



NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS Professional Engineering Services

This is a **Request for Qualifications (RFQ)** from qualified consulting firms to provide general engineering, surveying and construction services on an as-needed basis for **Lexington Flood Control Zone District (LFCZD)**.

RFQ's are to be submitted in PDF via email to harbisonp@cowlitzwa.gov no later than 4:30 p.m., Thursday, January 18, 2024.

Definition of Services

LFCZD is requesting statements of qualifications from qualified consultants, licensed in the State of Washington, to provide professional engineering services with specific expertise in the design and planning of flood management, levees, and pump stations. The selected firm may provide support to district staff for various phases of projects including planning, public process, environmental permitting, preliminary design, final design and construction. Typical projects may include, but are not limited to, system plans to meet federal regulations, the design of levee maintenance projects, and pump station improvements as well as miscellaneous maintenance activities. Consultant firms with expertise in other technical areas (e.g., environmental, structural, etc.) in addition to those specified herein are encouraged to include this information in their statement of qualifications.

All work and deliverables shall be in accordance with all current and applicable local, State and Federal requirements and shall comply with the department's standards and schedules.

The district anticipates contracting with one or two firms for engineering services on a variety of public works-based projects, depending on the quality and number of responses. The total contract amount will range from \$100,000 to \$200,000 and will include multiple task orders. The duration of the contract is estimated to be through the end of 2029.

Submittal Requirements

Consultants that submit proposals in response to this RFQ must be capable of providing the products and services specified herein. Consultants selected for this project will be responsible for the completion of all specified tasks associated with a defined scope of work to be determined for each specific project. LFCZD will select the top-ranked firms from a combination of the scored and ranked proposal submittals and an oral interview if one is held.

RFQ Format, Style and Length

In order to assure uniformity of the RFQ's and to facilitate the evaluation process, all submittals should be organized and labeled following the outline below, with each outlined section worth

up to the number of points shown:

1. Cover Letter (see information below for specific requirements, 25 points)
2. Firm Profile (15 points)
3. Key Personnel - Include Professional Experience of key personnel. (15 points)
4. Relevant Experience – Description of similar work the firm has performed to show familiarity with diking and pump station projects, and meeting applicable local, state and federal standards. The majority of the work should have occurred within the past three years. (35 points)
5. References
6. Appendices - Project Team Resumes. (10 points)

Writing styles should be concise and straightforward. Lengthy narratives containing extraneous information are discouraged. The length of the submittal document shall not exceed 15 pages (single-sided) using 12-point letter font for the main text. Consultants not conforming to the criteria may be considered non-responsive. Consultants may use their discretion for the font size of other materials (e.g. graphics, charts). Foldouts, not exceeding 11"x17", are permitted. Supporting documentation (including team member résumés) attached as appendices is not included in the determination of total page count.

Introductory Letter

The RFQ shall include an introductory letter addressed to:

Patrick Harbison, PE, Diking Engineer
Cowlitz County Department of Public Works
1600 13th Avenue South
Kelso WA 98626-2851

The letter shall contain the following items:

1. The Proposer's expression of interest in being selected for the Project;
2. A statement acknowledging receipt of all RFQ addenda, if any issued;
3. A statement of the commitment of the key personnel identified in the RFQ to the extent required to meet the County's schedule and quality expectations;
4. A summary of key points regarding the Proposer's qualifications;
5. A statement that the Proposer will comply with all applicable federal, state, and local laws and regulations; and
6. A statement that the Proposer, if selected, can provide the product detailed in the Scope of Work, in the time limits established in the Scope of Work.

Submittal

PDF copies of the submittal shall be emailed to Patrick Harbison at harbisonp@cowlitzwa.gov no later than **4:30 p.m., Thursday, January 18, 2024**. Late submittals or those delivered by any other format other than emailed pdf, will not be considered for the project.

The District looks forward to reviewing your submittal. If you have any questions pertaining to this information, please contact me at (360) 577-3030, extension 6536, or you may reach me via email at harbisonp@cowlitzwa.gov.

Americans with Disabilities Act (ADA) Information

LFCZD in accordance with Section 504 of the Rehabilitation Act 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 Cowlitz County Department of Public Works at publicworks@cowlitzwa.gov or by calling 360-577-3030.

Title VI Statement

LFCZD, 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.