

**Legal Notice**  
**Request for Qualifications for**  
**Professional Engineering, Bid Support and Construction Management &**  
**Inspection Services for the South Osterman Creek Culvert Repair Project #**  
**EO214-5; FEMA Project No. 4650DR-WA-674680**

**NOTICE IS HEREBY GIVEN** that the Skagit County Public Works Department invites the submittal of written statements of qualifications from Consultants interested in providing Finalized Bid Specifications and Estimate of Construction Cost updates, Bid Support, and Construction Management & Inspection Services for the South Osterman Creek Culvert Repair Project # EO214-5; FEMA Project No. 4650DR-WA-674680.

**PROJECT DESCRIPTION**

In January of 2022, an atmospheric river weather event led to heavy rain and rapid snowmelt. This caused high velocity flows in South Osterman Creek to erode the soils under the existing 60-inch concrete culvert, leading a portion of the culvert to fail and fall into the creek. South Osterman Creek is located at approximately MP 13.2 on the Concrete Sauk Valley Road.

Design of the culvert repair has been completed, permitted, and approved for construction.

The work to be performed by the selected Consultant may include but is not limited to; update final bid specifications to 2025 standards, update final estimate of construction costs, pre-bid support and construction services such as: submittal reviews, RFIs, change orders, on-site inspection, construction documentation, contract close out support, and other construction-related tasks.

**DISADVANTAGED BUSINESS ENTERPRISE GOAL**

Consultants are alerted that this is a FEMA funded project. This project currently has a mandatory Disadvantaged Business Enterprise (DBE) goal of zero percent (0%); however, Skagit County encourages all perspective Consultants to utilize DBE firms.

**SUBMITTAL**

The 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 not exceed a total of seven (7) pages (single-sided, letter-sized) stating qualifications. Skagit County is not requesting any cost proposal or element of cost to be submitted with the Statement of Qualifications (SOQ) at this time. Cost information shall not be submitted with your SOQ. Please email Brenda Olson at [brendao@co.skagit.wa.us](mailto:brendao@co.skagit.wa.us) to be added to the Consultant Contact List for this project. Any questions or additional information related to this project will be distributed to all parties on this list. **CONSULTANT EVALUATION CRITERIA (100 Points Total)**

Submittals will be evaluated and ranked based on the following criteria:

1. In-house expertise and key personnel assigned to this project for its duration. (20 pts)
2. Experience with WSDOT PS&E, Federal Highway Administration Standards and Requirements, and Skagit County Standards, Specifications, and Requirements as well as the FEMA Public Assistance Program. (20 pts)
3. Experience as a Design/Construction Management Consultant on culvert repair and stream restoration projects – valued between \$0.5 to \$5.0 million. (20 pts)
4. Approach to the project. (15 pts)
5. Ability to meet schedule. (15 pts)
6. Past performance/references. (10 pts)
7. Statements of Qualifications must not exceed seven (7) pages. Any submittal which exceeds this limit will be deducted five (5) points per additional page. References will be contacted at random. Unresponsive reference checks will receive zero (0) points.

Selection of candidates will be made on qualifications submitted for this request, with the highest ranking firms selected for interviews. The highest-ranking firm from the interview round will be invited into contract negotiations with the County.

#### **CONTRACT TYPE AND PAYMENT METHOD**

Skagit County will use WSDOT's Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement for the contract with the selected Consultant. The Consultant and any subconsultants are required to provide a current, approved Indirect Cost Rate letter or Safe Harbor Rate letter from WSDOT to be incorporated into the agreement. Invoices from the Consultant shall be paid by check issued by Skagit County.

#### **ESTIMATED PROJECT SCHEDULE**

Advertise RFQ	November 14 <sup>th</sup> , and 21 <sup>st</sup> , 2024
Deadline for questions	November 18 <sup>th</sup> , 2024, by 4:00 p.m.
Answers Posted	November 19 <sup>th</sup> , 2024 @ 4:00 p.m.
<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	December 2 <sup>nd</sup> , by 4:00 p.m.
Review and rank SOQs	December 3 <sup>rd</sup> – 6 <sup>th</sup> , 2024
Consultant selection interviews	December 16 <sup>th</sup> – 18 <sup>th</sup> , 2024
Consultant selection / Begin negotiation	December 19 <sup>th</sup> , 2024
FEMA approval / Execute contract	January 13 <sup>th</sup> , 2025
Begin work with Consultant	January 2025
Advertise for Contractor Bid	February 13 <sup>th</sup> , 2025
Complete work / End contract	Late Fall 2025

Please email a PDF copy of your Statement of Qualifications with the subject line reading **“South Osterman Creek Culvert Repair”** to David Walde, Design/Construction Section Manager, at

[davidw@co.skagit.wa.us](mailto:davidw@co.skagit.wa.us) by Friday, December 2, 2024, no later than 4:00 PM PST. No submittals will be accepted after that date and time. Any questions regarding this project shall be directed in writing to Thomas Weller at [tweller@co.skagit.wa.us](mailto:tweller@co.skagit.wa.us) by November 18, 2024, at 4:00 p.m. Following the review of all submitted SOQ's, the top three firms will be contacted to schedule interviews. Negotiations will proceed with the most qualified firm once all interviews have been completed and scored. Skagit County anticipates having an executed contract with the selected Consultant by January 2025.

### **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 Devin Willard at [dwillard@co.skagit.wa.us](mailto:dwillard@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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Clerk of the Board

Published: Skagit Valley Herald – November 14 & 21, 2024  
Daily Journal of Commerce – November 14 & 21, 2024

Posted: Washington State Office of Minority & Women's Business Enterprises (OMWBE)  
– Bids & Contracting Opportunities webpage – November 14, 2024  
<https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>

Skagit County Website on November 14, 2024  
[www.skagitcounty.net/rfp](http://www.skagitcounty.net/rfp)