



REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ENGINEERING SERVICES

**Fish Passage Barrier Preliminary through Final Replacement Designs for
2 culverts on Lower Hoh Rd, Chalaat Creek, Jefferson Co, WA**

Proposals must be submitted:
No later than 5:00 PM on 07/21/2023

Submission Method: Via email, U.S. Mail, other delivery services or hand delivery.
Submission Address:

ATTN: Julie Ann Koehlinger, Natural Resources Director
Hoh Indian Tribe
2269 Lower Hoh Rd.
P.O. Box 2196
Forks, WA 98331
Email: julie.koehlinger@hohtribe-nsn.org
Phone: 360-780-0551

HOH INDIAN TRIBE

REQUEST FOR QUALIFICATIONS

1. Lower Hoh Rd, Chalaat Creek, Jefferson County
WDFW Site ID 609641, 47.744157, -124.420378
2. Lower Hoh Rd, Chalaat Creek, Jefferson County
WDFW Site ID 609643, 47.7428393, -124.4171734

Description and Introduction

The Hoh Indian Tribe is seeking Qualifications from qualified Entities to provide engineering and design services (preliminary through final design) for two culvert fish passage barriers on the Hoh Reservation, located on the western Olympic Peninsula.

Scope of Services

Complete for each site:

- Conduct a topographic survey
- Develop project site base map
- Perform a hydraulic study and scour evaluation to determine the stream characteristics and recommend a type and size of replacement structure
- Conduct geotechnical work associated with structural needs of fish passage bridge or culvert replacement
- Identify all right-of-way needs, including temporary construction easements
- Provide a conceptual design superimposed on the base map
- Prepare a preliminary and final design report, drawings, and cost estimates.
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Instructions for Preparation of a Statement of Qualifications

1. General

The Entity responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications.

2. Required Information

The Entity, and any sub-entities, must present satisfactory evidence to the Hoh Indian Tribe of their ability to deploy and begin tasks by August 14, 2023. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections:

1. Introduction
2. Entity Qualifications
3. Qualifications of Staff
4. Familiarity/History within Region
5. References
6. Project Management Approach

Section 1 – Introduction

This section must contain an overview of the submitting Entity and any proposed sub-entities. The introduction shall clearly indicate the legal name, address, telephone number, and point of contact information for the Entity.

Section 2 – Entity Qualifications

Provide a description and history of the submitting Entity. Provide recent experience demonstrating current capacity, familiarity, and expertise in engineering practices as they relate to municipal or local government operations and planning. Include any specific experience with fish passage barriers, public roads, structure bridge design and/or construction, and successful permitting of culvert or bridge replacements.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the Entity and the office location where the bulk of work engagements will be performed. Provide resumes for the project staff likely to perform the present Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the Entity or individuals employed by the Entity.

Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements within western Washington State that the Entity has completed for local governments, state or federal governments, tribal governments, or not for profit organizations within the last 15 years. Describe how previous experience may be of benefit in execution of the present Scope of Services.

Section 5 – References

Provide at least five (5) references for which the Entity has performed services within the past five (5) years. At least three of the references should be for work performed similar to the Scope of Services specified in this RFQ. For each reference, provide a summary and date of the service in addition to the reference contact name, address, e-mail address, telephone number.

Section 6 – Project Management Approach

Provide a general description of the Entity's approach to project management, including communication with sub-contractors and engagement with interested parties and permitting agencies. Include an explanation of the Entity's quality control and quality assurance measures. Describe the Entity's scheduling and project prioritization approaches to meet the customer's deadlines and timelines as identified in the Scope of Services specified in this RFQ.

Section 7 – Timeline

Indicate the Entity's ability to meet a project completion deadline of June 30, 2024.

Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Entity Qualifications
2. Experience with similar projects involving not for profit, local government, tribal, and/or other governmental agencies, as well as regional experience
3. Key staff, project understanding and approach
4. Ability to respond in an appropriate time frame to individual requests for services
5. Thoroughness of material submitted, including the quality, amount, and type of services provided
6. Reports from references
7. Ability to meet project deadline

Submittal Review

The evaluation committee will initially review and score all written submittals based upon the evaluation criteria set forth above. In addition to review and scoring submittals, the Hoh Indian Tribe may also contact and evaluate the Entity's references, contact the Entity to clarify any

response or request revised or additional information, contact any current users of the Entity's services, solicit information from any available source concerning any aspect of a submission, and seek and review any other information deemed pertinent to the evaluation process.

Submittal Requirements

The Entity must not have been suspended or debarred by the Federal Government. This RFQ does not commit the Hoh Indian Tribe to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Entities will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Hoh Indian Tribe for influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFQ. All submissions submitted hereunder become the exclusive property of the Hoh Indian Tribe.

The Hoh Indian Tribe reserves the right to modify the Scope of Services and to negotiate with the Entity to ensure that the Hoh Indian Tribe receives appropriate deliverables within the required timeframe and available budget.

The successful respondent will be required to sign a Contract for Professional Services with the Hoh Indian Tribe, sign a Certification of Debarment Form, sign a Contractor Insurance Requirements Form, and provide evidence of insurance coverage.