

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF LEWIS COUNTY, WASHINGTON**

**IN THE MATTER OF:** )  
Issuing a Request for Qualifications )  
(RFQ) for the assistance in the preparation )  
And amendment of the Lewis County Road )  
Standards )

**RESOLUTION NO. 16- 038**

**WHEREAS**, a need has been identified to update and amend the Lewis County Road Standards currently contained in Lewis County Code 12.60.

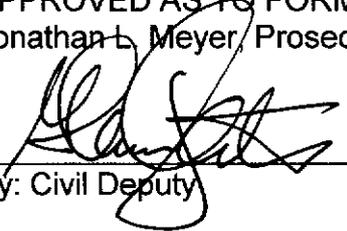
**WHEREAS**, professional engineering support services are needed; and

**WHEREAS**, publication to solicit for professional services is needed to contract with a professional engineering consultant.

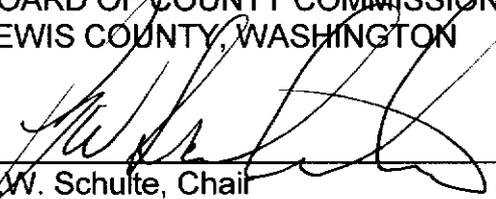
**NOW THEREFORE BE IT RESOLVED** that the Department of Public Works is instructed to prepare a RFQ, evaluate responses and negotiate a contract with the qualified consultant for BOCC approval; and the Clerk of the Lewis County BOCC is instructed to proceed with all appropriate and necessary notifications, posting and publication as required by RCW 65.16.

DONE IN OPEN SESSION this 1<sup>st</sup> day of February 2016.

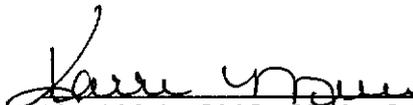
APPROVED AS TO FORM:  
Jonathan L. Meyer, Prosecuting Attorney

  
By: Civil Deputy

BOARD OF COUNTY COMMISSIONERS  
LEWIS COUNTY, WASHINGTON

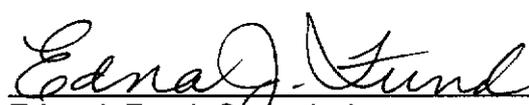
  
P.W. Schulte, Chair

ATTEST:

  
Karri Muir, CMC, Clerk of the Lewis County  
Board of County Commissioners



  
Gary Stamper, Vice Chair

  
Edna J. Fund, Commissioner

**NOTICE  
REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ)  
For  
LEWIS COUNTY ROAD STANDARDS**

Lewis County is inviting statements of qualification and performance information from qualified firms to provide engineering support services for an update and amendment to the Lewis County Road Standards.

Firms desiring consideration shall submit a complete qualification package based on the RFQ to Lewis County Public Works, 2025 NE Kresky Ave, Chehalis, WA 98532 by 12:00 PM on February 24, 2016. The most highly rated firm will be selected for an interview and contract negotiations.

For more information about the project, please contact Lewis County Public Works at [Kim.Amrine@lewiscountywa.gov](mailto:Kim.Amrine@lewiscountywa.gov), 360-740-1122 or [www.lewiscountywa.gov](http://www.lewiscountywa.gov) for an information packet.

Lewis County is an equal opportunity and affirmative action employer. Minority-and women-owned firms are encouraged to submit statements.

DATED this   1   day of February, 2016.

  
\_\_\_\_\_  
Clerk of the Board of County Commissioners  
Lewis County, WA

**PUBLISH:** East Lewis County Journal –February 3 and 10, 2016.  
Daily Journal of Commerce (Portland & Seattle, February 3 and 10, 2016)  
Lewis County Web Site @[www.lewiscountywa.gov](http://www.lewiscountywa.gov)  
State Office of Minority and Women’s Business Enterprises @[www.omwbe.wa.gov](http://www.omwbe.wa.gov)

# LEWIS COUNTY, WASHINGTON REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFQ)

## Project: Road Standards Revisions

Lewis County is seeking statements of qualification from qualified firms to assist county personnel in the preparation and amendment of the Lewis County road standards.

The local regulatory requirements for private roads were last revised in 2007. The existing regulations are available at the county website, [www.lewiscountywa.gov](http://www.lewiscountywa.gov) as the following chapters of the Lewis County Code: Chapter 12.60 Road Development Standards. The project scope is anticipated to include the following:

- Review existing local road standards to identify improvements.
- Identify road standards from up to five (5) communities of similar size, population densities and geographical challenges to be used by the county's internal Road Standard Development Committee as references
- Facilitate monthly meetings of the Road Standard Development Committee
- Prepare recommendations, technical standards, standard drawings and amendments.
- Participate in public workshops or meetings with interested parties.
- Develop public information material.

## Selection

The selection process will consist of short-listing a small group of exceptionally well qualified teams, based on the submitted Statement of Qualifications. The selection panel may choose to interview each firm or choose the firm deemed to be most qualified for further discussions. Negotiations will take place with the top-rated consultant team. If negotiations are unsuccessful, the County reserves the right to terminate negotiations and open discussion with the next-highest rated consultant. This process will continue until a successful contract has been negotiated or the County terminates the process. Work shall begin immediately upon selection of a consultant and the execution of a professional services contract.

Selection of firms will be based on the following criteria and weights:

- |   |        |
|---|--------|
| • Qualification of personnel                                      | 15 pts |
| • Relevant experience as shown on prior projects                  |        |
| ○ Engineering development standards for local agencies            | 15     |
| ○ Planning, design and construction of both urban and rural roads | 10     |
| ○ Application of local design standards to road projects          | 10     |
| ○ Interactions with local municipal and regulatory entities       | 5      |
| • Ability to meet schedule  | 5      |
| • Past performances and references                                | 10     |
| • Completeness of Statement of Qualifications items               | 5      |

## Statement of Qualifications

Firms desiring consideration should provide the following:

- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform the project.
- A statement of qualifications including related experience with similar types of projects and specific qualifications including the structure of the consultant team, including a list of the prime consultant and any sub-consultants, if necessary, with a brief description of each company and their role on the project.

- Identification of the team leader and project manager (if different), including contact information and a list of each key team member and their role on the project.
- Examples of recent similar experience including up to three (3) examples of similar or related projects.
- A minimum of three (3) references related to similar projects for the services being requested with full name, title, address, email, and phone numbers.
- Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes, and covers. Sheets shall be printed double sided, which will count as one page.
- WSDOT Local Agency Guidelines, Appendix 31.72

## **Submittal**

To be considered for this project, eight (8) copies of the RFQ submittal must be received in the Lewis County Public Works office by 12:00 PM on February 24, 2016.

Address: Lewis County Public Works  
2025 N.E Kresky  
Chehalis, Washington 98532  
ATTN: Kim Amrine

Please submit all questions in writing to 2025 N.E Kresky Chehalis, Washington 98532 or in email format to [Kim.Amrine@lewiscountywa.gov](mailto:Kim.Amrine@lewiscountywa.gov). Any other contact related to this RFQ, beyond the date of this solicitation, may result in disqualification.

## **Equal Opportunity Employer**

It is the policy of Lewis County to provide equal employment opportunity without regard to age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, and any other classification protected under federal, state, or local law. Equal employment opportunity applies to all terms, conditions, and privileges of employment, including hiring, promotion, transfer, compensation, benefits, layoff, training, discipline, and discharge.

The 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 insure 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.

*East County Journal and Daily Journal of Commerce, Seattle: February 3 and 10, 2016*

**BCCC AGENDA ITEM SUMMARY**

Resolution: **16-038**

BCCC Meeting Date: Feb 01, 2016

Suggested Waiting for Agenda Item:

Agenda Type: Notice

Issuing a Request for Qualifications (RFQ) to assist Lewis County staff in the preparation and amendment of the Lewis County Road Standards.

Contact: **Martin, Erik**

Phone: 360-740-2697

Department: Public Works

Action Needed: Call for Bids/Proposals

**RECEIVED**

**JAN 21 2016**

**Approvals:**

User	Group	Status
Elsa, Tim		Pending

**LEWIS CO. PROS. ATTY.**

**Description**

A need has been identified to update and amend the Lewis County Road Standards currently in Lewis County Code 12.60. A Request for Qualifications (RFQ) is to be issued to retain a professional engineering consultant to assist staff with this work.

*AK*