

# RFP for Annual Wetland and Stream Services

## Questions and Answers

Below are the questions asked and answers given pertaining to the Request for Proposals for Annual Wetland and Stream Services from March 2, 2023 to March 15, 2023.

- 1) The County is aiming to hire (1) consultant for this contract, correct?

Yes, the County is proposing to hire one firm to provide annual wetland and stream services. This list of proposed projects is large as we are hoping to use it to capture any potential culvert replacement projects that may be submitted for the Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation (PROTECT) Program or the Culvert Aquatic Organism Passage (AOP) Program for funding.

- 2) I see a reference to a Vicinity Map but don't see it attached. Is this map available?

The map has been uploaded to the LC website (<https://cfb.lewiscountywa.gov/projects/204/>). I apologize that was not uploaded initially.

- 3) From the RFP it sounds like the County plans to award only one contract for the work, with a 1-year budget of \$100,000. Could you please confirm that only one contract will be awarded.

Yes, the consultant agreement would be for one year with the ability to provide a supplement to increase the budget if Task Orders show this is necessary. Additionally, a supplement may be executed to extend the agreement for an additional year if this is in the interest of both parties.

- 4) In calculating our percent availability it would be helpful to know whether the County expects to meter the projects over months or if a large batch will be needed immediately.

Road Improvement, Bridge Scour, and Slide Repair projects will all be on separate and individual timelines. Any culvert replacement projects awarded funds through the PROTECT Program or AOP Program will likely need to be completed during concurrent timeframes. It is not anticipated that funds would be awarded for more than five culvert project per grant award period. That said, please note culverts in the same HUC 12 subbasin may be submitted as one project.

- 5) Is there an incumbent firm that holds an existing contract for this work?

PBS Engineering and Environmental previously provided services under this agreement.

6) I am preparing a proposal in response to your Annual Wetland and Stream Service RFP and want to ensure I do not exceed the 10 page limit. Could you tell me which if not all of the following count toward the 10 page limit:

- Transmittal Letter
- Cover Page
- Table of Contents
- Resumes

All of these items would count toward the 10-sheet limit. Any pages over the 10-sheet limit, double sided if needed, will not be distributed.

7) If we intend to submit our proposal through e-mail, can our .pdf be 20 pages since the hard copy submittal can be 10 double-sided pages.

When the document is printed double-sided it shall be no more than 10 sheets of paper. So long as you are meeting this requirement the pages may be enumerated to show 20 pages.

8) In regards to Item Number 4 the “Costs associated with Services”. Would this be our firm’s WSDOT audited hourly rate sheet? Is there anything else we would need to provide?

The “Costs associated with Services” to be provided should include a rates table to include job classifications, hourly rates, overhead, profit or fixed fee, and overall rate per hour for each job classifications.

9) Are we required to include hourly rates for any subconsultants we might have on our team? Job classifications and “Costs associated with services” (hourly rates, overhead, profit or fixed fee, and overall rates per hour) for all job classifications should be provided.

10) Is there any requirement to be on the planholders list?

I believe the benefit of being on the planholders list is that you are notified when additional items are posted to the LC website for this RFP.