

**SKAGIT COUNTY PUBLIC WORKS  
REQUEST FOR QUALIFICATIONS  
PROFESSIONAL ENGINEERING AND ENVIRONMENTAL 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 from the MRSC Roster, who are interested in providing Professional Engineering and Environmental Services for the Engineering and Ferry Divisions of Skagit County Public Works on an as needed basis for non-federally funded capital road projects.

**PROJECT DESCRIPTION**

The Consultants chosen will provide Professional Engineering, Design, and Environmental Services for the Engineering and Ferry Divisions of Skagit County Public Works on an as needed basis for non-federally funded capital projects. 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 need the services of hired Consultants with the following four categories of expertise:

1. Environmental Consulting Support including:
  - Biological Assessment and Evaluation
  - Comprehensive Environmental Review and Permitting
  - Critical Areas Assessment, Mitigation and Restoration
  - Environmental Impact Assessment
  - Environmental Studies
  - Water Resources Consulting
  - Wetland Delineation and Reporting
2. Hydrologic and Hydraulic Services Support including:
  - Basin Modeling – Hydrology/Hydraulics
  - Hydraulic Design
  - Erosion Control/Streambank Stabilization
3. Rewriting County Road Standards & Private Sector Development Review including:
  - Development Plan Review & Inspection
  - Development Regulation, Codes, & Zoning
  - Stormwater Research & Management
4. Guemes Ferry Design Services Support including:
  - Ferry System Planning and Facility Design
  - Marina & Coastal Engineering
  - Marine Engineering

The work to be performed by the Consultants 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.

Any road related work will be completed in conformance with the current versions of Skagit County Road Standards, Skagit County Codes, the Washington State Department of Transportation 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 for the discipline, or as defined in the Task Assignment.

**SUBMITTAL:**

Cover letter shall include the following information: Firm name, phone number, and email address; Name of Principal-in-Charge, Project Manager, and Key Personnel. The submittal package shall be limited to a total of seven (7) pages: one page cover letter and a maximum of six (6) pages stating qualifications (single-sided, letter size). Submittals that exceed the maximum number of pages or do not include the specified data will not be accepted.

**Please note:** Skagit County expects a single firm to provide all disciplines within each selected category listed above. Firms can submit for one or more of the four categories, but do not need to submit multiple times. Please specify in your cover letter for which disciplines you would like to be considered.

Please submit your Statement of Qualification to Bethany Zimmerman, Skagit County Public Works via email at: [bethanyz@co.skagit.wa.us](mailto:bethanyz@co.skagit.wa.us) by **October 21, 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. by email at [tweller@co.skagit.wa.us](mailto:tweller@co.skagit.wa.us).

**SUBMITTALS WILL BE EVALUATED AND RANKED BASED ON THE FOLLOWING CRITERIA:**

1) Key personnel; 2) Experience with On-Call contracts/reports/PS&E preparation for a Public Agency; 3) Experience with disciplines stated above; 4) Approach to carrying out the discipline of expertise applied; 5) Ability to meet schedule and budget; 6) Familiarity with relevant codes and standards; 7) Past performance/references. Selection will be made on qualifications submitted and the highest-ranking firms will be interviewed. Of the interviewed firms, the two highest ranking firms 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 only. All approved Consultant work shall be invoiced monthly and shall be paid by check as issued by Skagit County.

**ESTIMATED PROJECT SCHEDULE:**

Advertise RFQ	October 3, 2024
Deadline for questions	October 14, 2024 @ 4:00PM PST
Answers Posted	October 16, 2024 @ 4:00PM PST
<i>(Questions &amp; Answers posted in project page on <a href="https://www.skagitcounty.net/Departments/Rfp/">https://www.skagitcounty.net/Departments/Rfp/</a>)</i>	
Deadline for SOQs	October 21, 2024 @ 4:00PM PST
Review and rank SOQs	October 22 – November 4, 2024
Consultant selection interviews	November 11-15, 2024
Consultant selection / Begin negotiation	November 18, 2024

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:**

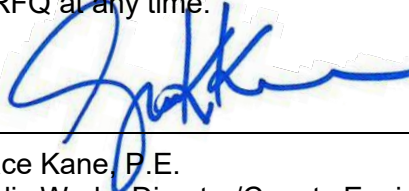
Skagit County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Tom Weller at [tweller@co.skagit.wa.us](mailto: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.



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