



# **KITTITAS COUNTY**

## **DEPARTMENT OF PUBLIC WORKS**

Mark Cook, Director

### **REQUEST FOR STATEMENT OF QUALIFICATIONS**

#### **For Consulting Services Relating to Professional Civil, Structural, and Construction Engineering Services**

**ADVERTISEMENT:** Friday November 18<sup>th</sup> 2016 through Friday December 8<sup>th</sup> 2016

**All submittals received after 10:00 AM Friday December 8<sup>th</sup> 2016 will be discarded**

#### **PURPOSE:**

Kittitas County is requesting Statement of Qualifications (SOQ) from qualified professionals for on-call consulting services relating to Civil, Structural, and Construction Engineering services. The consultant(s) will provide a variety of on-call services to the County as projects are budgeted for development. The on-call contract will be for two years (2) with an opportunity for one one-year extension if mutually agreed upon and approval is obtained by the Board of County Commissioners. The County will likely select more than one consultant to provide these services.

The County provides no guarantee that any projects will become available. However, as projects develop the County may need the services of hired consultants with expertise in the following areas:

- Civil Engineering and Design Services
- Structural Engineering Design and Inspection Services
- Construction Management
- Project Scheduling
- Outreach and public involvement activities

#### **SCOPE OF PROJECT:**

##### **1. Civil Engineering Services**

The consultant must be able to provide engineers, drafters, and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to, survey data collection and preparation of project designs including roads, retaining walls, safety elements, hydraulics, soils and paving, and other transportation facilities and features.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. Successful experience in detailed designs from the preliminary design through final construction documents.
- B. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, design and documentation procedures.

- C. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- D. Demonstrate the knowledge and ability to identify design and constructability conflicts prior to final design and facilitate review processes to avoid preventable design errors.
- E. Successful experience delivering projects in a streamlined fashion to reduce scope schedule and budget.
- F. The consultant must demonstrate the ability to manage projects and coordinate with other design team members, utility departments, and Kittitas County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
- G. The consultant must assist in the preparation of addendums, review of shop drawings and submittals support the bid and award process and prepare final as-built records.
- H. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- I. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- J. Ability to support and collect various survey needs including survey control establishment, topographic collection, construction staking, and monumentation work.

## **2. Structural Engineering Services**

The consultant must be able to provide engineers, drafters, inspectors, and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to preparing bridge and structural designs, producing bridge load ratings and load limits, support and provide guidance/recommendations on identified bridge deficiencies and repairs, and conduct bridge inspections in accordance with FHWA National Bridge Inspection Standards.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. Successful experience in detailed designs from the preliminary design through final construction documents.
- B. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, design, structural inspection requirements, and documentation procedures.
- C. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- D. Demonstrate the knowledge and ability to identify design and constructability conflicts prior to final design and facilitate review processes to avoid preventable design errors.
- E. Successful experience delivering projects in a streamlined fashion to reduce scope schedule and budget.
- F. The consultant must demonstrate the ability to manage projects and coordinate with other design team members, utility departments, and Kittitas County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
- G. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- H. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- I. Demonstrate a thorough understanding of the NBIS reporting standards.

**3. Construction Engineering Services**

The consultant must be able to provide engineers, inspectors, and other related support and professional staff for on-call consulting to Kittitas County. These services may include but are not limited to, inspecting the construction of roads, structural features, retaining walls, safety elements, hydraulic projects, soils and paving, and other transportation facilities and features.

The consultant must demonstrate competence and qualifications related to the services performed including:

- A. The consultant must have extensive experience with the Federal Highway Administration and the Washington State Department of Transportation publications, standards, inspection and documentation procedures.
- B. The consultant must possess strong knowledge in local government contracting procedures, and engineering guidelines such as local codes, and AASHTO engineering publications.
- C. Demonstrate the knowledge and ability to inspect construction activities for compliance with the plans and specification packages, and track materials, pay items, and daily work all while documenting it per State and Federal requirements.
- D. The consultant must demonstrate the ability to manage construction projects and coordinate with other team members, utility departments, and Kittitas County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
- E. Ability to respond to unexpected as well as regularly scheduled requests for services with minimal delay.
- F. Ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.

**PROCEDURES FOR SUBMITTAL:**

If you wish to be considered for on-call work under this SOQ, you must be a registered consultant on the Municipal Research and Service Center of Washington – Shared Small Works and Consultant Roster ([www.mrscroster.org](http://www.mrscroster.org)).

If interested in providing on-call services to the County, submit a sealed envelope to Lucas Huck, Kittitas County Engineer, at 411 N. Ruby St. Suite 1, Ellensburg WA 98926 by 10:00 am on December 8<sup>th</sup> 2016 indicating your interest and which services, or any combination thereof which you would like to be considered for. Submittals shall include a one page cover letter with the firm name as listed on the MRSC web site, contact information, and list of which services you'd like to provide. Submittals shall also include three copies of your Statement of Qualifications describing the firm's or team's ability to professionally provide the aforementioned services.

For your records, the County will provide a confirmation email to the contacts provided in the submittal confirming receipt of your interest in the proposal. Submittals received after 10:00 AM on December 8<sup>th</sup> 2016 will be disregarded.

Kittitas County will build an internal interview committee, invite three to six firms to interview for the on-call services as listed in this SOQ, and then provide recommendations to the Public Works Director for firm selections. Kittitas County encourages disadvantaged, minority and women owned consultant firms to respond.

The County reserves the right to reject any and all submittals.

**SELECTION PROCESS AND PROPOSED SCHEDULE:**

Kittitas County selection will be based upon:

1. The firm's or team's qualifications, experience and ability to perform the work;
2. Demonstrated experience with similar projects;
3. Ability to apply creative solutions to complicated projects;
4. Demonstrated ability to keep projects on time and within budget;
5. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies;
6. The firm's ability to scale the work and allocate appropriate resources resulting in the most efficient use of County funds.
7. Responsiveness to this request for qualifications.

Anticipated Dates	Tasks
December 8 <sup>th</sup> 2016 at 10:00 AM	Deadline for SOQ submittals
December 23 <sup>rd</sup> 2016	Selection of Firms to Interview
January 9 <sup>th</sup> 2017	Interviews and Reference Checks
January 16 <sup>th</sup> 2017	Select firms, negotiate, and prepare contracts
February 7 <sup>th</sup> , 2017	BOCC Award of Contracts

The above noted schedule is tentative and may be changed based on the number of proposals submitted. Proposals will be evaluated immediately with final selection targeted for mid-January, 2016.

**AGREEMENT OF SERVICES:**

The selected consultant(s) will be expected to enter into a standard Professional Services Agreement. Insurance requirements are included in that agreement. The contract period shall be for on-call services for up to three (3) years.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect (509-962-7523).

Kittitas County reserves the right to accept or reject any and all proposals or any items or part thereof or to waive any information or irregularities in the proposals. Kittitas County shall have the sole discretion to determine the most responsible proposal.

Kittitas County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

**INQUIRIES:**

Direct all inquiries regarding this request for services to Mark Cook Director of Public Works or Lucas Huck Kittitas County Engineer at (509) 962-7523, or via e-mail:

Mark Cook  
[Mark.Cook@co.kittitas.wa.us](mailto:Mark.Cook@co.kittitas.wa.us)

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