



Kittitas Reclamation District

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Criteria Definitions for 2023 Request for Qualifications (RFQ)

Scoring Criteria 1: Qualifications of Firm

Min pts 0: Max pts 20

A. Include the following items:

- List the qualifications of your firm;
- How long has your firm provided these services;
- Provide the number of employees within the state of Washington. Also, provide the number of employees that your firm has nationwide; and
- Provide an organization chart of your firm and include the respective roles of team members that your firm will provide.

B. Include the following items:

Provide a table identifying current availability of key staff and resources for your firm. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

C. Include the following items:

Firm's Project Management System

- Describe your firm's Quality Assurance/ Quality Control Program;
- Describe the method your firm uses to monitor project scope and budget; and
- Describe your change management process, techniques, experience, and project results.

Scoring Criteria 2: Qualifications of Proposed Project Manager(s)

Min pts 0: Max pts 30

The number of proposed Project Managers is limited to a maximum of three (3).

A. Include the following items:

Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on similar projects. Include the date(s) of each

project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures.

B. Include the following items:

Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:

- Project schedule (list the software your firm uses to develop project schedules);
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

C. Include the following items:

Provide a listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Firm's Technical Expertise

Min pts 0: Max pts 50

Category 1

Environmental Services

1. **Phase I Assessment.** In conducting all Phase I environmental assessments and to the extent possible through non-sampling means, the successful firm(s) shall identify the information listed below:
 - Property site location;
 - Property site features and current property site conditions;
 - History of ownership;
 - History of operations;
 - Activities on the property site (e.g., manufacturing processes, SIC codes, types, compositions, and volumes of waste streams);
 - Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III data;
 - Toxic release inventory data;
 - State and federal permit history;
 - Storage facilities, including underground storage tanks;

- Dumps or landfills;
- Spills or incidents reported;
- Cleanups;
- Enforcement actions;
- Proximity to human or environmental populations;
- Off-property site contamination (via surface water, groundwater, or air);
- NOTE: The successful firm(s) shall not sample building material under a Phase I assessment, and, therefore, a licensed asbestos inspector is not required.

2. **Phase II Assessment.** A Phase II environmental assessment shall be conducted to evaluate the property site and sample the potential sources of contamination identified in the Phase I environmental assessment in order to determine if the potential sources are actually causing a release or threatened release of hazardous substances to surface water, groundwater, air, or on or off property site soil. In conducting a Phase II environmental assessment, the successful firm(s) shall sample any required materials.

- Hazardous substances stored on a property site (including asbestos, lead paint, and above or below ground tanks or conduits);
- Buried drums or other containers;
- Debris or other building materials;
- Spilled materials or residues;
- Soils and sediments on or off property site;
- Surface waters on and off property site;
- Groundwater on and off property site;
- Air on and off property site; and/or
- Subsurface utilities.

Demonstrate your technical expertise in the bullets above:

<p>Scoring Criteria 4: References/Past Performances</p>
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<p>Min pts 0: Max pts 50</p>

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for previous projects that are either currently active projects or that has a project completion date within the last three (3) years.