

**Chelan County Public Works  
Department**



**REQUEST FOR QUALIFICATIONS  
(RFQ)**

**CRP 761  
Transportation Element Update 2026**

**ISSUED:  
October 11, 2024**

**STATEMENTS OF QUALIFICATIONS DUE:  
4:00 P.M. (PST) November 8, 2024**

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## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

The Chelan County Public Works Department (CCPW) solicits interest from consulting firms (Proposer) who wish to be evaluated and considered for the creation of the Transportation Element (TE) that will support Chelan County’s Comprehensive Plan in accordance with RCW 36.70A.

The project must comply with all Federal EEO requirements, ADA, and Civil Rights regulations and requirements applicable to the County. Consultant services will be completed in accordance with Federal and State Law. No (0%) mandatory Disadvantaged Business Enterprises (DBE) goal has been assigned for this project.

### **1.2 PROJECT DESCRIPTION**

The TE plan is needed to guide the County’s transportation investments and to ensure that transportation decision making is consistent with other County and regional priorities.

The TE update will provide a comprehensive and strategic blueprint for improving transportation within Chelan County, balancing regional traffic, operations and maintenance with community development and land use planning objectives.

The final plan will be endorsed by the County Commissioners, which can be implemented by the Department of Public Works, and can be used to guide future land use decisions in future comprehensive plan updates. As appropriate, the results of this plan will be incorporated into the Chelan County Comprehensive Plan which is scheduled for update in 2026; final draft of TE will be completed in December 2025.

### **1.3 PROJECT SCOPE OF SERVICES**

The consultant team with acumen in financial planning and programming that will assist the county to set a fiscally responsible course over the next 20 years. The consultant will need to be proficient in areas such as; transportation planning, pre-design infrastructure feasibility and concept planning, environmental studies and impact planning, socio-economic assessment, transportation finance, modeling, safety and operations. Altogether, this work will convey a vision and a mission for the Chelan County Department of Public Works through the year 2045.

The Consultant will be responsible to perform, but not limited to, the following tasks:

#### **Task 1 Public and Agency Outreach**

It is the county’s desire to provide a strategy with optimal public engagement. It will also be important to compile a detailed timeline of activities considering a variety of stakeholders and committees within Chelan County. At a minimum, below are specific tasks to be included:

- a. Attend up to six Board of County Commissioner meetings to solicit input and desired improvements and funding priorities and present progress of the plan development.
- b. Meet with key agency stakeholders, such as; WSDOT, Chelan-Douglas Transportation Council, Link Transit, and along with the broader citizenry, business community and various public sector interests within Chelan County to solicit feedback and ensure plan consistency and continuity.
- c. Workshop with County Staff in the following areas:
  - Kick-off/County Transportation Issues/Plan Goals (**Task 2**)
  - State of Good Repair and Maintenance (**Task 3**)
  - Policy Development and Level of Service (**Task 4**)
  - Project List (**Task 5**)
  - Funding levels and priorities (**Task 6**)
- d. Provide materials for the County’s website or other local media
- e. Public Engagement – Provide up to 5 public workshops in the county in different districts, as well as a final countywide presentation

**Task 2 Transportation Needs Assessment (Existing and Planned)**

Based on the existing conditions, public/agency outreach, projected growth, federal, state, regional, and county requirements/guidelines, and LOS/facility deficiencies; a needs assessment memo and final traffic counts will be compiled and provide a basis of the plan’s goals. The study area is defined as all of Chelan County with an emphasis on the unincorporated areas and all major points of ingress and egress from federal, state, and city transportation connections. The needs assessment will include the following transportation components:

- Traffic Volumes – Review and summarize traffic count and model data to depict traffic volumes on County arterial and major collectors. To the extent data is not available, perform ADT counts in up to 20 locations and adjust older counts to reflect growth.
- Multimodal facilities – Summarize multimodal facilities, gaps, and connectivity to other agencies’ facilities. Evaluate and identify opportunities to improve safety and mobility for pedestrians, bicyclists and the public transit system. The alternatives evaluation will include a review of potential opportunities to expand overall corridor capacity. Particular focus areas to include; Pedestrian Accessibility (including ADA), Bicycle Routes and Route Management, and Transit Facilities.
- Freight and Truck Mobility – Review and update freight and truck mobility based on WSDOT freight data and CDTC information
- Safety – Safety will be a strong underlying element across all topics. This element shall address maintenance and operations, and enhancements to improve safety across all county maintained systems, then summarize collision information.

*Note :A variety of resources will be available, including; Traffic Counts (County collects ADT on FFC roadways every 4 years and 6 years on all other roads); Current CCPW Comprehensive Plan and TE; Regional Transportation Plan (CDTC); Wenatchee Area Plan, the Transit Development Plan; and sub-area plans as well as information generated through current GIS systems, databases, Countywide Safety Plan, reports and affiliations with WSDOT and local partners. In short, the County is not requiring extensive data development through this contract.*

### **Task 3 State of Good Repair and Sustainability**

State of good repair refers to the county’s statutory obligation to preserve and maintain its highway, bridge, and pedestrian system infrastructure. This portion of the plan will be devoted to identifying all existing capital elements under the jurisdiction of CCPW and defining and describing state of good repair. This element will include details on costs needed to maintain and address standards related to these various responsibilities. Discussion will also center on sustainability of the maintenance programs under the existing and projected funding structure, including; Chelan County bridge inspection information and roadway pavement ratings.

This information will be used to base discussions and recommendations to develop best practices and updating the TE. Conclusions will be summarized with maps and narratives.

### **Task 4 Policy Development**

The purpose of this task is to update, refine, and condense the County’s existing transportation polices. Recommended updates will be consistent with regulatory requirements and include LOS standard and methodology policies.

### **Task 5 Major Capital Improvement Program**

The Major Capital Program will be a fiscally responsible program that will account for future financing, maintenance and operational responsibilities. It will utilize current information from CDTC Regional Travel Demand Model and review current land use and transportation planning efforts.

The final plan will be shaped by comprehensive community planning and economic development objectives and will likewise include, where appropriate, recommended changes to city and state comprehensive plans and/or county zoning designations and/or site and building codes in order to maximize the mutual compatibility of identified future transportation improvements and land use plans.

Elements to be included in this task are:

- (a) Long range (20 year) traffic forecasts
- (b) Long range capital project list – including recommended priorities and development-related transportation improvements
- (c) Long range fiscal analysis of projects
- (d) Long range vision for system – objectives tied to capital projects and fiscal analysis

Based on the needs of the above **Tasks 1 thru 4**, a recommendation prioritized capital improvements list with planning-level costs shall be provided.

**Task 6 Financing Plan**

Develop a strategic financing plan based on an assessment of funding capacity within the region that balances options for local government, federal agency, state agency, and private sector funding participation. Recommendation analysis will include:

- Analysis of funding capacity;
- Multi-year financing plan; and
- Strategy for addressing revenue sufficiency

**Task 7 Transportation Element Plan**

The final task will be a draft and final plan. The plan will be concise and user friendly, while also conveying the necessary information to fulfill the above tasks and required sub-elements of RCW 36.70A.70. The final endorsed updated Comprehensive Transportation Element will be consistent with the other components of the County's Comprehensive Plan.

## **2.0 PROCUREMENT PROCESS**

### **2.1 EQUAL EMPLOYMENT OPPORTUNITY**

Discrimination in all phases of contracted employment, consultant activities, contracting activities, and training is prohibited by Title VI of the Civil Rights Act of 1964, Section 162(a) of the Federal-Aid Highway Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Justice System Improvement Act of 1979, the Americans with Disabilities Act of 1990, the Civil Rights Restoration Act of 1987, 49 CFR Part 21, the Washington State Law Against Discrimination, RCW 49.60, and other related laws and statutes. The referenced legal citations establish the minimum requirements for affirmative action efforts and define the basic nondiscrimination provisions required by this RFQ.

### **2.2 DISADVANTAGED, MINORITY AND WOMEN'S BUSINESS ENTERPRISES PARTICIPATION**

Chelan County encourages participation in all of its contracts by Disadvantaged, Minority and Women's Business Enterprises (MWBE) as certified by the Office of Minority and Women's Business Enterprises (OMWBE) and defined in WAC 326-02-030. Nevertheless, unless required by federal law, no preference will be given for meeting voluntary goals for MWBE participation in the evaluation of Proposals; and Proposals will not be rejected or considered non-responsive due to a failure to meet voluntary goals. Bidders may contact OMWBE to obtain information on certified MBE/WBE firms.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling (509) 667-6415.

### **2.3 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

Chelan County in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Lawrence Dillin at [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us) or by calling collect (509) 667-6415.

### **2.4 TITLE VI OF THE CIVIL RIGHTS ACT**

The Chelan County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The contractor, subrecipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-

assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages, or (4) Disqualifying the contractor from future bidding as non-responsible.

## **2.5 RESTRICTIONS OF THE USE OF FEDERAL FUNDS FOR LOBBYING**

Section 319 of Public Law 101-121 prohibits federal funds from being expended by consultants or subconsultants who receive a federal contract, grant, loan, or cooperative agreement to pay, any person for influencing or attempting to influence a federal Agency or Congress in connection with awarding any of the above.

## **2.6 EXAMINATION OF RFQ**

Each Proposer must be solely responsible for reviewing and examining the RFQ, with appropriate care, including any supplements; addenda; clarification notices issued by Chelan County; and investigating and informing itself of any and all Project conditions and circumstances that may in any way affect the contents of the Proposal. The Proposer bears the risk of all consequences of any failure to thoroughly investigate all relevant Project and Project site conditions and circumstances as described herein.

## **2.7 COMMUNICATIONS**

Chelan County's Representative for receiving Proposer questions and all other communications about the Project and the RFQ is as follows:

Lawrence Dillin, PE  
Chelan County Public Works  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: (509) 667-6415  
Email: [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us)

All discussions must be with the County Representative except for those communications permitted by the RFQ. Proposals must be submitted to Lawrence Dillin in accordance with Section 3 of this RFQ.

Any response to questions, RFQ clarifications, and/or other such information between October 11, 2024 and November 8, 2024, can be found at <http://www.co.chelan.wa.us/public-works/pages/consultants-and-small-works>. It is recommended the Proposer visits the site before submitting the RFQ.



## 2.8 CHELAN COUNTY'S RIGHTS

Chelan County reserves the right, at its sole discretion, to:

- Appoint evaluation committees to review Proposals;
- Investigate the qualifications of any Proposer;
- Seek or obtain data from any source related to the Proposals;
- Require confirmation of information furnished by a Proposer;
- Hold meetings and conduct discussions and correspondence with the Proposers to seek an improved understanding and evaluation of the responses to this RFQ;
- Require additional information from a Proposer concerning its Proposal;
- Seek and receive clarifications to a Proposal;
- Require additional evidence of qualifications to perform the Work;
- Modify the RFQ process;
- Waive minor deficiencies and irregularities in a Proposal;
- Reject any or all of the Proposals;
- Cancel, modify, or withdraw the RFQ;
- Issue a new RFQ;
- Conduct negotiations with the Apparent Best Proposer prior to award of the Contract; and
- Cancel a Contract signed by the Apparent Best Proposer but not yet executed by Chelan County.

The RFQ does not commit Chelan County to enter into a Contract or proceed with the procurement described herein. An unsuccessful Proposer is not entitled to reimbursement of its costs in connection with the RFQ, nor will Chelan County reimburse an unsuccessful Proposer for any cost in connection with the RFQ.

### 3.0 PROPOSAL DELIVERY, CONTENT, FORMAT, AND SUBMITTAL REQUIREMENTS

#### 3.1 DUE DATE, TIME, AND LOCATION

Proposals must be submitted via email to the following contact prior to **4:00 p.m. Pacific Time, on November 8, 2024**. Proposers must send one (1) digital copy (PDF format) of their Statement of Qualifications (SOQ) to:

Lawrence Dillin, PE  
Chelan County Public Works  
316 Washington Street, Suite 402  
Wenatchee, WA 98801  
Phone: (509) 667-6415  
Email: [Lawrence.Dillin@co.chelan.wa.us](mailto:Lawrence.Dillin@co.chelan.wa.us)

The subject line of the email must read “**SOQ for CRP 761 Transportation Element Update 2026**”. The body of the email must list the Proposer and a brief description of the attachments included in the email.

Chelan County will not accept hard copies of the Proposals nor Proposals by facsimile. Any Proposal that fails to meet the deadline or delivery requirement will be rejected without having been considered or evaluated.

#### 3.2 ORGANIZATION

The Proposer must organize the SOQ using the following section headings, order of documents, and maximum number of pages:

**Table 3.1**

Section	Section Title and Required Information	Maximum Pages
1	Introduction Letter	2
2	Key Personnel	4
3	Project Experience	4
4	Project Goals	3
5	Project Team	4
Appendix A	Submittal Information Form	1
Appendix B	Resume of Key Personnel (limit of 2 pages per person)	2/person

Failure to comply with these requirements may result in rejection of the SOQ.

### 3.3 FORMAT

All information in the Proposal must be submitted on the equivalent of 8.5-inch by 11-inch paper, except charts, exhibits, and other illustrative and graphical information, which may be submitted on the equivalent of 11-inch by 17-inch paper. Each of these 11-inch by 17-inch pages will count as one page in the narrative Proposal unless otherwise noted in this RFQ. Any plan sheets in the Proposal will not count toward the page limit. Covers, divider pages, and appendices are not included in the page limitations. Pages may be printed double-sided and are counted as two pages for the page limitations presented in this Section. Text for the Proposal narrative technical sections must use Times New Roman font, 12-point type. Text, charts, tables, graphical information, or other substantive content must not be printed within 0.75 inch of any page edge. Any other materials must be presented with a readable format. The organization chart must be readable and all dimensional information provided in the Proposal must be in English units.

### 3.4 CONTENT

This section outlines the general requirements of each section of the Proposer's SOQ. For specific requirements and how each section will be scored, refer to Section 4.0.

The Proposer will be deemed non-responsive and will not be eligible for consideration of this work if the following SOQ requirements are not met:

- "SOQ for CRP 761 Transportation Element Update 2026" on the cover of the submittal and the Introduction Letter;
- Introduction Letter;
- Completed Submittal Information Packet form (under Appendix A in this RFQ);
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal due date, time, and location.

## 4.0 EVALUATION PROCESS

### 4.1 STATEMENT OF QUALIFICATIONS (SOQ) EVALUATION

This section outlines the specific requirements of each section of the SOQ and how each section will be scored. If the information provided for an evaluation factor is not complete, then the Proposer may be eliminated from further consideration. Scoring will be based on not only how well the SOQ responds to the requirements described in Section 3, the Project goals, but also from information collected from references. Past performance track records will be weighted in the scoring. Chelan County reserves the right to contact references on individuals and projects other than those identified by the Proposers to evaluate past performance.

A summary of the points for each section of the SOQ is as follows:

**Table 4.1**

Section	Title	Points
1	Introduction Letter	Pass/Fail
2	Key Personnel	20
3	Project Experience	30
4	Project Goals	35
5	Project Team	15
Appendix A	Submittal Information Form	Pass/Fail
Appendix B	Resumes	Pass/Fail
Total		100

### 4.2 EVALUATION FACTORS

Numerical scores will be assigned by a Chelan County Evaluation Committee to the evaluation categories shown in Table 4.1.

If a Proposer receives a passing score on all pass/fail evaluation factors, its SOQ will be further evaluated using the scoring criteria. If a Proposer fails on any single pass/fail requirement, the SOQ may be rated as unacceptable, in which case the evaluation factors will not be scored, and the Proposer will not be included on the short-list.

#### 4.2.1 EVALUATION CRITERIA: KEY PERSONNEL

This section will be evaluated based on the following:

- Key Personnel should have a track record of demonstrating good leadership and technical skills;
- A project manager with relevant experience and expertise to lead and manage the delivery of the project;
- The ability to work well with all levels on a project;

- The successful completion of projects as complex as or more complex than this Project (Past performance records of Key Personnel may be checked by contacting references);
- Key Personnel who can bring forth the best Project team with relative knowledge and experience;
- Demonstrate the Key Personnel’s ability to meet the Project goals; and
- Licensure/certification as required for the applicable position, design work, and task performed.

#### 4.2.2 EVALUATION CRITERIA: PROJECT EXPERIENCE

The Project Experience will be evaluated based on the Proposer’s experience with the following:

- Transportation Element understanding at similar levels of complexity within the past ten years (*Please provide examples of ongoing or completed studies similar in scope and magnitude; including works/services, approximate consultant fees, total project costs, and contact name and phone number of the project manager. This information will be used for references.*)
- Rural, Urban, and Regional Planning activities;
- Transit and Transportation Planning;
- Pre-design Infrastructure Feasibility and Concept Planning;
- Environmental Studies and Impacts Planning;
- Economic Impact and Socio-economic Assessment;
- Transportation Finance;
- Transportation Modeling and Simulation;
- Transportation Safety;
- Multijurisdictional coordination;
- Public outreach and engagement events;
- Integrating multi-disciplinary teams including civil, planning, and/or environmental;
- Experience with the following publications:
  - Washington State Department of Ecology *Stormwater Management Manual for Eastern Washington*;
  - AASHTO *A Policy on Geometric Design of Highways and Streets*;
  - WSDOT *Design Manual*;
  - WSDOT *Standard Plans*;
  - WSDOT *Standard Specifications for Road, Bridge, and Municipal Construction*;
  - WSDOT *Plans Preparation Manual*; and
  - MUTCD including the Washington State Modifications

#### 4.2.3 EVALUATION CRITERIA: PROJECT GOALS

Chelan County has established the following Project goals:

- Project understanding summary (Demonstrate a clear vision of the project outcome, methodologies and philosophies necessary to achieve a workable plan);
- Project delivery schedule (on time, on budget, quality products and services);
- Effective and transparent communication (project management and engagement with internal and external stakeholders);
- Tentative project schedule including key dates/milestones meeting the end date stated in Section 1.2 (include any perceived challenges and proposed methods to overcome them)

#### **4.2.4 EVALUATION CRITERIA: PROJECT TEAM**

The Proposer must demonstrate how the project team members, including sub-consultants, will form a diverse professional team by describing the team members rolls and task(s) and how they will work together to deliver the project on-time.

## **5.0 PUBLIC RECORDS**

Any information contained in the Proposer's response that is proprietary or confidential must be clearly designated. Marking the entire response as proprietary or confidential may cause the County to deem the Proposer as non-responsive.

Materials submitted in response to this competitive procurement shall become the property of Chelan County and will not be returned. To the extent consistent with Chapter 42.56 RCW, the Public Disclosure Act, Chelan County shall maintain the confidentiality of the Consultant's information marked confidential or proprietary. If a request is made to view the Consultant's proprietary information, Chelan County will notify the Consultant of the request and of the date that the records will be released to the requestor unless the Consultant obtains a court order enjoining that disclosure. If the Consultant fails to obtain the court order enjoining disclosure, Chelan County will release the requested information on the date specified.



# APPENDIX A





## Submittal Information Form

Project Name:	CRP 761 – Transportation Element Update 2026
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Firm Name:		
Address:		
County, State, Zip:		
Phone:	Fax:	Company Web Site:
Fed. Tax ID Number:	Unified Business Identifier Number:	D/M/WBE Certification Number:
Year Firm Established:	SIC Code (Name):	NAICS Code (Name):
Contact Person Regarding This Submittal's Information:		

**Firm Type:**

- Sole Proprietor  
 Partnership  
 C – Corp.  
 Limited Partnership  
 Subchapter S Corp.  
 Limited Liability Company

**Annual Gross Receipt:**

- \$0 to \$1 Million  
 \$1 Million to \$5 Million  
 \$5 Million to \$10 Million  
 \$10 Million to \$15 Million  
 over \$15 Million

**Services Offered (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Right-of-Way Appraisal                | <input type="checkbox"/> Structural Engineering               |
| <input type="checkbox"/> Right-of-Way Acquisition Negotiation  | <input type="checkbox"/> Traffic & Transportation Engineering |
| <input type="checkbox"/> Environmental & Biological Assessment | <input type="checkbox"/> Hydrology/Hydraulic Engineering      |
| <input type="checkbox"/> Geotechnical Engineering              | <input type="checkbox"/> GIS                                  |
| <input type="checkbox"/> Construction Inspection               | <input type="checkbox"/> Material Sampling & Testing          |

**Other Services (please specify):** \_\_\_\_\_

**Note:**

**Firm Name:** Please ensure that the firm name listed is the same that is legally assigned to the federal tax ID number. Please do not use: DBA's – Doing Business As; Combination names when two firms are working together; derivatives of your legal name; Acronyms; etc

**Unified Business Identifier (UBI) Number:** If your firm does not have a UBI number for Washington State, please put pending in the box. You will be required to acquire a UBI number if you are awarded the contract.