

## **REQUEST FOR QUALIFICATIONS FOR REVIEW OF GEOLOGICAL HAZARD OVERLAY DISTRICT FOR CHELAN COUNTY, WASHINGTON**

Chelan County seeks to retain a qualified consulting firm to provide professional services for the review of Geological Hazard Overlay District, Chelan County Code Chapter 11.86.

Qualified consultants will have a Washington State Geologist License and experience with data collection and analysis, drafting code regulations, and familiarity with the Washington State Growth Management Act, the Shoreline Management Act, International Building Code, the International Residential Code and the International Fire Code.

### **SUBMITTAL RESPONSE**

All proposers shall submit six (6) bound copies of the proposal to Community Development Department by the advertised deadline. It is the proposers' responsibility to deliver proposals to the specified location prior to the date and time for acceptance. The County is not responsible for lost, misdirected, or submittals delivered after the deadline.

Proposals shall include the following information:

- A cover letter/statement of interest and introduction indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas and the availability of the firm to complete the work within the stated time period.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications, or brief resumes of key team members such as proposed Project Manager, Project Principal, sub consultant firms, etc. arranged in a Team Organizational Chart.
- A recommended scope of work, description of the methodology and anticipated deliverables proposed to address the concerns listed in the general background below.
- Up to three examples of similar projects.
- A minimum of three references relating to completed projects similar to the proposed project with full name, title, address, phone and e-mail addresses.

### **RESPONSES DUE**

Submittals are due no later than 5:00 p.m. on Friday, June 1, 2018 to:

Community Development Director  
316 Washington Street, Suite 301  
Wenatchee, WA 98801

Questions may be directed to Lilith Vespier via email at [lilith.vespier@co.chelan.wa.us](mailto:lilith.vespier@co.chelan.wa.us) or by calling 509-667-6586. All questions and answers will be posted on the department web page: <http://www.co.chelan.wa.us/community-development>.

### **GENERAL BACKGROUND**

Chelan County is the lead agency for this project. The proposed areas of impact will include all of unincorporated Chelan County including the Urban Growth Areas for the Cities of Cashmere, Chelan, Entiat, Leavenworth, and Wenatchee and the communities of Manson and Peshastin. While the County covers 2,994 square miles, approximately 87% of the land is in Federal and State ownership. The scope of the project is intended to focus on privately owned parcels. The remaining areas may be addressed in a general manner.

Chelan County adopted a Geological Hazard Area Overlay in 2000. In 2012, the GIS data was updated resulting in identification of a large portion of the County within the geologically hazardous areas. However, the update did not include the slope data resulting in several areas of the County being

excluded from the geologically hazardous GIS data with the potential for being missed at the time of development review.

Overall, the updated data increased the number of required Geological Assessments. Many of the Assessments indicate no concern with the proposed development resulting in a public perception that the assessments were not necessary.

The County has identified the following topics to be addressed during the 2018 update, in no particular order:

1. Compliance with changes in State law
2. Review of current data – including but not limited to areas where Geological Assessments show no concern or conditions of development
3. Review and consideration of additional exemptions
4. Update current GIS data, including new “known” hazardous areas and incorporation of slope data
5. Review of new and historical slide area conditions to consider other possible slide locations
6. Review of qualification standards in Chelan County Code Section 11.86.065 Report Preparer Qualifications and Criteria

County staff will play a proactive role in managing the planning process and a co-lead role in drafting final documents and presentations.

The goal of the project is to reduce, as possible, the number of Geological Assessments required for construction. The budget for this project is not to exceed \$50,000.

#### **SELECTION PROCEDURE AND CRITERIA**

The contract will be awarded to the respondent receiving the most points from a four person panel based on the following criteria:

1. Qualifications of the firm. (Staff strength & experience with similar projects) (Maximum 30 points)
2. Work Plan and Approach to Project. (Maximum 30 points)
3. General familiarity with the Project and community. (Maximum 10 points)
4. Past Performance/References. (Maximum 10 points)
5. Cost of the project. (Maximum 20 points)

The County notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a Statements of Qualifications 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. Additionally, selection is not based on the lowest cost proposal.

#### **RIGHT TO REJECT**

In evaluating the proposals and selecting a consultant, the County reserves the right to:

- Not award a contract for requested services.
- Waive any irregularities or informalities in any proposal.
- Accept the proposal deemed to be the most beneficial to the public and Chelan County.

#### **COST OF PREPARATION OF PROPOSAL**

The County will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

**REQUEST FOR PROPOSALS IS NOT A COMMITMENT**

This Request for Proposals is not a contract or a commitment of any kind by the County and does not commit the County to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the County, and are subject to the disclosure provisions of the Public Records Act (Chapter 42.56 RCW), no proposal shall be disclosed until after a contract has been executed between the County and the winning proposal.

**PROFESSIONAL SERVICES AGREEMENT**

The consultant awarded the proposal shall be required to enter into a Professional Services Agreement with the County to perform the work in accordance with the terms specified in this Request for Qualifications and all other terms as specified in said Professional Services Agreement.