

Request for Statements of Qualifications Packet

Request for Statement of Qualifications (RFQ) for Consultant Services to Prepare a Combined Water and Sewer Infrastructure Needs Assessment for Lewis County in its Entirety

Background and Project Description

Lewis County Combined Water and Sewer Infrastructure Needs Assessment – Lewis County is seeking to retain a qualified consulting firm to provide professional engineering services for the preparation of a combined water and sewer infrastructure assessment that will include a summary of all current and proposed projects for water and sewer infrastructure expansion and improvements throughout Lewis County.

Lewis County is acting as the lead agency for the assessment which will include identifying projects within all incorporated and unincorporated areas of the County including; the cities of Centralia, Chehalis, Napavine, PeEll, Winlock, Vader, Toledo, Onalaska, Mossyrock, Morton, and Randle; Unincorporated Communities; Ports of Centralia and Chehalis; and the water and sewer special purpose districts within Lewis County.

The County owns and operates one community water and sewer system as well as the City of Vader water system. Water and sewer services are provided throughout the County by other Cities as well as multiple special purpose districts. Currently there is no coordinated infrastructure plan identifying a strategy to provide these services to promote development within the County.

The major focus of this project will be to identify all of the water and sewer needs, issues, and challenges for each City and Special Purpose District and prepare a coordinated needs assessment for the County. This assessment will include identifying existing and future or proposed projects for each entity, including a project scope and estimate, that will be compiled into a comprehensive list of projects to be reviewed and evaluated by a County selection panel for allocating the funds available.

The outcome of this project will be a comprehensive, coordinated infrastructure needs assessment that will facilitate preparation of a prioritized plan for allocating the available funding to projects that will maximize the funds available and provide the maximum benefit for future development within Lewis County.

Sources of Funding

As mentioned above, the County has received American Rescue Plan Act Local Fiscal Recovery funding from the US Department of the Treasury that will fund this project.

General Scope of Services

Qualified consultants must have experience with water and sewer facility planning, project construction, and familiarity with the EPA's Clean Water Revolving Fund and Drinking Water

Revolving Fund. The following is a General Scope of Services explaining the broad areas of consideration. A more detailed Scope of Services will be negotiated with the selected consultant:

Inventory and Needs Assessment

Inventory and compile existing infrastructure information. Identify infrastructure needs and requirements to support the land uses and potential future development. This task would involve meeting with each of the Cities, Ports, and Special Purpose Districts that provide services within Lewis County to identify current and future facility needs to support development within Lewis County over the next 10 years. Key issues to be examined include the scope of work, status of the project, benefit to the community, and cost of each project.

Review, evaluate, and consider each project and identify opportunities to combine and/or modify projects to maximize the benefit to Lewis County, maximize use of the funding available, and identify projects that overlap and could be combined to minimize construction impacts and project redundancies.

Comprehensive Infrastructure List

Prepare a comprehensive and coordinated infrastructure plan that identifies expansion of water and sewer services throughout Lewis County. The Consultant will develop and use rating criteria that will serve as the basis for providing recommendations regarding project prioritization

Time Frame for Project

Work will begin immediately upon execution of an agreement with the selected consultant with major work to be completed by December 1, 2021.

Submission Details

In submitting a statement of qualifications, each proposer acknowledges the County shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of County action approving or disapproving any proposed agreement. The County may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Statement of Qualifications or in subsequent negotiations creates any vested rights in any person.

Proposals which do not address any items listed in this section will be considered incomplete and will be deemed non-responsive by the County. **Statement of Qualifications packages are due by 4:00 P.M. on July 29, 2021 including the following information:**

- A cover letter/statement of interest and introduction indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, experience with project partners and the availability of the firm to complete the work within the stated time period.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or brief resumes of key team members such as proposed Project Manager, Project Principal, etc. arranged in a Team Organizational Chart

- A description of the methodology proposed for use in response to each of the tasks outlined in the above scope of work that includes a proposed schedule with key milestones and deliverable dates.
- Up to three examples of similar projects (does not count against page limit)
- A minimum of three references relating to completed projects similar to the proposed project with full name, title, address, phone and e-mail addresses.
- Responses must be limited to no more than ten sheets excluding specific project examples, references, resumes and covers. Sheets must be printed double sided.

Proposal submittals shall be marked “**Combined Water and Sewer Infrastructure Needs Assessment for Lewis County**”. Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.

Submittal Address:

Lewis County Public Works
 Attn: Josh Metcalf, Director
 2025 NE Kresky Avenue
 Chehalis, WA 98532
Josh.metcalf@lewiscountywa.gov

Interviews for this RFQ may be necessary. In that event, selected firms will be notified, with at least 10 days advance notice, of the date, time and location of interviews.

The County reserves the right to award the contract to the highest ranked firm without further consideration or discussion.

Selection Procedure and Criteria

The basis of award will be to the respondent receiving the most points from a four-person panel, consisting of county employees, based on the following criteria:

1. Qualifications of the firm. (Staff strength & experience with similar projects) (Maximum 40 points)
2. Work Plan and Approach to Project. (Maximum 40 points)
3. General familiarity with the Project and community. (Maximum 10 points)
4. Past Performance/References. (Maximum 10 points)

The County notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a Statements of Qualifications 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.

Name of Agency Representative

Josh Metcalf, Public Works Director is the Lewis County representative for this project.