

**REQUEST FOR PROPOSAL (RFP)
PROFESSIONAL ENGINEERING DESIGN
PACKWOOD SEWER SYSTEM**

**VIC. HUNTINGTON RD TO VIC. SKATE CR – SNYDER RD
(STATE ROUTE 12 - MP 130.34 TO MP 131.38)**

The Lewis County Public Works Department is seeking proposals from qualified Architectural and Engineering firms to provide engineering, permitting, surveying, right of way services, utility coordination, and contract document preparation services for the design of a new Large On-Site Sewer System in the unincorporated community of Packwood, WA. This project was funded in the 2021 – 2023 Capital Budget utilizing Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the federal American Rescue Plan Act (ARPA) stimulus funds. The Funds are provided through the US Treasury and administered locally through the Washington State Department of Commerce. All work shall be completed in compliance with federal, state, and local requirements as well as the Washington State Department of Commerce’s Coronavirus State Fiscal Recovery Funds Infrastructure Projects Program Guidelines

Firms desiring consideration shall submit a complete proposal packet, not to exceed twenty (20) pages. Resumes for Project Managers and Discipline Leads may be included in the submittal as “Attachment B” and will not be counted as part of the twenty (20) page proposal submittal.

Proposals are due by 4:00 PM on Monday August 29, 2022. The submittal shall be marked “Packwood Sewer System” and be submitted to:

Hard Copies

Lewis County Public Works
Attn: Josh Metcalf, Director
2025 NE Kresky Avenue, Chehalis, WA 98532

Electronically

Josh.Metcalf@lewiscountywa.gov

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000a 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 any contract entered into pursuant to this advertisement, disadvantaged 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.

PUBLISH: The Chronicle – July 28 and August 4, 2022
Daily Journal of Commerce (Seattle, July 28 and August 4, 2022)
Daily Journal of Commerce (Portland, August 3 and 10, 2022)
State Office of Minority and Women’s Business Enterprises
Lewis County Web Site @www.lewiscountywa.gov

REQUEST FOR PROPOSAL

2022

LEWIS COUNTY PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION

FOR

PACKWOOD SEWER SYSTEM

STATE ROUTE 12

VIC. HUNTINGTON RD. TO VIC. SKATE CR-SNYDER RD INTERSECTION

(MP 130.34 TO MP 131.38)

Response Deadline:

Monday August 29, 2022 at 4:00 PM

REQUEST FOR PROPOSAL

PACKWOOD SEWER SYSTEM VIC. HUNTINGTON RD. TO VIC. SKATE CR-SNYDER RD INTERSECTION (STATE ROUTE 12 - MP 130.34 TO MP 131.38)

RESPONSE DEADLINE: Monday August 29, 2022 AT 4:00 PM

The Lewis County Public Works Department is soliciting proposals from qualified Architectural and Engineering firms with expertise in sanitary sewer collection and treatment design. The primary scope of work includes the engineering and permitting for a new Large On-Site Sewer System and will include other elements such as but not limited to; roadway improvements, utility coordination, right-of-way, environmental impacts and mitigation, public engagement, agency coordination, and permitting.

1.0 DESCRIPTION

The successful consultant will develop preliminary and final design plans, specifications, and engineer's estimate for construction. The consultant will also be responsible for all permitting, right of way, and utility coordination associated with the design and construction of the project.

The project is funded in the Capital Budget utilizing Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the federal American Rescue Plan Act. The funding is administered by the Washington State Department of Commerce and is subject to all state and federal requirements as well as the Coronavirus State Fiscal Recovery Funds, Final Infrastructure Projects Program Guidelines prepared by the Washington State Department of Commerce.

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

2.0 BACKGROUND

The County has conducted a feasibility study in the unincorporated community of Packwood for the installation of a new Large On-Site Sewage System (LOSS) including treatment and disposal facility. The LOSS as defined in the feasibility study includes the following:

- Approximately 5475 L.F. of gravity sewer pipe on SR 12 between Huntington Rd (MP 130.34) and the Skate Cr – Snyder Rd intersection (MP 131.38)
- Two lift stations: One at the SR 12 / Main St intersection and one approximately 2670 L.F. south of the intersection on SR 12
- Approximately: 400 L.F. on Tahoma St. E.
745 L.F. on Main St W.
570 L.F. on Main St E.,
440 L.F. on Willame St. E.
- Approximately 4465 L.F. of sewer pipe east of the 2nd lift station on SR 12 to a Sequencing Batch Reactor (SBR) and subsurface disposal facility

3.0 SCOPE OF WORK

The Scope of Work for this project will include, but is not limited to the following tasks:

- Project Management
- Survey Services
- Sanitary sewer collection, conveyance, and treatment
- Utility Coordination, Locating Services, and Relocation
- Environmental – SEPA, Cultural Resources, and Permitting, including Coordination with state and local agencies such as but not limited to WSDOT, WSDOE, DAHP, WDFW, USACE, Lewis Co. Community Development, and potentially affected Tribes.
- Geotechnical Explorations and Design Recommendations for Roadway and Structural Foundations
- Right-of-way Evaluations, Appraisals, Negotiations, Acquisition, including coordination with WSDOT and the UTC.
- Public engagement, conducting Public Meetings and Agency Coordination
- Preliminary and Final Design, engineer's estimates, and construction documents

A specific, detailed contract will be negotiated with the successful candidate following notification from the County of contract award.

4.0 PROPOSAL FORMAT

- **Project Approach (25 pts):** Provide your approach on how you will proceed with the project and how you expect to meet all areas identified in the 3.0 Scope in this submittal. Identify how you will move this project through design, permitting, and right-of-way in a timely manner.
- **Experience of the Firm (25 pts):** Please provide a list of all current projects that completed in the last three (3) years. List the project manager assigned to each project. Identify the starting dates for all projects listed and their respective completion dates (where completed). Address the capability to perform all or most aspects of the project as they pertain to this request for proposal and the ability to meet the schedules and budget associated with each project.
- **Project Team (Key Staff) (20 pts):** Identify the proposed Project manager and key project team members and their responsibilities. Include any proposed sub-consultants used by the consultant.
- **Public Engagement Conducting Public Meetings and Agency Coordination (10 pts):** Identify key project team members, their experience developing public engagement plans, experience coordinating with agencies, and their responsibilities conducting public meetings
- **Coordination of Utilities / Relocation (10 pts):** Identify key project team members and their responsibilities working with utility providers to identify existing utility locations and conflict areas, assessing relocation needs, and establishing a relocation process for utility impacts.
- **Right-of-way Evaluations, Appraisals, Negotiations, and Acquisitions (10 pts):** Identify key project team members, projects, and their responsibilities identifying Right-of-Way needs, Appraisals, Negotiations and Acquisitions.

The approach, level of effort, tasks and deliverables will be further defined during the scoping process.

SUBMITTAL REQUIREMENTS

Submittals shall be no longer than 20 pages (each side of the sheet is counted as a page), excluding transmittal letter, covers, and dividers. Each page shall be no larger than 8 ½ by 11 and have a minimum font size of 11. Five (5) copies of the proposal documents shall be submitted if submitting hard copies. One (1) copy will be required if submitting electronically.

Signed copies of the ARPA forms included with this RFP shall be submitted as a part of the Proposal package. Each form shall be signed by and provided for the Prime Consultant as well each subconsultant proposed to work on this project. These forms include the following;

- Compliance with Federal and State Laws
- Debarment Certification Form
- Insurance Certification Form
- Non-Collusion Statement

In submitting, each proposer acknowledges they are solely responsible for all costs incurred in development and submission of the response to this Request for Proposal or any other presentations whether in response to this or to any subsequent requirements of the consultant selection and agreement negotiation process. All materials submitted in the response to this becomes the property of Lewis County.

Proposals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the County. Proposals are due by 4:00 PM on Monday August 29, 2022.

All questions shall be submitted to Mark Burch at mark.burch@lewiscountywa.gov by 4:00 PM on Tuesday, August 23, 2022. Failure to request clarification of any inadequacy, omissions, or conflict will not relieve the proposer of any responsibilities under this Request for Proposal. It is the responsibility of the interested proposer to assure that they received responses to the questions if any are issued.

5.0 CONTRACT

The selected Consultant will be invited to negotiate a contract with Lewis County. A detailed scope of work will be developed by the consultant and agreed to by Lewis County. This detailed scope of work and associated budget will be incorporated as part of the consultant/Lewis County contract. Submittals shall also include the following information; Prime Firm name, Contact information, name of principal in charge and project manager, and number of employees from each firm that are proposed to work on the project.

COMPLIANCE WITH FEDERAL AND STATE LAWS

By submitting an RFP in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify Lewis County. Failure to do so may result in terminating this contract for default.

Respondent agrees to comply with all other applicable Federal statutes, regulations, and executive orders, and shall provide for compliance with the American Rescue Plan Act to include:

- Equal Employment Opportunity requirements;
- Davis Bacon Act (40 U.S.C. §§ 3141-3148);
- Anti-Kickback Act (40 U.S.C. § 3145);
- Contract Work Hours and Safety Standards (40 U.S.C. §§ 3701-3708);
- Rights to Inventions Made Under a Contract or Agreement (37 C.F.R. Part 401);
- Clean Air Act (42 U.S.C. §§ 7401-7671q) and Water Pollution Control Act (33 U.S.C. §§ 1251-1387);
- Debarment and Suspension (Executive Orders 12549 and 12689);
- Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352);
- Procurement of recovered materials (2 C.F.R. § 200.323) (pursuant to section 6002 of the EPA's Solid Waste Disposal Act);
- Prohibition on certain telecommunications and video surveillance services or equipment (2 C.F.R. § 200.216); and
- Domestic preferences for procurements (2 C.F.R. § 200.322).

Signature:

Date:

DEBARMENT CERTIFICATION FORM

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or

(d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

(e) The contractor is "Actively" registered with SAMS (Service for Award Management), and has been assigned the following Unique Entity Identifier (UEI): _____. The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department/agency.

Name of Firm or Individual: _____

Address: _____

Signature

Date

Printed Name and Title

INSURANCE CERTIFICATION

Attach Insurance Certification or Binder

I, _____, as a duly authorized representative of _____,
(full name) (name of firm)

certify that evidence of required general liability, worker’s compensation, and professional liability insurance for personnel assigned to the project and automobile insurance for any vehicles used for the project in the amounts in this RFP shall be provided to the issuer of this RFP within 10 calendar days of any Notice of Award.

Signature – Company Official

Printed/Typed Firm Name

Printed/Typed Name/Title

Date

NON-COLLUSION STATEMENT

My signature certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line business or commerce.

I hereby certify that I am authorized to sign, personally or as a Representative for the Firm:

Name of Firm or Individual: _____

Address: _____

Signature

Date

Printed Name and Title