

**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 from the MRSC Roster (Engineering Services; Building, Structure, and Roadway Improvement Services; Real Estate & Property Services; and Surveying and Mapping categories) who are interested in providing Professional Engineering Services for the Skagit County Public Works Department on an as needed basis for non-federally funded capital projects.

**PROJECT DESCRIPTION**

The Consultants chosen will provide Professional Engineering Services for 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 the County's staffing and financial capacity, the County may need the services of hired consultants with expertise in one or more of the following disciplines:

- Construction Management & Construction Inspection
- Materials Inspection & Testing
- Right-of-Way Acquisitions/Relocation Services
- Land Surveying and Mapping & Hydrographic Surveying and Mapping – Note: For this discipline, the Prime Consultant must include a Subcontractor on their team who can perform private utility locates when required and invoiced as a reimbursable expense.

The work to be performed by the Consultant may consist of work to be included with, or used as part of; plans, specifications, and, estimates (PS&E), and/or reports for any of the disciplines listed above, and/or other work as assigned.

All 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's; Design Manual; Standard Specifications for Road, Bridge, and Municipal Construction; Highway Runoff Manual, and AASHTO's Manual for Uniform Traffic Control Devices. All other work shall be completed in accordance with applicable standards for the discipline, or as defined by the Task Assignment.

**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 be limited to a total of seven (7) pages: one-page cover letter and a maximum of six (6) pages of qualifications (single-sided, letter-sized), stating qualifications. Exceeding this limit will result in a five (5) point deduction for each additional page.

**Please note:** Skagit County does not expect a single firm to provide all disciplines as listed. Any firm can submit qualifications for one or more disciplines as listed. Firms do not need to submit

multiple times, we ask that you identify in your cover letter the disciplines for which you wish to be considered.

Please submit your Statement of Qualification to Brenda Olson, Skagit County Public Works via email at: [brendao@co.skagit.wa.us](mailto:brendao@co.skagit.wa.us) by **January 23, 2025, 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](mailto:tweller@co.skagit.wa.us).

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

1) Key personnel; 2) Experience with as-needed contracts/reports/PS&E preparation for a Public Agency; 3) Experience with the 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.

Selections will be made based on qualifications submitted and the highest-ranking firms will be interviewed. Of the firms interviewed, 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 on an approved Task Assignment basis only. All approved work shall be invoiced monthly and shall be paid by check as issued by Skagit County.

**ESTIMATED SCHEDULE:**

Advertise RFQ	January 2, 2025
Deadline for questions	January 13, 2025 @ 4:00PM PST
Answers Posted	January 15, 2025 @ 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	January 23, 2025 @ 4:00PM PST
Review and rank SOQs	January 24 – February 7, 2025
Consultant selection interviews	**See below**
• Construction Management & Construction Inspection:	February 11 – 13, 2025
• Right-of-Way Services:	February 11 – 13, 2025
• Land & Hydrographic Surveying and Mapping:	February 18 – 20, 2025
• Materials Inspection & Testing:	February 25 – 27, 2025
Consultant selection / Begin negotiation	(Following interviews shortly thereafter)

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

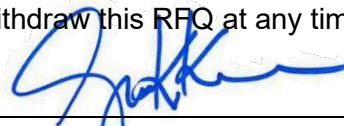
Skagit County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Tom 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 or withdraw this RFQ at any time.



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