

**STATE OF WASHINGTON
Spokane Conservation District**

REQUEST FOR QUALIFICATIONS (RFQ)

PROJECT TITLE:

Marshall Creek Fish Passage and Streamflow Restoration Project

RFQ DUE DATE: RFQs are due to the Spokane Conservation District (SCD) offices no later than 4:00 p.m., Pacific Standard Daylight Time on March 28th, 2024. SCD offices are located at 4422 E 8th Ave., Spokane Valley, WA. 99212

Only E-mailed RFQs will be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT: April 1st, 2024 – April 1st, 2025

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

1. PURPOSE AND BACKGROUND

The Spokane Conservation District hereafter called "AGENCY," is initiating this Request for Qualifications (RFQ) to solicit RFQs from firms interested in developing designs for fish passage and streamflow restoration projects, as identified by an ongoing sub-basin inventory process. The project area is the entire Marshall Creek Sub-basin, a tributary to Hangman Creek, near Spokane Washington.

1.1. OBJECTIVES AND SCOPE OF WORK

The AGENCY requests professional engineering services for design and development of construction ready drawings for identified and prioritized projects. Services will include comprehensive site surveys to be used in design development, preliminary design review meetings with interested landowners/operators, final project designs suitable for inclusion with necessary permit applications and as-built surveys. To date the AGENCY has identified four (4) potential fish passage barriers that require assessment and correction options. Additional sites for fish barrier assessment and/or restoration components are expected to be identified and prioritized for correction throughout the sub-basin inventory process.

1.2 MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- Licensed Engineer.
- Experience with NRCS Best Management Practices, WDFW Fish Passage Design Guidelines and stream restoration techniques.

1.3 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin on or about April 1st, 2024, and continue through April 1st of 2025.

2. GENERAL INFORMATION FOR CONSULTANTS

2.1. RFQ COORDINATOR

The RFQ Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Consultant and the AGENCY upon release of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Walt Edelen
E-Mail Address	Walt-Edelen@SpokaneCD.org
Mailing Address	4422 E. 8 th Ave. Spokane Valley, WA 99212
Physical Address for Delivery	4422 E. 8 th Ave. Spokane Valley, WA 99212
Phone Number	509/535-7274 ext. 224
Fax Number	509/535-7410

Any other communication will be considered unofficial and non-binding on the AGENCY. Consultants are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Consultant.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for RFQs	March 14, 2024
RFQs due	March 28, 2024
Conduct phone interviews with finalists, if required	March 29, 2024
Announce "Apparent Successful Contractor" and send notification via fax or e-mail to unsuccessful proposers	March 29, 2024
Negotiate contract	April 1, 2024
Begin contract work	April 1, 2024

The AGENCY reserves the right to revise the above schedule.

2.3 SUBMISSION OF RFQS

(NOTE: RFQs can only be submitted electronically.)

ELECTRONIC RFQS:

The RFQ must be received by the RFQ Coordinator no later than 4:00PM, Pacific Standard Time or Pacific Daylight Time, on March 28th, 2024.

RFQs must be submitted electronically as an attachment to an e-mail to Walt Edelen (walt-edelen@SpokaneCD.org) the RFQ Coordinator. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by the AGENCY and cannot be used for submission of RFQs. The cover submittal letter and the Certifications and Assurances form must have a scanned

signature of the individual within the organization authorized to bind the Consultant to the offer. The AGENCY does not assume responsibility for problems with Consultant's e-mail. If the AGENCY'S email is not working, appropriate allowances will be made.

RFQs may not be transmitted using facsimile transmission.

Consultants should allow sufficient time to ensure timely receipt of the RFQ by the RFQ Coordinator. Late RFQs will not be accepted and will be automatically disqualified from further consideration, unless the AGENCY'S e-mail is found to be at fault. All RFQs and any accompanying documentation become the property of the AGENCY and will not be returned.

2.4 REVISIONS TO THE RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided via e-mail to all individuals, who have made the RFQ Coordinator aware of their interest. Addenda will also be published on the AGENCY website, www.spokanecd.org. This purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFQ and will be placed on the website.

If you downloaded this RFQ from the Agency website located at: www.spokanecd.org, you are responsible for sending your name, e-mail address, and telephone number to the RFQ Coordinator for your organization to receive any RFQ addenda.

The AGENCY also reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of a contract.

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of RFQs, no minimum level of MWBE participation shall be required as a condition for receiving an award, and RFQs will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. For information on certified firms, consultants may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov>.

2.6 ACCEPTANCE PERIOD

RFQs must provide 30 days for acceptance by AGENCY from the due date for receipt of RFQs.

2.7 REJECTION OF RFQS

The AGENCY reserves the right at its sole discretion to reject any and all RFQs received without penalty and not to issue a contract as a result of this RFQ.

3. RFQ CONTENTS

NOTE: RFQ can only be submitted electronically. Use applicable section.

ELECTRONIC:

RFQ must be written in English and submitted electronically to the RFQ Coordinator in the order noted below:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQ);
2. Documentation of Qualifications;
3. Examples of similar work; and,
4. Schedule of Availability.

5. RFQ EXHIBITS

Exhibit A Certifications and Assurances

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the RFQ to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the RFQ are true and correct.
2. In preparing this RFQ, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFQ or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
3. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this RFQ. All RFQs become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this RFQ.
4. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
5. I/we agree that submission of the attached RFQ constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
6. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a RFQ for the purpose of restricting competition.
7. I/we grant the AGENCY the right to contact references and other, who may have pertinent information regarding the ability of the Consultant and the lead staff person to perform the services contemplated by this RFQ.

We (circle one) **are / are not** submitting proposed Contract exceptions. (See Section 2.10, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Consultant submitting this RFQ, my name below attests to the accuracy of the above statement. *If electronic, also include:* We are submitting a scanned signature of this form with our RFQ.

Signature of Proposer

Title

Date