

**Benton County Road Department
Request for Qualifications
2016-2018 On-Call Geophysical/Geotechnical Professional Services,
Environmental Professional Services, and Cultural Resource Survey Services
Consultant Information Packet**

The Benton County Road Department is requesting proposals for consulting services to perform a variety of professional geophysical/geotechnical, environmental and cultural resource survey tasks as applies to the design of County roadways, structures and other public works projects.

I. DESCRIPTION

The Benton County Road Department expects the need to occasionally supplement its own forces for public works construction projects and other activities specifically related to professional services in the geophysical/geotechnical field, the environmental field, and the cultural resource survey field. In order to be able to obtain necessary resources as quickly as possible the County is seeking an on-call service agreement with a firm that provides these professional services. The term of the agreement will be from June 7, 2016 to December 31, 2018. The County further reserves the right to renew the agreement, with the selected firm, for an additional 2 years without advertising.

Due to the possibility in the consultant performing services on projects funded in part with Federal Highway Administration funds this contract will utilize the "Local Agency A&E Professional Services Cost Plus Fixed Fee Consultant Agreement" provided in the "Washington State Department of Transportation Local Agency Guidelines Manual". Each task will be negotiated individually using the consultants cost computations provided in the Agreement.

II. PREPARATION OF PROPOSAL

General

The Proposal shall be in the format described below and each page shall be identified with the project name, Proposer's name, and page number.

Format

- The Proposal shall be in PDF, formatted to print on 8 ½" x 11" paper, bound on the long side.
- All text shall be an Arial 11 point font or larger and shall be clear of any binding when printed.
- The Proposal narrative, when printed, shall not exceed fifteen (15) double sided or thirty (30) single sided pages, including resumes.

Cover Letter

The Proposal may include a cover letter (formatted as above), not exceeding two pages in length when printed, which summarizes the key points in the Proposal. The cover letter would be in addition to the pages allowed for in the Proposal. If there is any information, data, process or other material in the Proposal that is confidential or proprietary, the Proposer shall identify that material with specificity as to the page and paragraph and on what basis it believes the material is proprietary or confidential.

Demonstrated Experience

The Qualifications shall list previous work experience that describes and demonstrates that the firm and team members have recent experience in performing geophysical/geotechnical professional services, environmental professional services and cultural resource survey services. At a minimum, the following information should be included:

1. The name of the Principal in charge of the project. The designated Project Manager, including a clear delineation of their responsibilities and level of authority within the firm. Identify the key day-to-day personnel that will be assigned to the project, their expertise and experience, and the proposed interaction with County staff, within the firm and with other agencies.
2. Your company's demonstrated expertise, as described in your previous work experience, in performing geophysical/geotechnical professional services, environmental professional services and cultural resource survey services; the dates in which the work was completed and project contact information.
3. Your firm is invited to describe any particular aspects of its organization or qualification that, by way of background, experience, unique qualifications, or other basis, sets this company (team, etc.) apart from the competition in its ability to accomplish these particular services.

III. SUBMITTAL LOCATION/DEADLINE

Submittal Location

The submittal shall be submitted electronically in PDF format. The Proposal may be on a flash drive and mailed to the following:

Robert Blain, Assistant County Engineer
Benton County Road Department
620 Market Street
PO Box 1001
Prosser, WA 99350

A flash drive may also be hand delivered to the Road Department office at the above, address between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Submittals may also be made via e-mail to robert.blain@co.benton.wa.us

Questions regarding this Proposal shall be in writing and must be directed to Robert Blain at the address above, by facsimile at (509) 786-5627 or via e-mail at robert.blain@co.benton.wa.us. **Please do not contact anyone else at the County with regards to this Proposal.**

Proposals Due

Submittals will be accepted by the Benton County Road Department until 10:00 a.m., Friday, May, 27th, 2016. Please address your submittals to Benton County Road Department, P.O. Box 1001, 620 Market Street, Prosser, WA 99350, attention Robert Blain. **No submittals will be accepted after that date and time.**

IV. PROPOSAL EVALUATION

Benton County Road Department will review and rank each submittal and may interview the highest scoring firms. The County reserves the right to select the most qualified firm based solely on the information provided as part of this submittal.

The following are the evaluation criteria. Each item will receive the weight indicated.

1. The firm's previous and most recent experience *(25 points)*
2. Related experience and qualifications of proposed team members, particularly the project manager *(25 points)*
3. Ability to respond quickly to on-call requests *(10 points)*
4. Demonstrated use of state of the art equipment and processes to complete similar work *(10 points)*
4. References *(5 points)*
5. Other areas of specific relevance to this project or particular aspects of your project team that set it apart from the competition. *(5 points)*

Scoring is based on the most qualified firm to provide the indicated services. Hourly rates, unit rates and overhead costs cannot be considered in the selection process and will be removed from any materials submitted. Firms are strongly discouraged from submitting this information as part of their response.

V. DISADVANTAGED BUSINESS ENTERPRISES PARTICIPATION

Benton County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d 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 insure 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 an award.

VI. GENERAL COMMENTS

Any cost incurred by the respondents in preparing or submitting a proposal shall be the respondents' sole responsibility. All responses, inquiries or correspondence relating to this proposal will become the property of Benton County.