

## LEWIS COUNTY NOTICE TO CONSULTANTS FOR:

### **Professional Services – Stream Restoration Lacamas Creek Side Channel Reconnection**

Lewis County Public Works is soliciting proposals from consulting firms with expertise in stream restoration. Consultants will be considered for the following project:

#### **PROJECT DESCRIPTION**

**The successful consultant will develop a Design Report with 60 percent plans for the reconnection of a historic side channel of Lacamas Creek. Historically, this side channel carried waters from the area 200 ft west of the intersection of Jackson Highway and Frost Road through an unconfined and sinuous channel, approximately 1.82 miles in length, before reconnecting to the mainstem. This project will include cooperative project development and management with Lewis County. Project coordination and documentation will be required.**

If access to any site under private ownership is needed please contact the County so that an escort may be provided.

#### **SUBMITTAL REQUIREMENTS**

A detailed description of the project background, project scope, proposal instructions, and proposal evaluation is available by calling Lewis County Public Works (360) 740-1440, emailing [Ann.Weckback@lewiscountywa.gov](mailto:Ann.Weckback@lewiscountywa.gov), or at Lewis County Public Works Website <http://lewiscountywa.gov/publicworks>.

**DEADLINE: Proposals must be received no later than 1:00 p.m. local time, April 6, 2016 at the Lewis County Public Works office (2025 NE Kresky Ave., Chehalis, WA, 98532). Faxed copies will not be accepted.**

Lewis County Public Works, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat., 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 by 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on grounds of race, color, national origin or sex in consideration for an award.

## SECTION 1A – Background and Purpose

### Existing Conditions

Historically, a side channel carried waters from the area 200 ft west of the intersection of Jackson Highway and Frost Road through an unconfined and sinuous channel, approximately 1.82 miles in length, before reconnecting to the mainstem.

Currently the historic side channel is disconnected. Lands near the historic upstream confluence have been filled in to provide a passage between agricultural lands. Waters from the mainstem still provide hyporeic flow resulting in undulating wetlands which currently feed the headwaters of an unnamed tributary. This channel flows westward crossing under Jackson Highway through a bridge and continues south within a roadside ditch before rejoining the mainstem. The ditched stream crosses under Frost Road through an existing corrugated metal pipe arch. Refer to Figures 1 and 2.

The goals of the proposed project are to restore floodplain functions, reconnect side channel habitat, restore riparian corridors, enhance water quality, improve water quantity, and improve habitat complexity to provide an additional rearing and migration corridor for juvenile coho salmon and winter steelhead trout. It is anticipated these goals will be achieved through implementation of the following:

- The project proposes to restore floodplain functions by regrading the historic side channel and providing floodwaters access to an additional 0.076 mi<sup>2</sup> (48.54 acres) area.
- The project will restore 0.024 mi<sup>2</sup> (15.22 acres) of native riparian forest adjacent to salmon rearing habitat.
- The project will improve water quality by directing flows away from the ditched roadside stream into the side channel as well as regrading and hydroseeding the remaining roadside ditch with a native emergent mix.
- The project will improve habitat complexity through the installation of large woody debris in differing configurations.

Due to the unique wet meadow floodplain setting the County requires that a restoration hydrologist with experience working in wet prairie habitats be included as a member of the design team. Additionally, in order to ensure that the side channel habitat gain will not negatively impact the mainstem channel habitat functions, the County requires that that a fisheries biologist and fluvial geomorphologist be included as members of the design team.

## **Schedule**

Lewis County is seeking restoration consultant expertise for reconnection of this side channel. Design proposals are being solicited to fulfill WSDOT Local Agency Guidelines for consultant selection. Lewis County's required schedule includes:

- Draft alternatives analysis and conceptual designs shall be submitted to the County by January 9, 2017.
- Preliminary design (30%) plans shall be submitted to the County by March 9, 2017.
- 60% Design plans shall be submitted to the County by June 1, 2017.

## **SECTION 1B – Staff Proposed Scope of Work**

### **Task 1 – Project Management**

#### **A. Meet with the County.**

These meetings will be used to review work to date, identify important issues and needs for additional data gathering and problem analyzing. Establishing expectations and interfaces, establishing and revising detailed scope of work, as needed, will also be included in these meetings.

### **Task 2 – Alternatives Analysis**

#### **A. Data Collection Efforts**

Perform 1) topographic survey; 2) a cultural resources investigation; 3) wetland delineation; and 4) hydrologic, hydraulic and geomorphic analysis prior to developing an alternatives analysis. Piezometers shall be installed along both the proposed side channel and at various points along the mainstem to access the groundwater table and groundwater flows.

#### **B. Conceptual Designs**

Utilize the aforementioned data to develop multiple stream restoration alternatives to Conceptual Design level. The Conceptual Design shall include a description of the design and a plan view drawing of each existing site condition with the proposed project projected on accurately scaled plans. The plan view drawing must include: an area/location map; property boundaries; landownership; roads or other infrastructure as appropriate; scale; north arrow; waterbodies and direction of flow; bank-full width; and approximate dimensions of proposed elements.

#### **C. Alternatives Analysis**

Design alternatives shall be assessed in a report which will provide information on the feasibility of the alternatives abilities to meet the project goals provided in

the Background and Purpose section of this document. This report shall include rough cost estimates of the alternatives.

#### D. Public Meeting

A public meeting will be held after conceptual design alternatives are developed to answer any questions that stakeholders may have. Stakeholder inputs will be considered when selecting the preferred alternative.

### **Task 3 – Preliminary Design and Report**

#### A. Preliminary Plans

Once stakeholders have been presented with the conceptual designs (3 to 7) and a preferred alternative has been chosen, the designs will be further developed to preliminary plans (30 percent). The preliminary plans shall include an existing site plan, project site plan view drawings, and structural design details, if appropriate.

1. The existing site plan drawing must include: an area/location map; property boundaries; landownership; roads, utilities and/or other infrastructure as appropriate; horizontal and vertical scale (not exaggerated); north arrow; waterbodies and direction of flow; bank-full width; and approximate dimensions of proposed elements.
2. The site plan drawings must depict proposed actions over the existing site plan. This should include all project elements such as the installation and removal of fill, wood, rock, culverts, infrastructure, clearing and staging, dewatering, etc.
3. The project profile and cross-section must show surface water elevations relevant to the existing conditions and proposed design at significant project locations.

#### B. Design Report

A design report shall be developed for preliminary plans which provides the following:

1. An explanation of the purpose of the project and its specific habitat restoration goals.
2. A characterization and analysis of the existing conditions that may be relevant to project design.
3. An identification, description, and evaluation of design alternatives considered for achieving the project goals and objectives.
4. A description of the preferred alternative and the rationale for choosing this alternative.
5. A listing of specific design criteria that defines the intent and expectations for each project element.
6. A description of regulatory and/or other public consultation activities carried out and how the review comments from agencies and other stakeholders were addressed in the preliminary design.
7. Construction quantities, a preliminary cost estimate, and construction feasibility analysis.
8. Analytical and Model design inputs and outputs.

## **Task 4 – Development of Design Report, 60 Percent Plans and Phase II Cost Estimate**

### **A. 60 Percent Design Report and Plans**

Once the preliminary plans have been commented on by the technical review team and stakeholders, the design report and plans shall be further developed to 60 percent design.

### **B. Estimated Construction Quantities and Costs**

A detailed list of work items shall be included and quantities calculated for construction of the preferred alternative. Additionally, a list of costs associated with the development of the 100 percent plans and design report, project permitting, preparation of contract bid documents, project administration, and construction shall be provided so that additional funding may be sought for implementation of the preferred alternative.

## **Task 5 – Project Coordination and Documentation**

### **A. Sub-consultants (If Needed)**

Consultant shall coordinate with sub-consultants for 1) survey; 2) cultural resources investigation; 3) wetland delineation; and 4) hydrologic, hydraulic and geomorphic analysis.

### **B. Progress Reporting**

Consultant shall prepare and submit progress schedules.

### **C. Meetings**

In order to keep information current and relevant, meetings will be scheduled between Lewis County and the Consultant. After conceptual design alternatives are developed a stakeholder meeting will occur and stakeholder inputs will be considered when selecting the preferred alternative.

## **SECTION 2 CONSULTANT INFORMATION**

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- 2.1 Consultant Responsibilities. The selected Consultant shall be responsible for all services outlined in the proposal whether the Consultant or his/her representative produces them. The Consultant shall be responsible for any and all contractual matters.
- 2.2 County Responsibilities. County will administer the contract and coordinate meetings with the Consultant and stakeholders as appropriate.
- 2.3 Contract Payment Schedule.
  - a. The billing statement must include a summary of progress made through the date of billing.

- b. A progress report shall be submitted with each billing statement. Monthly payments will be based on the expenses incurred as summarized in each progress report. The progress report shall indicate the cost and hours of work assigned to each major work task. All billings shall be in accordance with Lewis County standards.

#### 2.4 Project Schedule and Progress Reports

- a. The successful Consultant shall begin work by attending an orientation meeting provided by County to take place approximately ten working days (10) following the execution of the contract.
- b. Written monthly progress reports shall accompany billings submitted to County.
- c. The Consultant will make oral indications of progress when requested. Oral reports will indicate current status of the project and will be used as an early identification of problems that may hinder the project. Identified problems should be detailed in writing. All written correspondence should be directed through the Project Manager.
- d. The Consultant will provide a detailed project schedule to the County with appropriate milestones.

#### 2.5 Insurance Requirements

- a. The Consultant will provide stipulated coverage pursuant to contract provisions as stipulated in Appendix 31.79 of the current edition of "Local Agency Guidelines" (WSDOT).

#### 2.6 Contract Requirements

- a. The Consultant will be required to enter into a contract with County using Appendix 31.79 of the current edition of "Local Agency Guidelines" (WSDOT) as the basis of the agreement between the Consultant and County.
- b. The partners agree to develop and maintain effective communication and a thorough project understanding so that these issues can be accommodated with minimal impact to project quality, schedule, and budget.

### **SECTION 3 PROPOSAL INSTRUCTIONS**

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#### 3.1 General Information

- a. The Consultant must submit a proposal for the end results that are set forth in the RFP. The proposal shall describe the qualifications of the Consultant and provide a listing of similar projects completed in the past five years, a general response to the proposed scope of work, a listing of project team members and qualifications, and a

listing of references with contact information. Any professional staff necessary to conduct the required project scope must be available to support successful completion of the contract scope of work.

- b. Sub-consultants proposed to be used by the Consultant shall be listed in the proposal and shall be subject to approval of the County.
- c. The proposal shall be submitted for professional services. The proposal shall be limited to twenty (20) pages total including title page and table of contents and include evaluation information listed in subsection 4.3 and 4.4 of this document. Font shall be ARIAL, 12 point.
- d. Pages shall be doubled-sided (10-page document) with a minimum of one-inch side and top margins.

Direct the submittals to:  
Ann Weckback, Environmental Planner  
Lewis County Public Works  
2025 NE Kresky Ave.  
Chehalis, WA 98532

### 3.2 Closing Date for Submittal of Statements

- a. Five copies of the proposal must be received not later than 1 p.m. local time, April 6, 2016.
- b. The proposal may require 15 days for evaluation. The County may request the Consultant to make an oral presentation to the selection committee in support of the proposal.

### 3.3 Proposal Acceptance

The successful Consultant will be expected to enter into a contract specifying payment methods as allowed by the Local Agency Standard Consultant Agreement. Please refer to WSDOT standard consultant agreement found in Appendix 31.79 of "Local Agency Guidelines", WSDOT, current edition.

### 3.4 Right of Award or Rejection

The proposal shall specifically stipulate all terms and conditions contained in the RFP. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. County reserves the right to reject any or all proposals.

### 3.5 Costs

County is not liable for any costs incurred by the Consultant in the preparation or presentation of proposals.

### 3.6 Inquiries

Questions that arise during preparation of the proposal shall be handled by: Ann Weckback, 360-740-1440. A proposal list will be developed (for all interested responders) and all questions & answers will be posted at

Lewis County's Web Site (<http://lewiscountywa.gov>) each Wednesday during the advertisement period.

3.7 Protest of Contract Award

Protests concerning the consultant selection process must be delivered in writing to the Lewis County Director of Public Works within fourteen (14) days of the award announcement. The Director will review the protest, contact all parties involved, and recommend the appropriate action to the Board of County Commissioners. The Commissioner's decision will be the final County position. The final decision will be presented to all interested parties within 45 calendar days of receipt of the protest.

**SECTION 4  
PROPOSAL EVALUATION**

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4.1 General Information

- a. County will award the contract to the most qualified Consultant whose proposal is deemed to be in the best interests of the County.
- b. A selection committee will be appointed to evaluate the statements received. The committee will evaluate each of the criteria listed in subsection 4.3 and 4.4 for the purpose of ranking proposals.

4.2 Proposal Evaluation

The Consultant selection process will be conducted in two phases. The first phase will consist of a panel of reviewers who will individually review all submittals independently using a set of review criteria. The review panel will then meet to finalize their selection ranking. Their findings will be forwarded to the Public Works Director for review. The Director will review the scores of the selection committee and determine if consultant interviews are required. If interviews are desired, the project manager will appoint an interview selection committee. Selection will be based on combined overall scores from the selection committees.

4.3 Review Criteria

EVALUATION CRITERIA	WEIGHT
Qualifications and experience of personnel assigned to project	20 points
Evaluation and comment on the proposed scope of work	25 points
Recently completed similar projects	15 points
Experience of the firm in working with the Lower Columbia Fish Recovery Board	10 points
Past performance/references	15 points
General evaluation of the submitted proposal in meeting proposal objectives	15 points

#### 4.4 Criteria Explanation

- a. Qualifications and experience of personnel assigned to project, including sub-consultants, on projects with other government agencies within the last five years including:
  - ❑ Extent of principal and project manager involvement
  - ❑ Qualifications and relevant individual experience
  - ❑ The team's expertise in relation to all phases of the project
  - ❑ Project managers' experience with project requirements
  - ❑ Approximate number of people to be assigned to the project
  - ❑ Quality assurance review responsibility
  - ❑ A stipulation that key personnel will not be removed from the contract without prior approval of Lewis County
- b. Evaluation and Comment on the Proposed Scope of Work
  - ❑ Task 1—Project Management
  - ❑ Task 2— Alternatives Analysis
  - ❑ Task 3— Preliminary Design and Report
  - ❑ Task 4— Design Report, 60 Percent Design, and Phase II Cost Estimate
  - ❑ Task 5— Project Coordination and Documentation
- c. Recently Completed Similar Projects
  - ❑ Stream/Habitat restoration projects completed for areas with similar habitat.
  - ❑ Stream restoration projects completed for streams of a similar size.
- d. Experience working with the Lower Columbia Fish Recovery Board
  - ❑ Past projects in which included input from or review through the Lower Columbia River Recovery Board
- e. Past Performance/References
  - ❑ List contact person, agency, phone number, address, and project. Describe the specific problems that were encountered and explain the methodology and action plan (include requirements and software) to overcome them.
- f. General Evaluation of the Submitted Proposal in Meeting Proposal Objectives
  - ❑ Is the proposal clear and concise?
  - ❑ What is the probable ease and ability of the consultant to coordinate with project and County staff?
  - ❑ What is the firm's experience with Lewis County or other Counties in Washington State.

#### 4.5 Selection

- a. A final recommendation for selection will be made to the Public Works director following review and rankings of the proposals. Consultant

selection will be carried out under Washington State Local Agency Guidelines Section 31 (Federal or State Funds will be used for this project).

- b. RFP's are anticipated to take approximately fifteen (15) working days to evaluate.
- c. Follow-up interviews with consultants NOT selected may be arranged with County following successful contract award to the selected consultant.

4.6 Pre-contract Clarification

The apparent selected Consultant will be required to review its proposal with County. County reserves the right to require any clarification or alterations it deems necessary in the Consultant's assignment or resources, or in the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to contract execution and will become part of the final Consulting contract.

4.7 Tentative Schedule

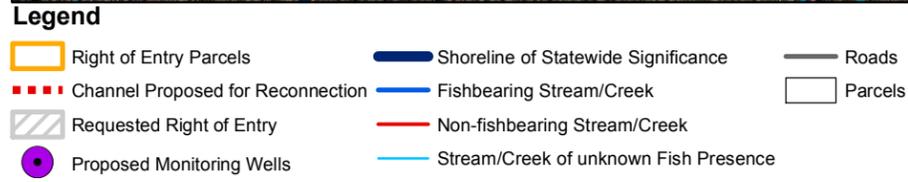
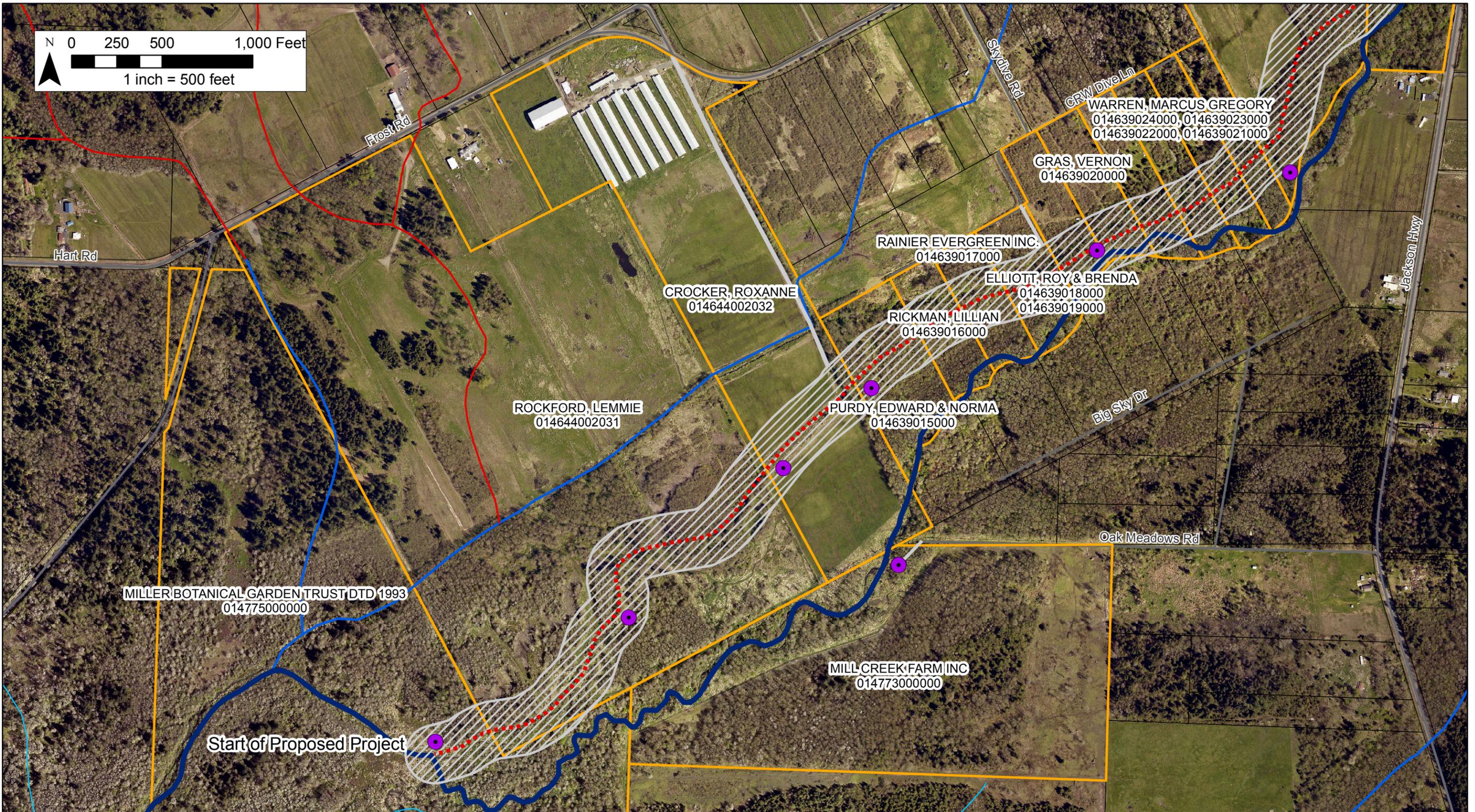
Task	Desired Timeline
Proposal Due	April 6, 2016
Proposal Review	April 20, 2016
Short-listed Consultant Interviews	April 22, 2016
Contract Negotiations	April 25, 2016
Notice to Proceed	April 27, 2016

4.8 Project Contact: Ann Weckback, 360-740-1440.

4.9 Project Budget

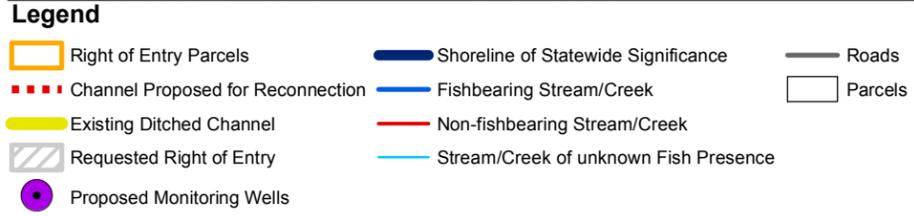
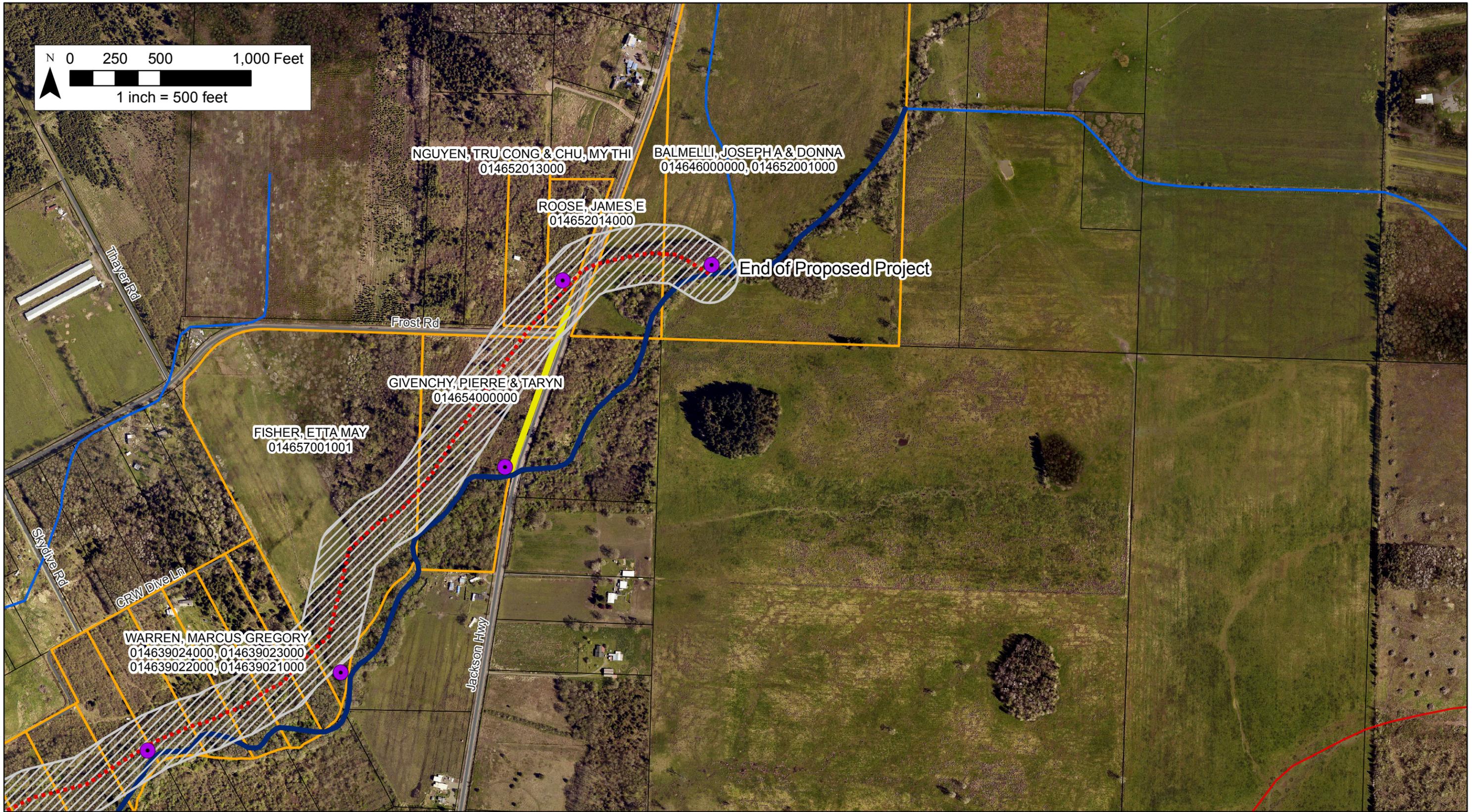
The budget used to develop the proposed scope of work is \$122,485.

4.10 Proposals must be received no later than 1 p.m. local time, April 6, 2016. Faxed copies will not be accepted.



**Figure 1: Study Area**  
 Lacamas Creek Restoration Project  
 Sections 20, 21 and 29, Township 12 North, Range 1 West

August 26, 2015



**Figure 2: Study Area**  
 Lacamas Creek Restoration Project  
 Sections 20, 21 and 29, Township 12 North, Range 1 West

September 4, 2015