

Legal Notice
Request for Qualifications
Professional Engineering, Environmental, Geotechnical, and Electrical Services for
the Guemes Island Ferry Parking Lot Improvements and Passenger Shelter
Project No. FEMP-7; Federal Aid #FBP-2029(058)

NOTICE IS HEREBY GIVEN that the Skagit County Public Works Department invites the submittal of written statements of qualifications from firms interested in providing Professional Engineering, Environmental, Geotechnical, and Electrical Services for the design of the Guemes Island Ferry Parking Lot Improvements and Passenger Shelter Project, Federal Aid #FBP-2029(058).

PROJECT DESCRIPTION

The existing gravel Guemes Island Ferry Parking Lot is to be improved to provide ADA compliance and environmental resilience. Work may include construction of retaining walls, stormwater facilities, public transit improvements, and lighting and electrical infrastructure.

The selected Consultant may provide professional services including preparation of the PS&E package in compliance with local, state, and federal requirements. A topographic survey and conceptual CAD drawing has been completed by Skagit County and will be provided to the Consultant. Additional services may include environmental permitting (including NEPA), geotechnical investigations, and other design disciplines. No right of way acquisition is anticipated.

Skagit County reserves the right to retain the successful firm for any subsequent phases including pre-bid support and construction services such as submittal review, RFIs, change orders, on-site inspections, contract close out, and other construction-related tasks.

FEDERAL SMALL BUSINESS ENTERPRISE GOAL

Consultants are alerted that this is a federally funded project. All prospective consultants will be held to Federal EEO requirements. The mandatory FSBE goal for this project is zero percent (0%). However, in the absence of a mandatory goal, a voluntary SBE goal amount of ten percent (10%) is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide FSBE/SBE maximum practicable opportunities are not. Certification is not required for contract award.

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 not exceed a total of seven (7) pages (single-sided, letter-size) 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 Bethany Zimmerman at bethanyz@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. SOQ's that exceed the seven (7) page limit will be deducted 5 pts per additional page.

1. In-house expertise and key personnel assigned to this project for its duration. (15 pts)
2. Experience managing federally funded projects utilizing WSDOT/FHWA and Local Agency Standards. (15 pts)
3. Experience as a design consultant on similar projects. (20 pts)
4. Approach to advancing a partially completed design to final design, including methodology for integrating stakeholder feedback while complying with local and federal regulations. (15 pts)
5. Ability to meet schedule and voluntary SBE goal. (10 pts)
6. Past performance/references. (10 pts)
7. Approach to managing all potential phases of the project, including construction management. (15 pts)

Selection of candidates will be made on qualifications submitted for this request, with top candidates selected to be interviewed. The highest-ranking firm from the interview round will be invited into contract negotiations with the County. Skagit County anticipates having an executed contract with the selected Consultant by August 2026.

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	April 23, 30, and May 7, 2026.
Deadline for questions	May 8, 2026
Receive SOQs	May 22, 2026
Review and rank SOQs	May 26 – June 5, 2026
Consultant selection interviews	June 8-18, 2026
Consultant selection / Begin negotiation	June 22-24, 2026
WSDOT approval / Execute contract	August 2026
Begin work with consultant	September 2026
Begin construction	April 2028
Complete work / End contract	December 2028

Please email a PDF copy of your Statement of Qualification with the subject line ready **"GIF Parking Lot Improvements and Passenger Shelter Project – (Firm Name) SOQ Submittal"** to Devin Willard at dwillard@co.skagit.wa.us by Friday, May 22, 2026, no later than 4:00 PM PST. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Devin Willard, Project Manager by May 8, 2026 at (360) 416-1439 or dwillard@co.skagit.wa.us.

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 or calling (360) 416-1439.

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.


Clerk of the Board

Published: Skagit Valley Herald – April 23 and 30, and May 7, 2026.
Daily Journal of Commerce - April 23, 30, and May 7, 2026.

Posted: Washington State Office of Minority & Women's Business Enterprises (OMWBE) – Bids & Contracting Opportunities webpage on April 23, 2026.
<https://omwbe.wa.gov/small-business-assistance/bids-contracting-opportunities>

Skagit County Website on April 23, 2026.
www.skagitcounty.net/rfp