



STATE OF WASHINGTON
WASHINGTON STATE PARKS AND RECREATION COMMISSION

7150 Cleanwater Drive SW • P.O. Box 42650 • Olympia, WA 98504-2650 • (360) 902-8500
Internet Address: <http://www.parks.wa.gov> - TDD: (360) 664-3133

REQUEST FOR QUALIFICATIONS (RFQ)
Potlatch State Park - Sewer System Improvements
Date of Issue: August 6, 2008

Consulting Services For: Engineering Services for Sewer Collection System

RFQ Due Date: 4:00 PM Tuesday August 26, 2008

Project Site: Potlatch State Park

Washington State Parks and Recreation Commission (the Commission) will receive submittal packages at: 7150 Cleanwater Drive S.W. Olympia, WA 98504-2650 until 4:00 PM on Tuesday August 26, 2008, 2008. Submittal packages must be directed to the attention of the Finance & Contracts Program. Only Proposals received by the correct time, date, and program division will be recorded.

The consultant is to submit one (1) original signed and completed submittal package, two (2) copies for evaluation purposes and one (1) CD. Electronic files shall be in MS Word or Adobe. One hard copy should be unbound. Submittal packages must be submitted in an envelope with the project name, the consultant's name and address clearly indicated on the envelope.

Back Ground:

Potlatch State park is located on the west side of Hood Canal on Anna's Bay, 3 miles south of Hoodsport. The project is part of the Puget Sound Initiative to clean up Puget Sound and Hood Canal. There is currently a project in development to sewer the area called the "Potlatch Bubble", which involves Mason County, the Skokomish Tribe, and Mason County PUD #1. The Skokomish Tribe, under the current plan, will construct a wastewater treatment plant that the Commission will eventually connect to.

Project Objectives:

The overall objectives of this project are:

1. Review information on existing systems for Potlatch State Park and the Minerva property.
2. Review current project information for the proposed "Potlatch Bubble" Sewer.
3. Prepare alternatives and recommend a sewage collection and transport system design, for review by stakeholders, and the "Potlatch Bubble" group.
4. From the approved alternative, prepare design/construction documents, utilizing the Commission format for specifications and drawings.
5. Prepare project cost estimates.

6. Provide management services to review and assist the Commission with bidding and construction.
7. Assist the Commission with all environmental and construction related permitting.

Work product:

The work products for this project will include:

1. Pre-design evaluation with recommendations and justification for Park wide design, including recommended tie-in to the new treatment system. Coordination of review and concurrence of concept with internal/external stakeholders and regulating agencies.
2. Preparation of the bid/construction documents package for the project including engineer's estimate.
3. The construction document set (including engineer's estimate) will be submitted for the Commission review at 30%, 60%, 90%, and at the 100% completion for final review.
4. Coordination of Permits and approvals for project.
5. Record drawings, Operations and Maintenance manual, coordination of any required training and project closeout.

Evaluation of Submittals:

Submittals tendered in response to this request will be evaluated based on the following criteria:

1. Consultant's experience in Mason County with wastewater and development: 30 %
2. Team member and sub-consultant roles on the project and their resumes: 30%
3. Previous experience of consultant and subs on similar projects: 40%

Selection Process:

Submittals will be evaluated by an internal the Commission team and a consultant selection will be made before September 3, 2008. No consultant interviews are anticipated as part of the selection process.

Minimum Requirements for the Submittals:

All submittals are required to include the following information in a single-sided format:

1. A letter of interest (2 page maximum).
2. The firm's resume (5 page maximum).

3. A resume for all proposed sub-consultants (3 page, maximum, per sub-consultant).
4. A written statement of the firm's qualifications which is responsive to the selection criteria (10 page, maximum, including photographs).
5. Key Staff resumes, including Key Staff of proposed sub-consultants (2 page maximum per staff member).

Submittals shall be addressed to:

Attention: Finance & Contracts Program
Washington State Parks and Recreation Commission
7150 Cleanwater Drive S.W.
Olympia, WA 98504-2650

Facsimile (fax) submittals and emails will not be considered. Late submittals will not be considered.

Submittals shall be received no later than:

Tuesday, August 26, 2008 at 4:00 PM

Additional Conditions:

The Commission is not responsible for the U.S. Postal Service or private couriers in regard to mail being delivered by the specified time so that the proposal can be considered.

The Commission reserves the right to reject any and all proposals received pursuant to this Request for Qualifications as it is determined to be in the best interest of the Commission.

All material submitted in response to this Request for Qualifications shall become the property of the Commission.

Costs for developing submittal materials in response to this Request for Qualifications are entirely the obligation of the firms submitting and shall not be chargeable in any amount to the Commission.

For Further Information Contact: Bob Gratias, Project Manager at (360) 586-0203 or bob.gratias@parks.wa.gov.

END REQUEST FOR QUALIFICATIONS

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