



# Kittitas Reclamation District

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## Notice to Consultants

### 2022 Kittitas Reclamation District (KRD) On-Call Rosters

Kittitas Reclamation District (KRD) intends to select Professional Engineering and Related Services Consultants and negotiate On-Call agreements for KRD projects and services.

The KRD reserves the right to amend terms of this Request for Qualifications (RFQ) to circulate various Addenda, or to withdraw the RFQ at any time, regardless of how much time and effort vendors have spent on their responses. Furthermore, the KRD reserves the right to increase the number of awarded agreements on maximum content values for one or more agreements at any time due to unforeseen increases in demand for services.

#### Project Description

The purpose of this advertisement is to obtain professional engineering and other services for a variety of irrigation projects or services. The Consultant's responses will be evaluated for each of the following categories:

<u>Categories</u>	<u>Anticipated No. of Awards</u>
<u>Category 1</u> On-Call Engineering Design <i>Civil, Structural &amp; Construction Management</i> Maximum of \$1,000,000 for the length of this RFQ	3 firms
<u>Category 2</u> On-Call Land Surveying <i>Traditional, Lidar (drone or vehicle), Boundary, Construction, Site Planning &amp; Topo</i> Maximum of \$500,000 for the length of this RFQ	2 firms
<u>Category 3</u> On-Call Environmental Science <i>Planning, Archaeology &amp; Cultural Surveys</i> Maximum of \$500,000 for the length of this RFQ	2 firms

<p><u>Category 4</u></p> <p>On-Call Systems Integrator:  <i>Telemetry Data Collection from Remote Sites, System Controls (e.g., automated gates), Software / Programming, and Design of SCADA Systems.</i>  Maximum of \$250,000 for the length of this RFQ</p>	<p>2 firms</p>
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The professional capabilities of consultants must include Professional Registration in the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the consultant must be registered as a company licensed to perform “engineering services” in the State of Washington.

Selection of Consultant(s) for On-Call services will be made from the lists of qualified consultants responding to this notice. All firms responding will be evaluated and ranked for each category of work listed above.

The consultant must specify which On-Call categories they are submitting for. A consultant may submit for one, or all four categories.

Firms awarded will receive an On-Call task order agreement for a four (5) year term. The firms awarded in Category 1 will receive agreements ranging from a maximum of \$1,000,000 and below. The firms awarded in Categories 2 and 3 will receive agreements ranging from a maximum of \$500,000 and below. The firms awarded in Category 4 will receive agreements ranging from maximum of \$200,000 and below. If necessary, at the option of the KRD, the category agreement(s) may be supplemented for additional time and/or money. No minimum amount of work is guaranteed under these agreements

Consistent with performance based contracting methodologies, the State Administrative and Accounting Manual (SAAM) and the KRD policy, the KRD may choose to employ a “second tier” competitive process that will be employed prior to execution of a task order. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted, or the task time frame has expired.

The KRD will not likely re-advertise for these categories of work until 2027 or later. At KRD’s discretion specific projects may be advertised separately throughout 2022 - 2027.

Tasking of Agreements

Any single task order, including amendments thereto, executed against Category 1 agreements may not exceed \$500,000. Any single task order, including amendments thereto, executed against Categories 2 and 3 agreements may not exceed \$250,000. Any single task order, including amendments thereto, executed against Categories 4 agreements may not exceed \$10,000. At the option of the KRD, the single task limits in all Categories may be increased.

## Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select prime consultants. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications of Firm;
2. Qualifications of Proposed Project Manager(s);
3. Firm's Technical Expertise; and
4. References/past performances.

Sub-consultants may be added to agreements, subsequent to the award, per the terms and conditions of the master contract with the prime consultant.

Criteria Definitions for 2022 On – Call Annual Roster can be found on the KRD website at [www.kittitasreclamationdistrict.org/RFQ](http://www.kittitasreclamationdistrict.org/RFQ).

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested.

## Submittal Process

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. The KRD assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal should be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

Each category of work must be submitted as separate sets of pdf documents, you may not combine your submittals into one document.

Your SOQ must be broken into two (2) separate packets. Your SOQ "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 3; and
- Packet "A" is limited to 30 sheets, not including the front and back cover.

Your SOQ "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 4;
- Your Consultant Information forms; and
- Packet "B" has no page number limitations.

The SOQ shall meet the following requirements or may be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFQ and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;

- SOQ broken into “Packet A” and “Packet B” (two (2) separate documents) as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date and time.

Faxed submittals will not be accepted. Submittals must be submitted by email to the following email address no later than 2:00 pm PST on Friday, February 25, 2022.

Submittal email address: [kevin@krdistrict.org](mailto:kevin@krdistrict.org)

Note: Submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes, as the KRD will not respond with notification of receipt.

*Multiple emails are acceptable due to file size limitations of 10mb per email.*

### Public Records

Any information contained in the response that is proprietary or confidential must be clearly designated. Marking of the entire submission as proprietary or confidential may be rejected as non-responsive.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, the KRD shall maintain the confidentiality of Consultant’s information marked confidential or proprietary. If a request is made to view Consultant’s proprietary information, the KRD will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, the KRD will release the requested information on the date specified.

The KRD’s sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as the KRD retains Consultant’s information in KRD’s records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by consultant of any claim that such materials are exempt from disclosure. The KRD reserves the right, if it deems action to be in the best interest of the KRD, to reject any and all submittals or to waive any irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, the KRD further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

Cost plus percentage of construction cost contracts will not be allowed.

Federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of each project. Minority-and-women-owned firms are encouraged to submit statements of qualifications. The KRD is an equal opportunity employer.

Any questions regarding this solicitation or this submittal process should be directed to the Kittitas Reclamation District Assistant Manager Kevin Eslinger 509-925-6158 or kevin@krdistrict.org.

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Submittal Due Date: Last Email time stamp 2:00 PM on Friday, February 25<sup>th</sup>, 2022.