

Whatcom County
RFQ #19-01
2019 Open Roster for:

General Requirements for Professional Architectural, Engineering, and Other Consulting Services

Whatcom County is accepting statements of qualification for 2019. **This roster is open through December 31, 2019, and submittals will be accepted at any time.**

The County is requesting statements of qualifications, experience, and performance from qualified individuals or firms who are interested in providing services on an as-needed basis. Qualified firms or individuals that may be interested in providing any part of these services are encouraged to respond. Minority or woman owned firms are encouraged to respond.

In accordance with RCW Chapter 39.80 and WCC 3.08.060, and the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG), Whatcom County government is generally announcing its projected requirements for certain professional architectural, engineering, and other consulting services including, planning and management services, recycling, education, environmental protection and restoration, waste and pollution prevention, planning, and management services.

Whatcom County will act in accordance with Title VI of the Civil Rights Act of 1964, and all other related laws to ensure that all disadvantaged business enterprises 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, sex or age in consideration for an award. No otherwise qualified handicapped individual, by reason of their handicap will be excluded from participation, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

See Attachment A for Federal Grant Guidelines.

PROFESSIONAL SERVICES REQUIRED

Services may be required to design or engineer roads, bridges, buildings, facilities or flood hazard reduction structures or drainage structures at various sites in Whatcom County. Services may also include land surveys, traffic analysis, cultural assessment and monitoring, planning studies, environmental assessments, river, stream and coastal habitat restoration assessment and design, water quality study design, sampling, source reduction, laboratory tests, or management consulting for county offices.

Qualified individuals or firms interested in providing any part of these services are requested to submit letters of interest, statements of qualifications and relevant experience, as well as completing the enclosed service survey form.

Those who submit qualifications in response to this call may be deemed to have satisfied certain formal bidding requirements, at the discretion of the County, and within the limits of the law.

Engineering projects may involve surveying, road construction inspection, bridge replacement design, traffic analysis, cultural assessment and monitoring, flood damage repair, flood hazard reduction, landslide stabilization, and fish habitat restoration structures. Consultants may be asked to provide recommendations during design, to be available for consultation on construction projects, or to assist with emergency or unusual maintenance projects.

Architectural projects may include schematic design, preparation of comprehensive specifications, interior and exterior design, assistance with bid negotiations, construction management, and detailed plans and specifications on various types of structures. Design projects may be for new or existing buildings, and may include preliminary plans, estimated costs, floor plans, exterior elevations, electrical, mechanical, and ventilation.

Other professional consulting services may include planning studies, environmental assessments, water quality assessments, geophysical analysis, geomorphic assessment, natural resource restoration design and construction support, or various types of management assistance.

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CONTENTS OF RESPONSE

All submittals should include the following minimum information:

- Completion of the Qualifications Survey form (page 6-8 of this RFQ);
- Relevant nature, experience, location, and financial condition of the firm;
- Resumes of key individuals who will be available;
- Professional licenses held; and,
- Company name, address, phone number, fax, email, and name of key contacts. This information should be easily accessible within the document.

Engineers and architects are requested to include **Part Two of the Federal Standard Form SF330-16f** as part of their response. **Consultants in fields other than engineering and architecture need not include SF330-16f.** Copies of this form may be obtained from:

- Whatcom County [Bid Posting](#), see *Related Documents* at the bottom of the posting for RFQ #19-01;
- Whatcom County Purchasing, email FN_Purchasing@co.whatcom.wa.us (preferred), or call (360) 778-5330; or,
- GSA Forms Library at <http://www.gsa.gov/portal/forms/type/TOP>.

Consultants who have submitted qualifications to Whatcom County in previous years are requested to submit all materials requested, not just an update.

Materials testing firms are requested to indicate whether or not their testing services have been certified by the Washington State Department of Transportation.

To indicate experience, submitters should indicate any successful completion of projects similar in size, nature, and scope to projects that may be addressed by Whatcom County. They also should include relevant education and experience of key individual personnel who will be available for projects, as well as any professional licenses they hold.

PROCESS

A list of qualified individuals and firms will be compiled for the use of county project managers from the qualifications that are submitted.

For any particular project, Whatcom County may:

- Select a consultant or service from the list, Whatcom County RFQ #19-01 Professional Consulting Services;
- Choose to request proposals from a group selected from the list; or,
- Choose to advertise for statements of qualifications for that particular project.

Consultants will be asked to provide the requested necessary services at an appropriate level, in a timely fashion. The need for services may occur in emergency situations that require quick response to the County's request. The ability to react quickly, as well as flexibility in providing different levels of effort to suit the County's needs and preferences, will be important factors in selection.

Contracts for on-call services will be based on Whatcom County's standard agreement language when local funds are used. Contracts using federal or grant funds will also follow the appropriate agency guidelines. Contracts will be negotiated in accordance with the County's selection procedures, RCW Chapter 39.80, and all other state or federal regulations.

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SUBMITTAL

Interested businesses may apply at any time during 2019 for this roster - there is no deadline to be included. Submitters are encouraged to submit their responses as soon as possible. The roster will be updated throughout the the year.

Submit **one (1) unbound original and two (2) unbound copies of all materials** in a sealed opaque package, plainly marked on the outside as follows:

- (Insert vendor name here)
- RFQ #19-01, Professional Services Qualifications

Send or deliver the packet to:

Attn: Sara Winger, Purchasing Coordinator
Administrative Services Finance/Purchasing
Whatcom County Courthouse
311 Grand Ave Suite 503
Bellingham WA 98225

Whatcom County does not consider:

- E-mail responses.
- Fax responses.

It is the submitter's responsibility to deliver the response to the proper address. Whatcom County accepts no responsibility for misdirected or lost proposals.

All materials submitted in response to this RFQ become the property of Whatcom County. Materials will not be returned.

QUESTIONS

For all questions regarding this RFQ, contact Purchasing at FN_Purchasing@co.whatcom.wa.us (preferred), or (360) 778-5330.

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Attachment A
Federal Grant Guidelines

FEDERAL GRANT FUNDED GUIDELINES

Whatcom County will act in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 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 award. No otherwise qualified handicapped individual, by reason of their handicap will be excluded from participation, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

It is the Contractor's responsibility to comply with all state, local, and federal laws in performing all tasks undertaken with this contract. All contracts awarded for this project shall contain the following provisions as applicable by federal and state law. Federal regulations are contained in the Code of Federal Regulations 44CFR. The following sections are included for informational purposes, and are not professed to include all relevant laws. It is the contractor's responsibility to comply with all laws.

Contract Work Hours and Safety Standards Act (40 U.S.C 327-333) – Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts, and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended – Contractors and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.) Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying in non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1) – The Applicant must comply with the provisions of "Public Law 88-352," which refers to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The law provides that no person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

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Attachment A
Federal Grant Guidelines

Section 504 of the Rehabilitation Act, 1973, as Amended (29 U.S.C. 794) – The Applicant must comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits or be subjected to discrimination under any program or activity receiving federal assistance funds.

Americans with Disabilities Act (42 U.S.C. 12101, et seq.) – The Applicant shall comply with the provisions of the Americans with Disabilities Act, 42 U.S.C. 12101, et. seq. That Act provides a comprehensive national mandate to eliminate discrimination against individuals with disabilities. The Act may impose requirements on the Applicant in four principle ways: 1) with respect to employment; 2) with respect to the provision of public services; 3) with respect to transportation; 4) with respect to existing facilities and new construction.

The National Environmental Policy Act of 1969 (NEPA) (42 U.S.C Section 4321 et seq., and 24 CFR Part 58) – The Applicant shall comply with the provisions of the National Environmental Policy Act of 1969. The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences. Environmental review procedures, including determining and publishing a Finding of Significance or of No Significance for a proposal, are a necessary part of this process. Pursuant to these provisions, the Applicant must also submit environmental certifications to the Department when requesting that funds be released for the project. The Applicant must certify that the proposed project will not significantly impact the environment and that the Applicant has complied with environmental regulations and fulfilled its obligations to give public notice of the funding request, environmental findings, and compliance performance.

Noise Control, Chapter 70.107 RCW – The Applicant shall assure compliance with the state Noise Control Act. Objectives of the Act are to assist local governments in implementing local noise ordinances, and to control and reduce excessive noise in Washington.

Law Against Discrimination, Chapter 49.60 RCW – The Applicant shall comply with the provisions of Chapter 49.60 RCW in all activities relating to this Grant Agreement.

Resource Conservation and Recovery Act – Agencies shall implement the Resource Conservation and Recovery Act of 1976 (RCRA) (42 U.S.C. 6962). Any state agency or agency of a political subdivision of a state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA). Current guidelines are contained in 40 CFR Parts 247-253. State and local recipients of grants, loans, cooperative agreements or other instruments funded by appropriated federal funds shall give preference in procurement programs to the purchase of recycled products pursuant to the EPA guidelines.

Debarment and Suspension (E.O.s 12549 and 12689) – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension.” This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

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Qualifications Survey

(Complete all three pages of this form and include it with your RFQ Documents)

Company Name _____
 Address _____
 Key Contact _____ email _____
 Phone _____ Fax _____
 Is business DBE, SBE, or MWBE certified?
 If so, list type of certification and agency(s): _____

DESCRIPTION	Check Applicable Services
Archaeology/Cultural Resources	
• Archaeology/Cultural Resources Review	
• On-Site Monitoring	
Architectural Design	
• General Architectural Design	
• Marine Architecture (ferry boat & dock design)	
• Landscape Architecture	
Bank Stabilization Design	
• Lake Shoreline	
• Landslide	
• Marine Shoreline	
• Riverbank	
Biological Assessments and Documents (e.g. CAO, SEPA, EA, EIS)	
• Fish	
• Mammals	
• Marine Resources	
• Plants	
• Sensitive Habitats	
Coastal Engineering	
• Hard Shoreline Protection Design & Construction	
• Shoreline Restoration Design & Construction	
• Soft Shoreline Protection Design & Construction	
Data Management	
• Geographic Information System (GIS) Spatial Data Management & Application Development	
Engineering Design and Construction Services	
• Bridge Design and Diagnostics (load ratings, etc.)	
• Construction Management & Inspection	
• Electrical Engineering	
• Geotechnical Design	
• Marine Engineering (ferry boat & dock construction)	
• Material Testing	
• Mechanical Engineering	
• Road Design	
• Stormwater Engineering	
• Traffic Signal Design	
Environmental Permitting	
• HPA	
• Shoreline	
• SEPA/EIS	
• Local Permitting (critical areas, wetlands)	
• ESA Consultation & Process (NOAA, USFWS, ACOE, FEMA)	
• 404	

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(Complete all three pages of this form and include it with your RFQ Documents)

Company Name _____

DESCRIPTION	Check Applicable Services
Fish and Shellfish Habitat Inventory, Assessment, and Monitoring	
• Freshwater	
• Marine	
Floodplain Management/Plans	
• Channel Migration Zone Policy Development	
• Flood Control Structure Design	
• Flood Hazard Management Plan Development	
• Floodplain Mapping – Alluvial fan	
• Floodplain Mapping – Coastal	
• Floodplain Mapping – Riverine	
Geological Services	
• Channel Migration Zone Delineation	
• Coastal Geology and Near-shore Physical Processes	
• Fluvial Processes	
• Geologic Hazard & Risk Assessment (e.g., landslide, alluvial fan, riverine, coastal)	
• Geomorphic Processes	
• Geophysical Analysis	
• Hill-slope Processes	
Habitat Restoration Projects - indicate freshwater and/or marine (F or M)	
• Construction & Maintenance Oversight	
• Habitat Project Compliance, Effectiveness, & Validation Monitoring	
• Restoration Project Identification, Planning, & Design	
Hazardous Materials	
• Hazardous Materials Site Assessment	
Modeling, Analysis, & Design	
• Hydraulic	
• Hydrologic	
Public Education & Outreach	
• Educational Brochures, Displays, & Presentations	
• Plan Development	
• Websites	
Solid Waste	
• Cost Assessments	
• Education	
• Outreach	
• Planning	
• Recycling Assessments	
Specific ESA Experience in	
• FEMA Biological Opinion/NFIP related assessments	
• Habitat Conservation Plan (HCP)	
• Salmonid Recovery Plan Development	
• Section 4(d) Rules	
• Section 7 & 10 Consultations	
Stormwater Management Plans & Monitoring	
• Stormwater Monitoring Plan Development	
• Stormwater Sample Collection & Analysis	

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(Complete all three pages of this form and include it with your RFQ Documents)

Company Name _____

DESCRIPTION	Check Applicable Services
Surveying	
• Aerial Photographs & Topographic Mapping	
• GPS Surveying	
TMDL	
• Establishing TMDLs	
• TMDL Response Plans	
Water Quality Monitoring and Assessment	
• Data Analysis	
• Sample Collection	
• Study Design	
Wetland Mitigation	
• Design	
• Implementation Supervision & Inspection	
• Monitoring	
Other	