

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR NPDES STORMWATER PROGRAM ASSISTANCE**

Deadline: Wednesday, October 8, 2025, at 4:00 PM Local Time

This is a **Request for Qualifications (RFQ)** from qualified firms to provide support to the Department of Public Works to manage and complete permit activities included in the Western Washington Phase II Municipal Stormwater Permit. Firms shall be licensed and bonded in the State of Washington to be eligible for award of contract in response to this RFQ.

Project Description

The selected CONSULTANT will perform a review of the County's existing urban Stormwater program for compliance with the Western Washington Phase II Municipal Stormwater Permit. The result of the review will include a listing of the programs/plans that need to be updated, timelines of when these items need to occur and proposals to complete these items. At a minimum this will include creating a Stormwater Management Action Plan (SMAP) that is acceptable to Washington State Department of Ecology (Ecology), recommendations on tree canopy goals and policies, support the development of a municipal street sweeping program, and support the development of strategic stormwater investments.

All work and deliverables will be agreed upon using a task order process. The task order process will consist of the County contacting and requesting services for a specific project. The consultant will then develop a detailed scope and budget for each request. When the scope and budget is agreed upon a task order will be issued that includes the budget and date of delivery. Any changes to the cost, scope of work or schedule must be agreed upon by the Consultant and the County in writing. All work and deliverables will be in accordance with all current and applicable local, State and Federal requirements and shall comply with the department's standards and schedules.

Our department anticipates contracting with one (1) CONSULTANT for NPDES Stormwater Program Assistance. The duration of the contract is estimated to be through the end of 2028.

Minimum Qualifications

Qualified firms should demonstrate expertise in the following areas:

- Proven experience supporting municipal NPDES programs.
- Strong understanding of nonpoint source pollution.
- Understanding of Ecology's requirements for MS4s.

In addition, the Consultants submitting their SOQ (and any subconsultants) must not be listed with the Washington State Department of Licensing as debarred, suspended, or otherwise ineligible to contract with Cowlitz County and must not be included on the General Services Administration's List of Parties Excluded from Federal Procurement and Non-procurement

Programs or the Department of Housing and Urban Development's Limited Denial of Participation list.

SOQ Format, Style and Length

In order to assure uniformity of the SOQ's responding to this RFQ and to facilitate the evaluation process, all submittals should be organized and labeled following the outline below:

1. **Cover Letter** – Introduce the firm and express interest in the project.
2. **Company Profile** – Include background, relevant experience, and qualifications.
3. **Project Approach and Timeline** – Outline the firm's proposed approach, methodology, and projected timeline for completing the project.
4. **Key Personnel** – Identify the project team and relevant expertise.
5. **References** – Include at least three professional references from similar projects.

Writing styles should be concise and straightforward. The length of the submittal document shall not exceed 10 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 11x17 are permitted. Supporting documentation (including team member résumés) attached as appendices is not included in the determination of total page count.

Evaluation Criteria

The following criteria will be used to evaluate each proposal.

1. [40 points] - Demonstrated experience and expertise in municipal stormwater program assistance and program development.
2. [30 points] - Qualifications and experience of key personnel.
3. [20 points] – Relevant experience, past performance and references.
4. [10 points] - Appendices.

Qualifications will be reviewed and weighed as indicated above. Following evaluations of the SOQs, the highest-ranking firms may be invited to participate in an interview process. The intent of the interviews is to help clarify and verify information provided in the SOQ and to give the County's evaluation team an opportunity to learn more about the firm's relevant experience and expertise.

Revisions

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided via email to all individuals who have made the County aware of their interest. Revisions, updates, and clarifications of the RFQ will also be posted on the County's webpage at www.co.cowlitz.wa.us.

Americans with Disabilities Act (ADA) Information

Cowlitz County in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), commits to nondiscrimination based on disability in all 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

Cowlitz County in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Reservations

Cowlitz County reserves the right to reject any and all SOQs and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for RV Park Design Services does not obligate Cowlitz County to pay any costs incurred by respondents in the preparation and submission of an SOQ or any other presentations, whether in response to this RFQ or to any subsequent requirements of the consultant selection and contract negotiation process. This solicitation does not obligate Cowlitz County to accept or contract for any expressed or implied services. Furthermore, Cowlitz County reserves the right to award the contract to the next most qualified Consultant if the originally selected Consultant does not successfully negotiate and execute a contract within thirty (30) days after the award of the proposal.

Submittal

Submit four (4) copies of your Statement of Qualifications to Cowlitz County Department of Public Works, 1600 13th Avenue South, Kelso, WA, 98626, Attention Susan Eugenis, PE County Engineer, no later than Wednesday October 8, 2025, by 4:00 pm. Submittals will not be accepted after that date and time. Any questions should be directed to Susan Eugenis at (360) 577 – 3030 or by email at eugeniss@cowlitzwa.gov .

Cowlitz County looks forward to reviewing your submittal.

Dates of Publication in:

The Daily News:

DJC – Seattle:

DJC – Portland: