



**Grant County**  
Office of The  
**Board of County Commissioners**  
P O Box 37  
Ephrata WA 98823  
(509) 754-2011

**REQUEST FOR QUALIFICATIONS/PROPOSALS PACKET (Page 1 of 12)**  
**GRANT COUNTY CDBG GEN. PURPOSE GRANT**  
**Royal Water District Rehabilitation Project**

September 7, 2015

Grant County, Washington, by and through the Board of County Commissioners, is seeking to procure professional engineering services and enter into a contractual agreement with an individual, company, or firm that it believes to be the most qualified to perform the required services. Engineering services will be for the Royal Water District Rehabilitation Project, which is a water system restoration and upgrade which will correct documented Washington State Department of Health and environmental concerns while enabling a small water district to consistently provide affordable, potable water to lower income residents in southern Grant County, Washington. A map showing the general area is located in Appendix A (page 11 of 12) and a map of the Royal Water District is located in Appendix B (page 12 of 12).

Grant County is an Equal Opportunity and Affirmative Action Employer. Minority- and women-owned firms are encouraged to submit qualifications/proposals as are qualifying individuals/firms/businesses located within the low- to moderate-income area within or in close proximity to the Royal Water District service area.

This project is funded through the Washington State Community Development Block Grant (CDBG) program with federal funds provided by the U.S. Department of Housing and Urban Development. This project is subject to federal standard provisions, as applicable, for: (1) Title VI of the Civil Rights Act of 1964; (2) Section 109 of the Housing and Community Development Act of 1974, as Amended; (3) Americans with Disabilities Act of 1990; (4) Age Discrimination Act of 1975, as Amended; and (5) Section 3 of the Housing and Community Development Act of 1968.

Engineering services will encompass design, construction inspection, and management of the federally funded project, including complete cultural/historical resources review of the project site, complete architectural/engineering design of the water system restoration and upgrade, with stamped engineered drawings and specifications to that end, and other work, in accordance with the Project Requirements and Scope of Work, below.

Qualifications/proposal responses shall specify each and every item as set forth in this Request for Qualifications/Proposals (RFQ/RFP) Packet. Any and all exceptions must

Richard Stevens  
District 1

Carolann Swartz  
District 2

Cindy Carter  
District 3

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be clearly stated in the proposal submittal. Sections within this RFQ/RFP Packet are categorized as follows:

- (1) General RFQ/RFP Information;
- (2) Qualifications/Proposal Preparation and Submission;
- (3) Respondent Information;
- (4) Project Requirements and Scope of Work;
- (5) Respondent Checklist;
- APPENDIX A – Area Map; and
- APPENDIX B – Royal Water District Map

Failure to set forth any item in the RFQ/RFP Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all Qualifications/Proposals and to waive any informality.

If your company or firm is interested and qualified, please ensure one original and two (2) copies of your proposal, in a sealed envelope clearly marked with the project title "Grant County CDBG Gen. Purpose Grant, Royal Water", is received by the County on or before 3:30 p.m. (PST) on October 8<sup>th</sup>, 2015 and addressed to:

**June Strickler, Administrative Services Coordinator**  
**Grant County Commissioners' Office**  
**PO Box 37 / 35 C Street NW**  
**Ephrata, WA 98823**

Late Qualifications/Proposals and/or Qualifications/Proposals submitted via e-mail or facsimile will not be accepted.

Should you have any questions regarding this RFQ/RFP Packet, please contact me. I may be reached directly at ext. (509) 754-2011 ext. 2937. Thank you in advance for your courtesies.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS**



June Strickler  
Administrative Services Coordinator

cc: Board of County Commissioners



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**1. GENERAL RFQ/RFP INFORMATION**

**1.1 RFQ/RFP Notices**

RFQ/RFP notices for this project will be supplied by the County's Administrative Services Coordinator, serving as the RFQ/RFP Official Contact, who may also be reached directly at (509) 754-2011 ext. 2937.

**1.1a Note:** It is the responsibility of RFQ/RFP respondents to contact the RFQ/RFP Official Contact for any and all updates, addendums, corrections, or any other changes and/or other communications regarding this RFQ/RFP Packet on or before October 5<sup>th</sup>, 2015.

**1.2 Objective of this RFQ/RFP**

It is Grant County's objective to acquire professional engineering services and enter into a contractual agreement with an individual, company, or firm that it believes to be the most qualified to perform necessary engineering services for the Royal Water District Rehabilitation Project; this is a CDBG-funded water system restoration and upgrade which will correct documented Washington State Department of Health and environmental concerns while enabling a small water district to consistently provide affordable, potable water to lower income residents in southern Grant County, Washington.

**1.3 RFQ/RFP Organization**

The RFQ/RFP is composed of five (5) sections, organized as follows:

*Section 1 – GENERAL RFQ/RFP INFORMATION*

- 1.1 RFQ/RFP Notices*
- 1.2 Objective of this RFQ/RFP*
- 1.3 RFQ/RFP Organization*
- 1.4 RFQ/RFP Official Contact*
- 1.5 Questions Regarding the RFQ/RFP*
- 1.6 Respondent Must Meet Bidder Responsibility Criteria (RCW 39.04.350)*

*Section 2 – QUALIFICATIONS/PROPOSAL PREPARATION AND SUBMISSION*

- 2.1 General Information*
- 2.2 Proposal Submittal, Format, Misc.*
- 2.3 Proposal Evaluations/Criteria*
- 2.4 Proposal Preparation Instructions*

*Section 3 – RESPONDENT INFORMATION*

- 3.1 Signature and Representations*
- 3.2 Company Information*

*Section 4 – PROJECT REQUIREMENTS AND SCOPE OF WORK*

- 4.1 General Overview*
- 4.2 Construction Contractor/Subcontractor(s)*
- 4.3 Project Specifics*
- 4.4 Code Requirements*
- 4.5 CDBG Requirements*
- 4.6 Insurance Requirements*

*Section 5 – RESPONDENT CHECKLIST*

*APPENDIX A – AREA MAP*

*APPENDIX B – ROYAL WATER DISTRICT MAP*

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**1.4 RFQ/RFP Official Contact**

Upon release of this RFQ/RFP, all respondent communications must be directed to the RFQ/RFP Official Contact listed below. Unauthorized contact regarding this RFQ/RFP with other County employees or officials may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County. Respondents may only rely upon written statements issued by the RFQ/RFP Official Contact:

Name:	June Strickler
Title:	Admin. Services Coordinator
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 ext. 2937
Fax:	(509) 754-6098
E-mail:	<a href="mailto:jstrickler@grantcountywa.us">jstrickler@grantcountywa.us</a>

**1.5 Questions Regarding the RFQ/RFP**

Respondents who request a clarification of the RFQ/RFP requirements may submit written questions to the above contact by mail, facsimile, or e-mail. The deadline for receipt of technical questions is October 1<sup>st</sup>, 2015, at 4:00 p.m. (PST). Questions received and answers to those questions will be e-mailed directly to all parties known by the County to be pursuing the project on or before October 6<sup>th</sup> 2015.

**1.6 Respondent Must Meet Bidder Responsibility Criteria (RCW 39.04.350)**

A responsive proposal must be from an engineering company/firm that meets the bidder responsibility criteria as set out in RCW 39.04.350, *Bidder responsibility criteria – Supplemental criteria*:

1.6a Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:

1. At the time of bid submittal, have a certificate of registration in compliance with chapter [18.27](#) RCW;
2. Have a current state Unified Business Identifier number;
3. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51](#) RCW; an employment security department number as required in Title [50](#) RCW; and a state excise tax registration number as required in Title [82](#) RCW; and
4. Not be disqualified from bidding on any public works contract under RCW [39.06.010](#) or [39.12.065](#)(3).

**2. QUALIFICATIONS/PROPOSAL PREPARATION AND SUBMISSION**

**2.1 General Information**

2.1a All respondents should read the entire RFQ/RFP Packet carefully. Failure to comply with instructions may result in a proposal being disqualified from consideration by the County.



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2.1b It is the respondent's responsibility to contact the County's Official Designated Contact to obtain amendments, updates, question answers, etc. on this project.

2.1c Grant County reserves the right to amend terms of this RFQ/RFP to circulate various addenda, or to withdraw the RFQ/RFP at any time, regardless of how much time and effort consultants have spent on their responses.

**2.2 Proposal Submittal, Format, Misc.**

2.2a All proposal submittals, consisting of one original and two (2) copies, must be received by the County *via* **mail, recognized carrier, or hand delivery** no later than 3:30 p.m. (PST) on October 8<sup>th</sup>, 2015, as displayed on Grant County's official time/date stamp located in the Office of the Board of County Commissioners. Late proposal submittals and/or proposal submittals submitted *via* e-mail or facsimile will not be considered.

2.2b All proposals must be received by the County in a sealed envelope clearly marked with the project title "Grant County CDBG Gen. Purpose Grant, Royal Water" and be directed to:

**June Strickler, Administrative Services Coordinator**  
**Grant County Commissioners' Office**  
**PO Box 37 / 35 C Street NW**  
**Ephrata, WA 98823**

2.2c Costs of preparation and presentation of the proposal will be borne by the respondent.

2.2d A cover letter is required, as set forth in Section 3.1 below.

2.2e Proposals should contain straightforward and concise descriptions of the respondent's capabilities to satisfy the requirements of this RFQ/RFP Packet. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

2.2f A request for awarding a contract/agreement to be signed by the selected respondent will be made by the Selection Committee to the Board of County Commissioners as set forth in Section 2.3a(3) below.

2.2g This RFQ/RFP does not constitute an offer of employment or to contract for services.

2.2h The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

2.2i The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

**2.3 Proposal Evaluations/Criteria**

2.3a The County will evaluate proposals and determine responsiveness as follows:

- (1) The County's Administrative Services Coordinator will perform an initial screening of each proposal to determine responsiveness. A proposal deemed responsive is one that materially conforms to the instructions/requirements of this RFQ/RFP

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Packet, including the respondent meeting the requirements of a responsible bidder pursuant to RCW 39.04.350 (addressed in Section 1.6 above). The County reserves the right to reject or accept any proposal with immaterial irregularities.

- (2) Results of the initial screening will be provided to a County Selection Committee, of which the Administrative Services Coordinator will be a member, prior to review of proposals by the Committee.
- (3) Proposals will be evaluated by the Selection Committee pursuant to selection criteria as follows:
  - a. Amount of specialized experience in type of work required;
  - b. Availability and capacity of the firm to accomplish the work in the required timeframe;
  - c. Qualifications of personnel that will actually be working on the project;
  - d. Firm's past experience with federally funded projects, especially CDBG projects;
  - e. Geographical proximity of the firm to the project location; and
  - f. Professional reputation and references.
- (4) Should the Selection Committee determine there is a qualifying respondent that is most advantageous to the project, based on the above criteria, it will make a recommendation to award a contract/agreement to be signed by the selected respondent and the Board of County Commissioners.

**PLEASE NOTE:** Before this recommendation is made, the County must verify that the complete name of both the selected firm and the owner or president is not on the exclusion records at SAM.gov to receive federal funds (24 CFR Part 24.1) and provide Commerce's Project Manager with a printout documenting that neither the firm or owner/president appear on the exclusion list. Any individual and/or firm appearing on the exclusion list is not a qualified respondent and will not be eligible for contracting with the County.

**2.4 Proposal Preparation Instructions**

Proposals must conform to all the requirements of this RFQ/RFP Packet.

**3. RESPONDENT INFORMATION**

Proposal submittals shall contain the following information and conform to the following requirements:



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**3.1    Signature and Representations**

All proposals must include a cover letter signed by an official of the company authorized to contractually bind the company to the proposal.

**3.2    Company Information**

Provide the company name, address, telephone number, federal employer tax number and Washington state business registration number. Provide full the name of the president/owner in addition to the name, title, address, telephone number, and e-mail address of the contact person authorized to represent the company and to whom correspondence should be directed.

**4.       PROJECT REQUIREMENTS AND SCOPE OF WORK**

**4.1    General Overview.** Grant County, located at 35 C Street in Ephrata, Washington, has been awarded federal funding through a Washington State Department of Commerce Community Development Block Grant (CDBG) in the amount of \$750,000.00. The award is based on the County's successful application for water system improvements near Royal City, Washington (Area Map is located in Appendix A) for the Royal Water District (a map of which is located in Appendix B); all work and procurement must be carried out in accordance with the Department of Commerce's 2015 CDBG General Purpose Grant Handbook (Construction) and applicable state, federal, and county guidelines, rules, and requirements.

Engineering services will encompass design, construction inspection, and management of the federally funded project, including complete cultural/historical resources review of the project site, complete architectural/engineering design of the water system restoration and upgrade, with stamped engineered drawings and specifications to that end, and other work, in accordance with this Project Requirements and Scope of Work section.

**4.2    Construction Contractor/Subcontractors**

A Construction Contractor and possible Subcontractor(s) will be procured and contracted with for construction portions of the project pursuant to CDBG requirements and fall under Construction Inspection and Management by the contracted Engineering firm.

The engineering contractor assumes liability that, in accordance with Washington law, all subcontractors are required to file intents and affidavits for prevailing wage work just as the prime contractor shall do. Furthermore, it is understood that five percent (5%) retainage is withheld until a Notice of Completion is accepted by the Department of Commerce. Only after Grant County is notified of this acceptance by Commerce will the retainage be released.

**4.3    Project Specifics**

**4.3a** The project is funded with payment for services/work on a cost reimbursement with cap – for both engineering and construction – as shown in the below, Commerce-approved project budget:

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PROJECT BUDGET					
Funding Status	Source 1	Source 2	Source 3	Source 4	
Are the sources committed? If not, give a date when commitment expected.	CDBG	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Totals
<b>Activity Costs</b>					
General Administration	\$4,100				\$4,100
Project Administration					
Environmental Review	\$5,000				\$5,000
Architectural Fees					
Engineering Fees	\$148,200				\$148,200
Sewer Improvements					
Water Improvements	\$592,700				\$592,700
Private Water/Sewer Side Connections					
Street and Sidewalk Improvements					
Community Facility					
Fire Protection Facility					
Housing Rehabilitation					
Architectural Barrier Removal					
Commercial/Industrial Facility					
ED Revolving Loan Fund					
Acquisition					
Relocation					
Other:					
Other:					
<b>Totals</b>	<b>\$750,000</b>				<b>\$750,000</b>

4.3b Engineering fees for this project are for Design, Construction Inspection and Management of the project which includes coordination with Grant County and meeting of pertinent CDBG Management Handbook (Construction) requirements.

- (1) Engineering fees for design of the project are based upon an industry standard of 10% of the construction costs. These costs include completing the environmental review for the project, completing a topographic survey of the project area, and securing any permits necessary for the project. The scope of work will also include an informational meeting with the residents to discuss the project and the impacts it will have on the residents.
- (2) As for Construction Inspection and Management, the District's engineer will administer the construction contract, including inspection of the construction work, review of submittals and certified payrolls, ensuring the contractor completes the contract in accordance with the contract documents, as-built preparation, project management, and funding administration assistance. The consultant will provide full time construction inspection for the project, compaction testing, agency coordination, contractor oversight, materials testing, documentation of construction process and procedures, change order negotiation, dispute resolution, construction contract closeout, CDBG closeout documentation and two-year (2) warranty review. Engineering fees for Construction Management and Inspection are based upon an industry standard of 15% of construction costs.
- (3) Costs for a Cultural Resources Survey (CRS) are included in the approved budget. It is anticipated that a CRS will be required to meet CDBG and Department of Archeology & Historic Preservation requirements for construction projects.

4.3c Construction for the project has been identified in the Royal Water District's Small Water System Management Program (SWSMP) and includes the construction of a new,



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100,000 gallon reservoir to replace the existing reservoir, 5,200 LF of 8" PVC water main to replace existing asbestos concrete waterline, appropriate valving and connections for the system and customers, and surface restoration costs to repair roads and right-of-way. Construction shall include the cost of all material, labor, clean up, hauling, disposal of all material removed, mobilization, and all other fees and costs, if applicable, required to complete this project,

4.3d The project timeline is as follows:

**WORK PLAN**  
For construction projects

When do you expect tasks to be completed? Please list month and year.

*You can use the "Other" lines or insert lines for additional tasks. If your project will involve more than one bid/construction process, add additional lines for each construction phase.*

Tasks	Responsible Party	Start Date	End Date
Establish administrative systems	Grant County	9/15	9/15
Negotiate and execute CDBG contract with Commerce	Grant County	9/15	10/15
Establish Subrecipient Agreement, if applicable	Grant County/Royal Water District	10/15	11/15
Procure professional services	Grant County/Royal Water District	10/15	12/15
Obtain site control	N/A		
Complete cultural/historical resources review	Consultant	12/15	5/16
Complete NEPA/SEPA environmental review (including requesting FONSI for release of funds)	Grant County/Consultant	12/15	2/16
Complete architectural/engineering design	Consultant	12/15	5/16
Obtain regulatory agency approval (if applicable)	N/A		
Obtain permits	Contractor	6/16	6/16
Prepare bid documents/solicit bids	Consultant/Royal Water District	5/16	6/16
Award construction contract	Royal Water District w/ Grant County oversight	6/16	6/16
Pre-Construction Conference	Grant County/Royal Water District/Contractor	6/16	6/16
Start construction	Contractor	7/16	10/16
Submit First Week Labor Standards Package	Grant County/Consultant	7/16	7/16
Monitor subrecipient (if applicable)	Grant County	Ongoing	Ongoing
Complete construction	Contractor	10/16	10/16
Complete civil rights requirements	Grant County	10/16	10/16
Conduct final public hearing	Grant County	11/16	11/16
Project in use – occupancy	Royal Water District	11/16	11/16
Schedule audit	Grant County	12/16	12/16
Close out CDBG contract	Grant County	12/16	12/16
Other:			

4.4 Code Requirements – Work performed must be in conformance to applicable federal, state, and county codes and/or ordinances.

4.5 CDBG Requirements – Grant County is the entity awarded and responsible for stewardship of the project's federal funds through the CDBG General Purpose Grant. To that end, the selected engineering firm must work in a coordinated fashion with the County's designated representative(s) to ensure proper oversight, monitoring, and that all work performed (engineering and construction) is in conformance to the 2015 CDBG Management Handbook (Construction), which is available at the Washington State Department of Commerce website at:

<http://www.commerce.wa.gov/Programs/Infrastructure/CDBG-Program-Overview/Pages/default.aspx>

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**4.6    Insurance Requirements**

**4.6a    Certificate of Liability Insurance** – Within five (5) business days after final signatures are obtained on the contract, the engineering individual/agency shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County. Proof of insurance must be directed to the County's Administrative Services Coordinator.

**4.6b    Indemnification** – The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- (1) Violation of statute, ordinance, or regulation;
- (2) Willful, intentional or other wrongful acts, or failures to act;
- (3) Negligence or recklessness;
- (4) Furnishing of defective or dangerous products;
- (5) Premises liability;
- (6) Strict Liability;
- (7) Violation of civil rights; and/or
- (8) Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force and effect.

**5.        RESPONDENT CHECKLIST**

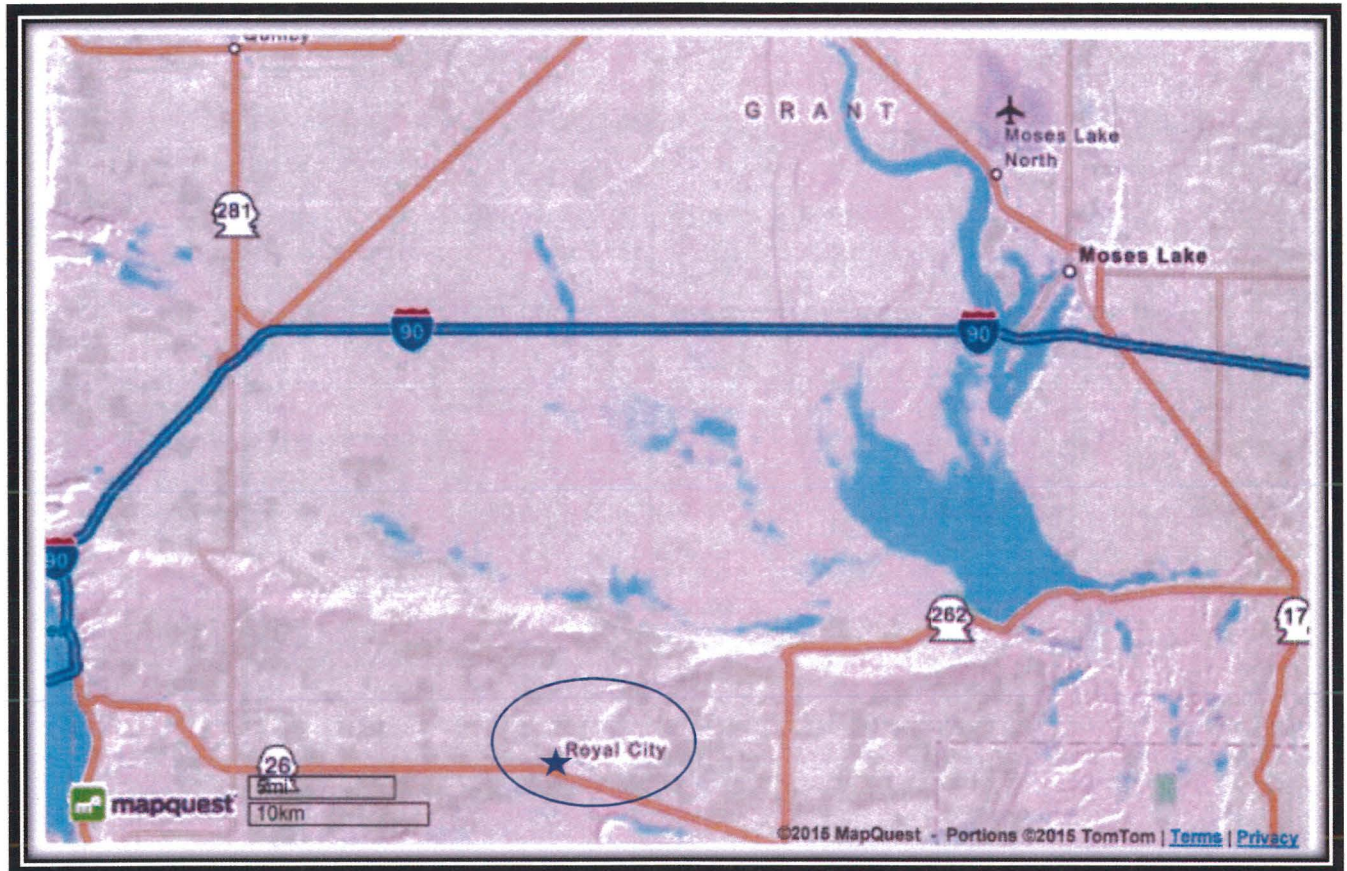
A complete proposal will include:

- \_\_\_\_\_ A signed cover letter containing required information;
- \_\_\_\_\_ The provision of all respondent/firm information requested;
- \_\_\_\_\_ Descriptions of respondent's capabilities to satisfy the requirements of the RFQ/RFP and;
- \_\_\_\_\_ One original and two (2) copies in a sealed envelope, properly labeled and addressed.



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APPENDIX A – AREA MAP





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APPENDIX B – ROYAL WATER DISTRICT MAP

