

**SKAGIT COUNTY PUBLIC WORKS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING SERVICES FOR NON-FEDERALLY FUNDED
CAPITAL PROJECTS ON AN AS-NEEDED BASIS**

**MUST BE AN APPROVED CONSULTANT ON THE MUNICIPAL RESEARCH AND
SERVICES CENTER MRSC ROSTER IN ORDER TO SUBMIT QUALIFICATIONS FOR THIS
PROJECT <http://www.mrscrosters.org>**

NOTICE IS HEREBY GIVEN that the Skagit County Public Works Department invites the submittal of written Statements of Qualifications from qualified Consultants listed on the MRSC Roster (Civil, Geotechnical, and Transportation/Traffic Engineering), who are interested in providing the Engineering Division of Skagit County Public Works Professional Engineering Services on an as needed basis for non-federally funded capital road projects.

PROJECT DESCRIPTION:

The Consultants chosen will provide Professional Engineering and Design Services for the Engineering Division of Skagit County Public Works. The County makes no guarantee that any projects will become available during the term of the contract. Solely dependent on County's staffing and financial capacity, the County may require the services of hired Consultants with the following expertise:

- General Engineering (Including Civil, Structural)
- Cultural Resources Investigations
- Geology/Geotechnical Engineering
- Transportation and Traffic Engineering

The work to be performed by the Consultant may consist of preparation of plans, specifications, and estimates (PS&E) and/or technical reports and/or field investigations for any of the disciplines listed above and other work as assigned. Consultants are encouraged to submit for multiple disciplines if your firm is adequately qualified to do so. Subconsultants will not be considered.

All road related work will be completed in conformance with the current versions of the Skagit County Road Standards, the Skagit County Code, the Washington State Department of Transportation's Design Manual, the Standard Specifications for Road, Bridge, and Municipal Construction, and the Manual for Uniform Traffic Control Devices. All other work shall be completed in accordance with applicable standards, or as defined by the Task Assignment.

SUBMITTAL:

The submittal package shall be limited to a one-page cover letter and a maximum of six (6) pages of qualifications (single-sided, letter size), stating your firm's qualifications. The cover letter shall include the following information: Firm name, address, phone number, and email address; Name of Principal-in-Charge, Project Manager, and Key Personnel. Submittals that exceed the maximum number of pages, or do not include the specified data, will not be accepted.

Please submit your Statement of Qualifications to Brenda Olson, Skagit County Public Works via email at: brendao@co.skagit.wa.us by **September 16, 2024, no later than 4:00 p.m.** No submittals will be accepted after that date and time. Any questions regarding this project shall be directed to Tom Weller, P.E. at (360) 416-1447, or by email at tweller@co.skagit.wa.us.

SUBMITTALS FOR EACH LISTED DISCIPLINE WILL BE EVALUATED AND RANKED BASED ON THE FOLLOWING CRITERIA:

1) Key personnel; 2) Experience with PS&E contracts/technical reports/field investigations prepared for a Public Agency; 3) Experience with the disciplines as stated; 4) Approach to carrying out the discipline of expertise applied; 5) Ability to meet schedule; 6) Familiarity with relevant codes and standards; 7) Past performance/references. Selection will be made on qualifications as submitted. The highest-ranking firms will be interviewed. The two highest ranking interviewed Consultants for each of the three disciplines will be invited into contract negotiations with the County.

CONTRACT TYPE AND PAYMENT METHOD:

Skagit County will use a Personal Services Agreement for the contract with the selected Consultants for an initial term of two (2) years, with the option to amend for up to two (2) additional successive terms of one (1) year each. In no event shall the contract continue for more than a total of four (4) years from the date of execution. Work completed under this agreement shall be by approved Task Assignment basis only. All approved Consultant work shall be invoiced monthly and shall be reimbursed by check as issued by Skagit County.

ESTIMATED PROJECT SCHEDULE:

Advertise RFQ	August 29, 2024
Deadline for submitting questions	September 9, 2024 @ 4:00 p.m.
Answers Posted	September 11, 2024 @ 4:00 p.m.
<i>(Questions & Answers posted in project page on https://www.skagitcounty.net/Departments/Rfp/)</i>	
Deadline for submitting SOQs	September 16, 2024 @ 4:00 p.m.
Review and rank SOQs	September 17-23, 2024
Consultant selection interviews	September 30-October 4, 2024
Consultant selection / Begin contract negotiations	October 7, 2024

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:


Skagit 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 Tom Weller at tweller@co.skagit.wa.us or calling (360) 416-1400.

TITLE VI STATEMENT:

The Skagit 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 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.

For questions regarding Skagit County’s Title VI Program, you may contact the Public Works Department’s Title VI Coordinator, Michael See, at (360) 416-1400.

Skagit County reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time.



Grace Kane, P.E., Public Works Director/County Engineer