

LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

**Request for Qualifications (RFQ)
Cultural Resources Services**

**Berwick Creek at Logan Hill Fish Passage Construction Project, CRP 2159S
Federal Aid Project No. PROTECT-2021(076)
Federal Aid Agreement No. LA 10730**

SOQs Due by 2:00 PM, March 1, 2024

Introduction

Lewis County is soliciting Statements of Qualifications (SOQs) from qualified consulting firms with expertise in providing professional cultural resources services for the construction of the Berwick Creek at Logan Hill Fish Passage Project, a federally funded barrier removal and realignment project in Lewis County, Washington.

The Berwick Creek at Logan Hill Road Fish Passage Construction Project is located at milepost 0.103 of Logan Hill Road in Lewis County, WA. Lewis County proposes to replace a bridge with a concrete floor that is 0 percent fish passable with a 24-ft wide by 11-ft tall fish passable structure, 60 feet in length. Additional construction will include the regrade and realignment of approximately 620 feet of channel, placement of streambed within the culvert and channel regrade area and incorporation of a low flow notch, construction of meander bars within the culvert, construction of large woody debris features upstream and downstream of the proposed structure, construction of an overflow channel for the Armstrong Rd Ditch, regrading of roadway slopes to improve roadway safety, and planting of a riparian buffer.

Lewis County is interested in entering into a professional services contract with one professional cultural resources services firm to provide consulting services, and subsequently be asked to prepare a specific proposal (task order) for the project. The work will be conducted on a task order basis, according to the project scope. The task order shall be authorized in writing by Lewis County prior to execution of the work and be negotiated based on an Actual Costs Plus a Fixed Fee agreement. Cost proposals, if included in the SOQ, shall be in a concealed format and separate from the technical/qualifications of the proposal and will not be considered in the evaluation, ranking, and selection phase.

Lewis County Public Works reserves the right to amend terms of this "Request for Qualifications" (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Lewis County is an equal opportunity and affirmative action employer. Disadvantaged, minority, and women-owned firms are encouraged to submit proposals.

Scope of Work

Scope of Services to be provided:

The Consultant will provide archaeological monitoring and reporting services in accordance with a Contracting Agency provided Archaeological Monitoring Plan during construction of the project. The consultant will provide on-site monitoring for up to 30 days and prepare an archaeological monitoring report describing the methods and results of monitoring. Project construction is anticipated to be completed between July 1, 2024, and

February 28, 2025. Anticipated maximum total value of contract: \$100,000. The project has a 0% DBE goal. At the sole option of Lewis County Public Works, the contract amount may be increased to meet ongoing needs of Lewis County Public Works.

The following schedule has been established for the submission and evaluation of the SOQs and selection of the Consultant. These are tentative dates only and the County reserves the right to adjust these dates at its sole discretion:

- First advertisement of RFQ: February 6, 2024
- Second advertisement of RFQ: February 13, 2024
- SOQs due: March 1, 2024 (2:00 PM Local Time)
- Short list for interviews: March 8, 2024
- Interviews (Zoom or Teams): March 13, 2024

Submittal

Statement of Qualifications must be limited to eight (8) pages (8 ½" X 11"). Material submitted in excess of this limit (cover page, additional maps, additional resumes, etc.) will not be forwarded to Lewis County's selection committee for evaluation.

Interested consultants shall provide a statement of qualifications that contains the following:

- Cover Letter
 - The cover letter is limited to one page and shall include:
 - The firm/consultant name and project manager with name, title mailing address, e-mail address, phone number.
- Qualifications: Demonstrate competence and qualifications related to services performed including:
 - Successful experience delivering technical reports and recommendations for an array of the aforementioned services as they relate to WSDOT/FHWA funded bridges, culverts, roads, trails, and other public works projects.
 - The consultant must demonstrate the ability to manage projects and coordinate with other design team members, and Lewis County staff, to ensure the projects as a whole are delivered on time and within budget, with potential risks and opportunities identified.
 - The consultant must demonstrate the ability to respond to unexpected requests for services with minimal notice and delay.
 - The consultant must demonstrate the ability to work collaboratively in a regulatory environment with other agencies, interest groups, and permit applicants.
- Experience: List previous work experience that describes and demonstrates that the firm and team members have recent experience in performing cultural resource monitoring and reporting services in the area of bridges, culverts, roads, trails, and other public works projects. At a minimum, the following information should be included:
 - Provide an organizational chart of the proposed consulting team and a short resume of all key personnel listed on the chart, including their availability and involvement with the work.
 - Reference: The consulting firm's demonstrated expertise in performing professional cultural resource services, the dates in which the work was completed, and the project contact information

- Any particular aspect of the consulting firms organization, by way of background, experience, unique qualifications, or other basis, that sets it apart from the competition in its ability to accomplish the identified services.

Evaluation

Submittals will be evaluated and ranked for the following criteria:

1. Staffing expertise consistent with contract needs – 25%
2. Experience with similar types of work and familiarity with WSDOT/FHWA Standards – 25%
3. Demonstrated ability to meet schedules/commitments given by key staff personnel – 15%
Availability and response time should include response times after contact as well as typical turnaround times for document preparation and revisions.
4. Overall Proposal evaluation by the Lewis County selection team – 35%

Consultant Proposals will be evaluated by Lewis County's review panel for accuracy, clarity, readability, and concise information along with consultant suggestions/comments for Lewis County's included scope of work, construction timeline, environmental outline, and other potential project complications.

Interviews

Following evaluation of the SOQs, the highest-ranking firms will be invited to participate in an interview process. Lewis County Public Works will schedule interviews with the project manager provided in the SOQ. Additional interview information shall be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the SOQ, and to give the County's selection committee an opportunity to learn more about the consulting firm's available relevant experience and expertise.

Submittal Submission

CONSULTANTS desiring consideration shall electronically submit a complete proposal packet for Berwick Creek at Logan Hill Fish Passage Cultural Resources Services in OpenGov <https://procurement.opengov.com/signup>. SOQs must be submitted electronically (in OpenGov) **no later than 2:00 PM March 1, 2024**. Any questions regarding this project should be directed to Ann Weckback, Environmental Planner at Ann.Weckback@lewiscountywa.gov.

Additional information regarding OpenGov Procurement and submittal requirements are available at www.lewiscountywa.gov.

Americans with Disabilities Act (ADA) Information

Lewis 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 Zelma Hammer at Zelma.Hammer@lewiscountywa.gov or by calling collect (360)-740-1123.

Title VI Statement

Lewis 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 in 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.

