainages, along with data plots, on an aerial photo base map for use by the Environmental Planner and County Surveyors.

In the event that there are properties within the Wetland and Other Waters Study Area where right-of-entry has been denied approximate boundaries of potential wetlands and jurisdictional drainages shall be depicted on the aforementioned map along with estimated wetland ratings or stream types to determine appropriate buffer widths.

### **Hydrologic, Hydraulic and Geomorphic Analysis**

The consultant will provide Hydrologic, Hydraulic and Geomorphic Analysis for the Berwick Creek at Labree Fish Passage Design (20-1103P).

The consultant shall conduct a site visit to examine with characteristics of the creek, culverts, and surrounding floodplain with respect to hydraulic, erosion and scour, and sediment transport processes. The purposes of this visit is to understand the site hydraulics and channel condition, with an emphasis on determining an appropriate fish passage water crossing solution. Field measurements will include identifying a reference reach, determining bankfull width, characterizing sediment size, estimating channel/floodplain roughness, documenting lateral and longitudinal erosion, and other relevant information to aid in the assessment and design of the proposed water crossing structure.

The consultant shall perform a comprehensive hydraulic study to model existing and proposed conditions (HEC-RAS 2D). The study area will extend upstream approximately 1000 linear feet and downstream 1000 linear feet to include evaluation of

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<sup>1</sup> The consultant shall upload any Historic Property Forms or Site Forms to WISSARD and leave them in draft status for RCO review.



the bridge/culvert, roads acting as weirs, homes currently being flooded during moderate storm events, and existing stormwater systems. The hydraulic study will utilize historic aerials and LiDAR data to determine historic channels, alcoves, and drainage patterns in this area. Additionally, historic channel levels should be extrapolated from these aerial photos.

### **Geotechnical Analysis**

The consultant will provide Geotechnical Analysis for the Berwick Creek at Labree Fish Passage Design (20-1103P).

The consultant shall complete two drilled borings at the proposed culvert location. Drill depths are assumed 40 ft below ground surface or shallower. Samples will be collected at 2.5-ft intervals. Consultant will monitor the borings and maintain logs of conditions encountered. Boring will be backfilled in accordance with the Washington State Department of Ecology and Lewis County requirements.

The consultant will evaluate the subsurface data and provide the following:

- A geological cross section of the proposed fish passage structure site.
- Recommendations for shallow foundation support of the proposed fish passage structure, including allowable bearing pressure, lateral earth pressures, and lateral resistance criteria.
- Recommendation for deep foundation support of structures, if needed, including allowable pile capacity versus embedment depth, estimated pile tip elevation, and a table of soil parameters of use in evaluating lateral loads on pile foundations.
- Recommendations for earthwork construction, including subgrade preparation, any anticipated difficulties with excavation, the reuse of onsite soils, temporary excavation stability, dewatering considerations, and structural fill placement and compaction.

All conclusions and recommendations will be provided in a written geotechnical report along with supporting documentation.

For all projects other than the Berwick Creek at Labree Fish Passage Design (20-1103P) a scoping meeting will determine which of these data collection efforts will be needed.

### **B. Conceptual Designs**

The consultant will work with County staff to develop water crossing stream designs. The consultant will provide conceptual design inputs, including stream alignment, typical sections, bankfull width, channel profile, streambed substrate gradation, bank/channel stabilization elements, and other pertinent criteria to meet County and WDFW design criteria. Consultant will provide 30% drawings for the preliminary design. 30 percent drawings will include the following for (3) structure options:

- Stream plan and profile and typical section
- Road plan and profile sketch
- Three structure options



Consultant will reference the following models and standards for design:

- Washington Department of Fish and Wildlife, "Water Crossing Design Guidelines"
- Washington Hydraulic Code Rules, WAC 220-660-190
- WSDOT, "Standard Specifications for Road, Bridge, and Municipal Construction"
- HEC-RAS Current Version

#### C. Alternatives Analysis

Please incorporate a brief bulleted list of pros and cons of each alternative along with planning level cost estimates.

#### D. Public Meeting

For Proffitt Road Drainage Improvements Project a public meeting will be held after conceptual design alternatives are developed to answer any questions that stakeholders may have. Stakeholder inputs will be considered when selecting the preferred alternative.

This task, Task 2D, is not anticipated to be needed for any of the other proposed projects.

### **Task 3 – Preliminary Design and Report**

#### A. Preliminary Plans

Once stakeholders have been presented with the conceptual designs (3 to 7) and a preferred alternative has been chosen, the designs will be further developed to preliminary plans (60 percent). The preliminary plans shall include an existing site plan, project site plan view drawings, and structural design details, if appropriate. Designs shall include a description of the design and a plan view drawing of each existing site condition with the proposed project projected on accurately scaled plans. The plan view drawing must include: an area/location map; property boundaries; landownership; roads or other infrastructure as appropriate; scale; north arrow; waterbodies and direction of flow; bank-full width; wetlands; and approximate dimensions of proposed elements.

Preliminary (60%) Construction Plans will be developed to reflect the preferred stream alignment and will include the following sheets (formatted at 11"x17" sheet size):

- Cover Sheet
- Legend
- TESC and Dewatering Plan
- Structure Plan and Profile
- Stream Plan and Profile
- Stream Planting Plan
- Roadway Plan and Profile
- Road Section and Details



#### B. Design Report

A design report shall be developed for preliminary plans for Berwick Creek at Labree Fish Passage Design (20-1103P) which provides the following:

1. An explanation of the purpose of the project and its specific habitat restoration goals.
2. A characterization and analysis of the existing conditions that may be relevant to project design.
3. An identification, description, and evaluation of design alternatives considered for achieving the project goals and objectives.
4. A description of the preferred alternative and the rationale for choosing this alternative.
5. A listing of specific design criteria that defines the intent and expectations for each project element.
6. A description of regulatory and/or other public consultation activities carried out and how the review comments from agencies and other stakeholders were addressed in the preliminary design.
7. Construction quantities, a preliminary cost estimate, and construction feasibility analysis.
8. Analytical and Model design inputs and outputs.

### **Task 4 – 90 Percent Plans and Cost Estimate**

#### A. 90 Percent Design Report and Plans

Once the preliminary plans have been commented on by the County as well as the technical review team and stakeholders, if applicable, the plans shall be further developed to 90 percent design (formatted at 11"x17" sheet size).

All in-water work areas (based on 90 Percent Plans) shall be provided as 8.5"x11" drawings which provide the information requested on the USACE Seattle District Drawing Checklist. A table must also be provided which provides a breakdown of all materials to be excavated out or placed in a Wetland or Waterbody. For each wetland or waterbody list amounts of each material and the area to be affected both above and below ordinary high water (OHW). If the project is within the FEMA effective 100-year floodplain, this breakdown should be further broke down to amounts/area below OHW, amounts above OHW within the 100 year floodplain, amounts above, or outside, the 100 year floodplain. Materials below OHW should include anything below the elevation of OHW within the horizontal limits of OHW. This number should not include amounts or areas within the roadway prism which is defined as the area, within the constructed roadway that is, higher in elevation than adjacent undeveloped lands.

#### B. Estimated Construction Quantities and Costs

A detailed list of work items shall be included and quantities calculated for construction of the preferred alternative.



## **Task 5 – 100 Percent Plans and Design Report, Special Provisions and Cost Estimate**

County comments will be incorporated into the Final Plans and Final Design Report, Special Provisions and Cost Estimate for the County's use in bidding the project for construction. The 90 percent construction cost estimate will be refined to reflect the 100% Design and additional items will be added to reflect the increased level of design detail. Unit bid prices will be updated based on the current bidding climate and current bid tabulations.

Draft (100%) Construction Plans will be developed to reflect the preferred project and will include the following sheets (formatted at 11"x17" sheet size):

- Cover Sheet
- Summary of Quantities
- Legend
- TESC and Dewatering Plan
- Structure/Stream Excavation Plan
- Structure Plan, Profile and Details
- Erosion and Scour Protection Plan
- Stream Plan, Profile and Sections
- Large Woody Debris and/or Other Habitat Elements Details
- Planting Plan and Details
- Roadway Plan and Profile
- Road Section and Details
- Right of Way Map (to be provide by Lewis County)
- Traffic Control Plan (to be provided by Lewis County)

County comments will be incorporated into the Final 100 Percent Plans. Any CADD data and/or GIS data prepared by the Consultant shall also be provided to the County.

## **Task 6 – Project Coordination and Documentation**

- A. Progress Reporting  
Prepare and submit progress schedules.
- B. Meetings  
In order to keep information current and relevant, meetings will be scheduled monthly between Lewis County and the consultant.

## **Task 7 – Construction Support**

For Berwick Creek at Labree Fish Passage Design (20-1103P) it is anticipated that construction support may be needed. Construction Support includes traveling to or from the site or meetings during construction, overseeing the contractor, responding to requests for information, providing additional design details, and other office related support.

This task, Task 7, is not anticipated to be needed for any of the other proposed projects.



## **SECTION 2**

### **CONSULTANT INFORMATION**

- 2.1 Consultant Responsibilities. The selected Consultant shall be responsible for all services outlined in the proposal whether the Consultant or his/her representative produces them.
- 2.2 County Responsibilities. Right-of-Entry agreements for all private properties within the study area limits will be the responsibility of Lewis County. Lewis County will also provide survey data, Right of Way (ROW) data, and traffic control plans.
- 2.3 Contract Payment Schedule
  - a. The consultant generated invoice billing statement must include a summary of progress made through the date of billing.
  - b. A progress report shall be submitted with each billing statement. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work task. All billings shall be in accordance with Lewis County standards.
- 2.4 Project Schedule and Progress Reports
  - a. The successful Consultant shall begin work by attending an orientation meeting provided by County to take place approximately ten (10) working days following the execution of the contract.
  - b. Written monthly progress reports shall accompany billings submitted to the County.
  - c. The Consultant will make oral indications of progress when requested. Oral reports will indicate current status of the project and will be used as an early identification of problems that may hinder the project. Identified problems should be detailed in writing. All written correspondence should be directed through the Project Engineer.
- 2.5 Insurance Requirements
  - a. The Consultant will provide stipulated coverage pursuant to contract provisions as stipulated in Appendix 31.79 of the current edition of "Local Agency Guidelines" WSDOT.
- 2.6 Contract Requirements
  - a. The Consultant will be required to enter into a contract with County using Appendix 31.79 of the current edition of "Local Agency Guidelines" (WSDOT) as the basis of the agreement between the Consultant and County.
  - b. The partners agree to develop and maintain effective communication and a thorough project understanding so that these issues can be accommodated with minimal impact to project quality, schedule, and budget.



## **SECTION 3**

### **PROPOSAL INSTRUCTIONS**

#### **3.1 General Information**

- a. The Consultant must submit a proposal for the end results that are set forth in the RFP. The proposal shall describe the qualifications of the Consultant and provide a listing of similar projects completed in the past five years, a listing of project team members and qualifications, and a listing of references with contact information. Any professional staff necessary to conduct the required project scope must be available to support successful completion of the contract scope of work.
- b. Sub-consultants proposed to be used by the Consultant shall be listed in the proposal and shall be subject to approval of the County.
- c. The proposal shall be submitted for professional services. The proposal shall be limited to twenty (20) pages total including title page and table of contents and include evaluation information listed in subsection 4.3 and 4.4 of this document. Font shall be ARIAL, 12 point.
- d. Pages shall be double-sided (10-sheets) with minimum of one-inch side and top margins. Direct the submittals to:  
Tim Fife, County Engineer; Lewis County Public Works; 2025 NE Kresky Avenue; Chehalis, WA 98532

#### **3.2 Closing Date for Submittal of Proposals**

- a. Five copies of the Proposal must be received not later than 1:00 p.m. local time, December 11, 2020.
- b. The proposal may require 15 days for evaluation. The County may request the Consultant to make an oral presentation to the selection committee in support of the proposal.

#### **3.3 Proposal Acceptance**

The successful Consultant will be expected to enter into a contract specifying payment methods as allowed by the Local Agency Standard Consultant Agreement. Please refer to WSDOT standard consultant agreement found in Appendix 31.79 of "Local Agency Guidelines", WSDOT current edition.

#### **3.4 Right of Award or Rejection**

The proposal shall specifically stipulate all terms and conditions contained in the RFP. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. County reserves the right to reject any or all proposals.

#### **3.5 Costs**

County is not liable for any costs incurred by the Consultant in the preparation or presentation of the statement of qualifications.



### 3.6 Inquires

Questions that arise during preparation of the proposal shall be handled by Ann Weckback, 360-740-1440. A proposal list will be developed (for all interested responders) and all questions & answers will be posted during the advertisement period.

### 3.7 Protest of Contract Award

Protests concerning the consultant selection process must be delivered in writing to the Lewis County Director of Public Works within fourteen (14) days of the award announcement. The Director will review the protest, contact all parties involved, and recommend the appropriate action to the BOCC. The Commissioner's decision will be the final County position. The final decision will be presented to all interested parties within 45 calendar days of receipt of the protest.

## SECTION 4 PROPOSAL EVALUATION

### 4.1 General Information

- a. County will award the contract to the most qualified Consultant whose proposal is deemed to be in the best interests of the County.
- b. A selection committee will be appointed to evaluate the statements received. The committee will evaluate each of the criteria listed in subsection 4.3 and 4.4 for the purpose of ranking proposals.

### 4.2 Proposal Evaluation

The Consultant selection process will be conducted in two phases. The first phase will consist of a panel of reviewers who will individually review all submittals independently using a set of review criteria. The review panel will then meet to finalize their selection ranking. Their findings will be forwarded to the County Engineer for review. The County Engineer will review the scores of the selection committee and determine if consultant interviews are required. If interviews are desired, the project manager will appoint an interview selection committee. Consultant selection will be based on consensus amongst the selection committee.

### 4.3 Review Criteria

EVALUATION CRITERIA	WEIGHT
Qualifications and experience of personnel assigned to project	15 points
Recently completed similar projects	25 points
Past performance/references	10 points
Availability and response time	20 points
General evaluation of the proposal in meeting objectives	30 points



#### 4.4 Criteria Explanation

- a. Qualifications and experience of personnel assigned to project, including sub-consultants, on projects with other government agencies within the last five years including:
  - ☐ Extent of principal and project manager involvement
  - ☐ Qualifications and relevant individual experience
  - ☐ The team's expertise in relation to all phases of the project
  - ☐ Project managers' experience with project requirements
  - ☐ Approximate number of people to be assigned to the project
  - ☐ Quality assurance review responsibility
  - ☐ A stipulation that key personnel will not be removed from the contract without prior approval of Lewis County
- b. Recently Completed Similar Projects
  - ☐ Projects completed that are similar in scope of work
  - ☐ County or City projects that are similar in Washington State.
- c. Past Performance/References
  - ☐ List contact person, agency, phone number, address, and project. Describe the specific problems that were encountered and explain the methodology and action plan (include requirements and software) to overcome them.
- d. Availability and Response Time
  - ☐ Estimate the number of hours per month in which team members would be available.
  - ☐ Estimate turnaround time on comments.
- e. Familiarity with the WSDOT standard contract agreement
  - ☐ Does your firm have a current WSDOT overhead audit
- f. General Evaluation of the Submitted Proposal in Meeting Proposal Objectives
  - ☐ Is the proposal clear and concise?
  - ☐ What is the probable ease and ability of the consultant to coordinate with the project and County staff?
  - ☐ What is the firm's experience with Lewis County or other Counties in Washington State?

#### 4.5 Selection

- a. A final recommendation for selection will be made to the Public Works Director following review and rankings of the proposals. Consultant selection will be carried out under Washington State Local Agency Guidelines Section 31.
- b. RFP's are anticipated to take approximately 15 working days to evaluate.
- c. Follow-up interviews with consultants NOT selected may be arranged with County following successful contract award to the selected consultant.



#### 4.6 Pre-contract Clarification

The apparent selected Consultant will be required to review its proposal with County. The County reserves the right to require any clarification or alterations it deems necessary in the Consultant's assignment or resources, or in the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to contract execution and will become part of the final Consulting contract.

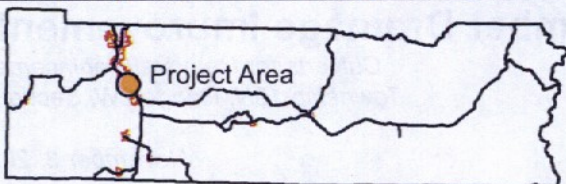
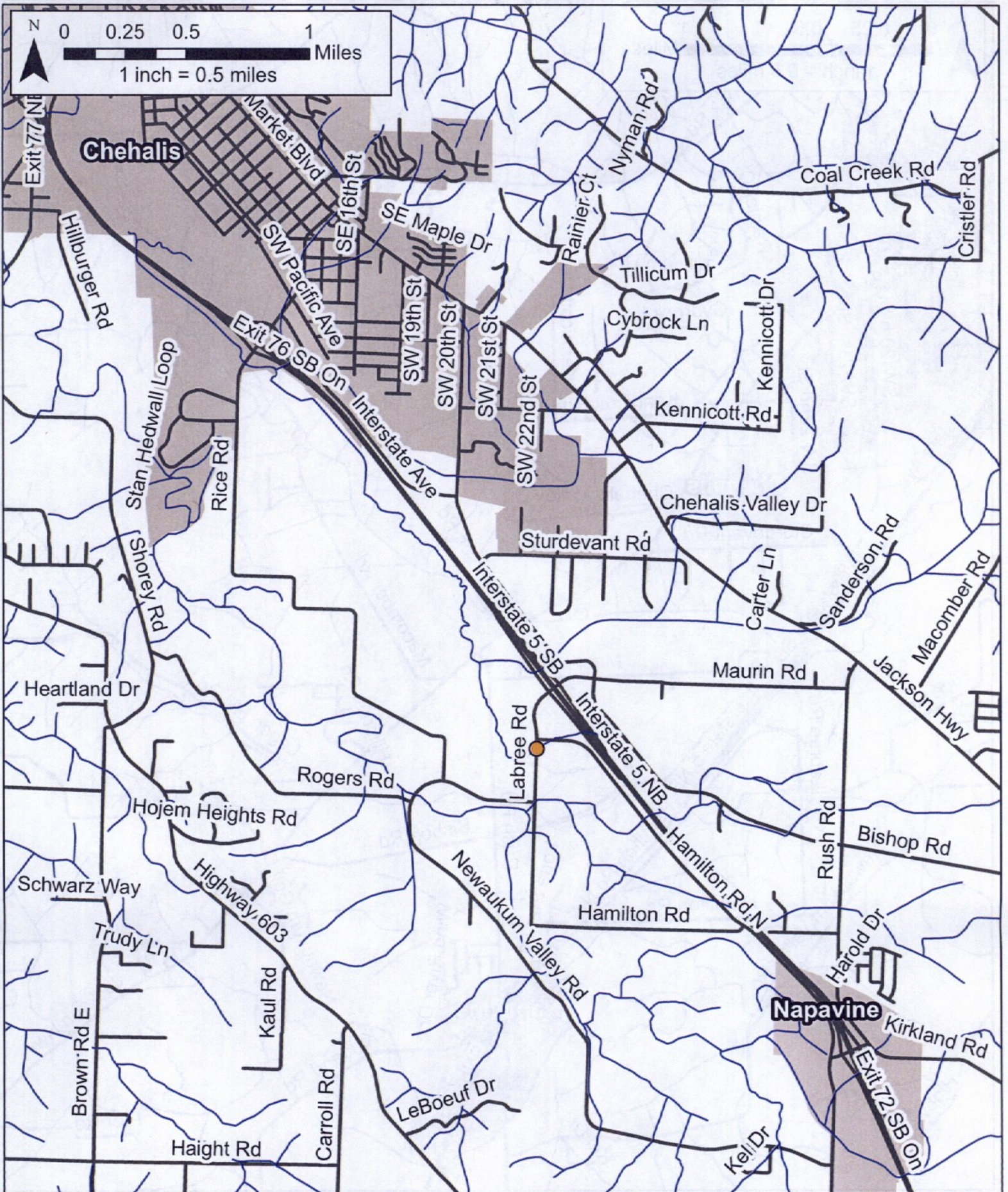
#### 4.7 Schedule

Task	Desired Timeline
Proposal Due	December 11, 2020
Proposal Review	December 28, 2021
Contract Negotiations	January 11, 2021
Notice to Proceed	January 19, 2021

4.8 Project Contact: Ann Weckback, 360-740-1440

4.9 Proposals must be received no later than 1 p.m. local time December 11, 2020.



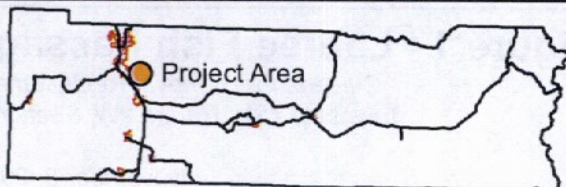
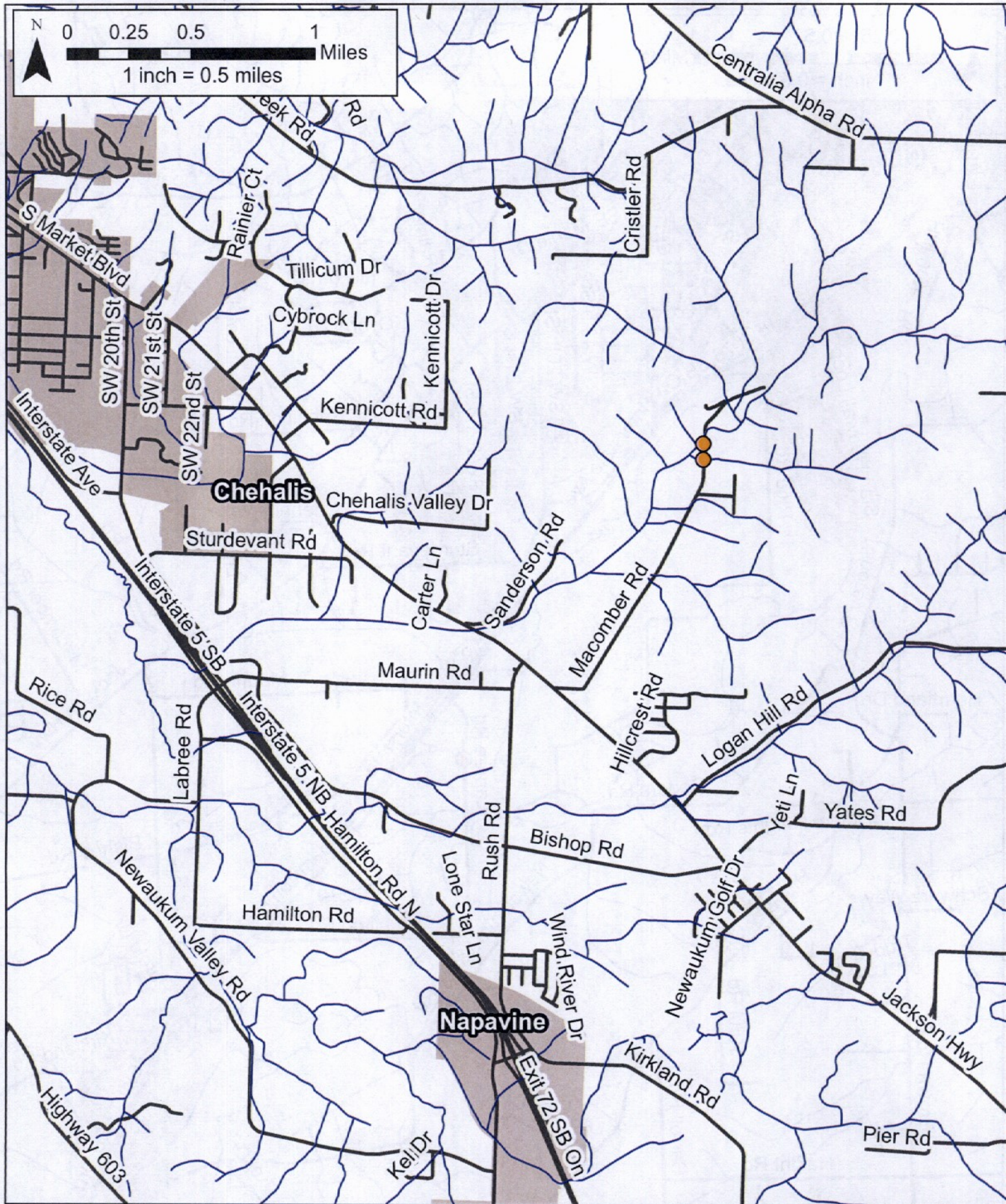


**Figure 1 - Labree Fish Passage**

*Culverts for Removal/Replacement  
Township 13N, Range 2W, Section 9*

November 3, 2020



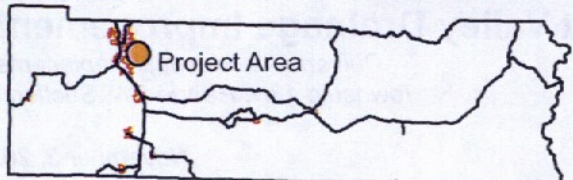
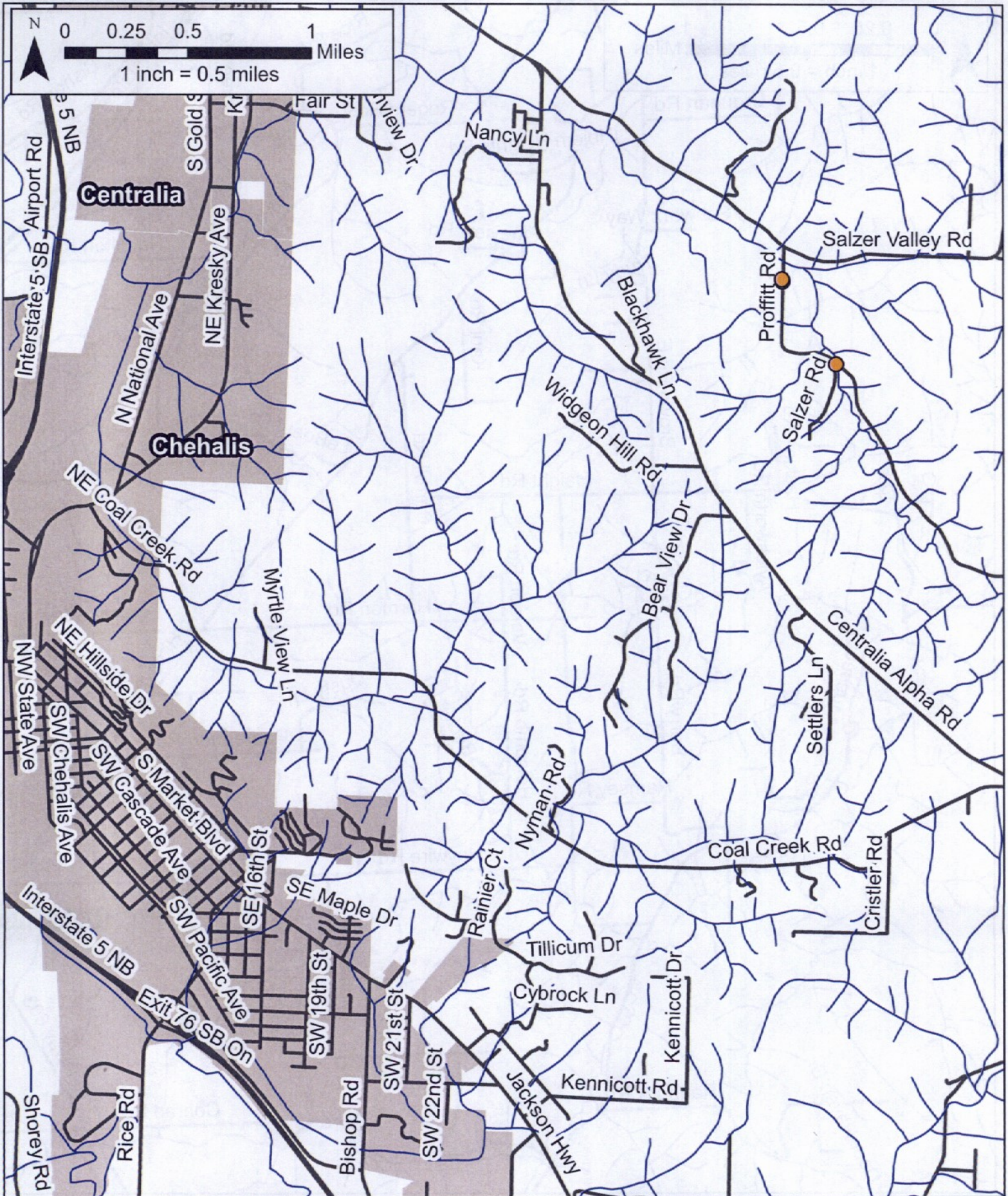


**Figure 2 - Macomber Drainage Improvements**

*Culverts for Removal/Replacement  
Township 13N, Range 2W, Section 2*

November 3, 2020

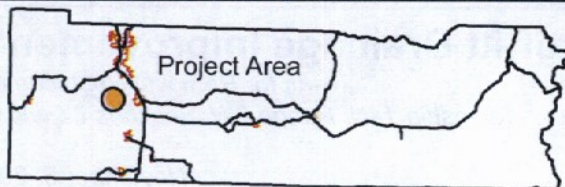
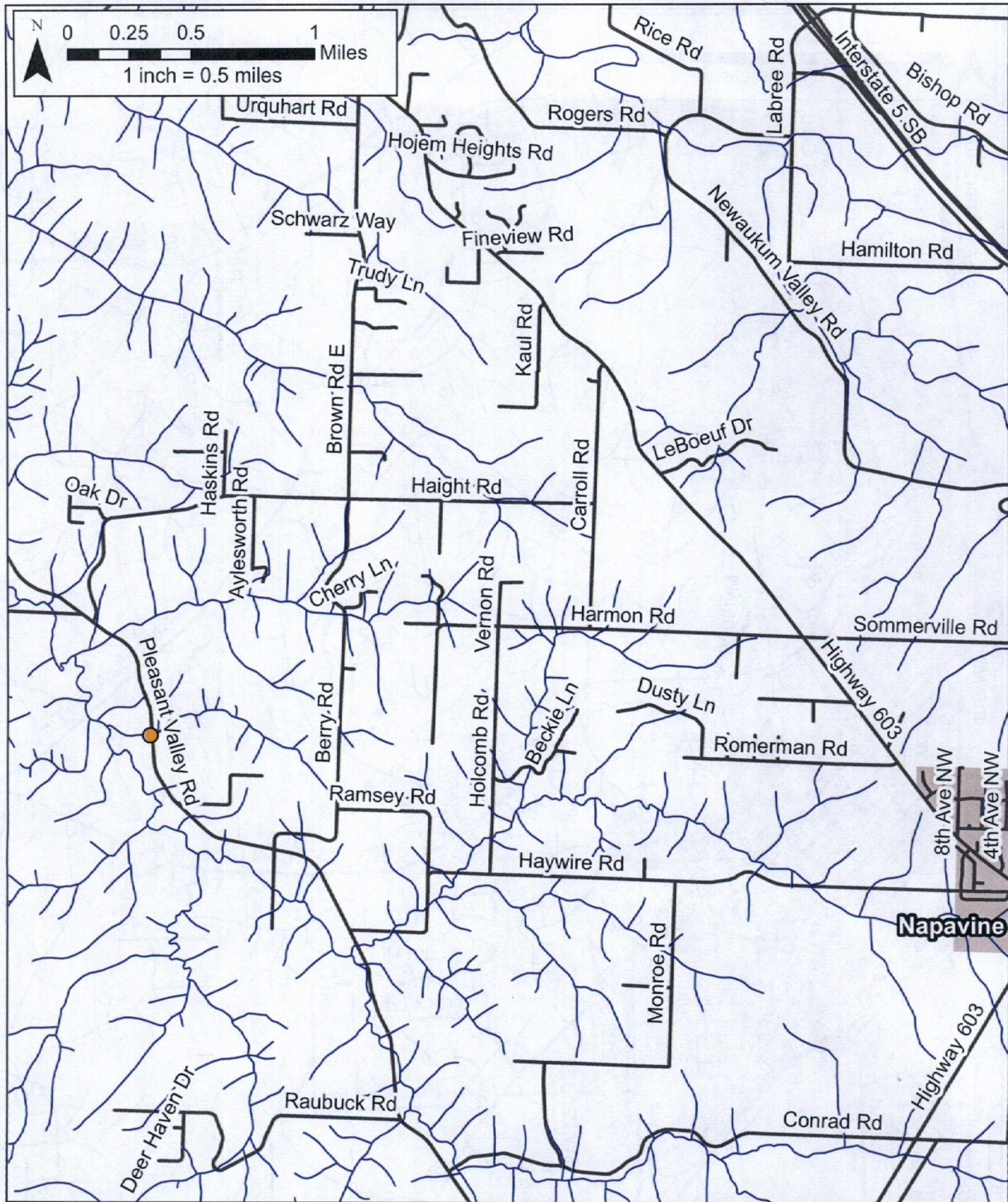




**Figure 3 - Proffitt Drainage Improvements**

*Culverts for Removal/Replacement  
Township 14N, Range 2W, Sections 22 and 23*





**Figure 4 - Pleasant Valley Drainage Improvements**

*Culverts for Removal/Replacement  
Township 13N, Range 2W, Section 30*

November 3, 2020



# BOCC AGENDA ITEM SUMMARY

**Resolution:**

**BOCC Meeting Date:** Nov. 16, 2020

**Suggested Wording for Agenda Item:**

**Agenda Type:** Legal Notice

Issuing a Request for Proposals (RFP) to provide design and engineering for Fish Passable Structures for projects including Rural Arterial Program (RAP), Federal Emergency Management Agency (FEMA), US Department of Housing and Urban Development (HUD) funded projects and Lewis County Transportation Improvement Program (TIP) listed projects

**Contact:** Tim Fife

**Phone:** 360-740-2711

**Department:** PW - Public Works

## Description:

A Request for Proposals (RFP) is to be issued to retain a professional design and engineering consultant for Fish Passable Structures for projects including Rural Arterial Program (RAP), Federal Emergency Management Agency (FEMA), US Department of Housing and Urban Development (HUD) funded project and Lewis County Transportation Improvement Program (TIP) listed projects. The proposals must be received no later than 1:00 p.m. local time, December 11, 2020, at the Lewis County Public Works office (2025 NE Kresky Avenue, Chehalis, WA 98532).

## Approvals:

User	Status
PA's Office	Pending

## Publication Requirements:

### Publications:

The Chronicle November 17 and 24, 2020.  
The Seattle Daily Journal of Commerce  
November 18 and 25, 2020

## Additional Copies:

Ann Weckback, Tina Hemphill, Michelle Steepy, Kim Amrine, Rose Williams, PW

## Cover Letter To: