



**REQUEST FOR QUALIFICATIONS  
COUNTY OF MASON, DEPARTMENT OF PUBLIC WORKS  
SHELTON, WASHINGTON  
ON-CALL CULTURAL RESOURCE SERVICES**

***Deadline: Wednesday, January 15, 2025, at 12:00pm***

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Mason County is seeking qualification statements from Professional Engineering firms for a range of on call engineering services. The successful firm will provide on-call cultural resource services for various Public Works projects. These services will be task-based, meaning that the County will issue specific task assignments as needed.

Engineering firms with interest in providing these services should submit qualification statements outlining applicable experience. Interested parties are responsible for registering with Builders Exchange to receive any addenda issues or monitoring the Mason County website ([www.masoncountywa.gov](http://www.masoncountywa.gov)) under "Request for Proposals/Qualifications" for information concerning this RFQ and any addenda issued.

**Documents are made available as follows:**

Free-of-charge access to project bid documents (plans, specifications, addenda, and Bidders List) is provided to Prime Bidders, Subcontractors, and Vendors by going to [www.bxwa.com](http://www.bxwa.com) and clicking on "Posted Projects", "Public Works", and "Mason County". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration.

Interested firms shall submit a Statement of Qualifications that contains the following:

1. Cover letter
2. Qualifications: Outline the qualifications of the firm to perform this work including:
  - a. Project management experience demonstrating the ability to meet review deadlines.
  - b. An organizational chart of the proposed consulting team and a short resume of all key people listed on the chart, including their availability to perform this work.
3. References: Provide a list of relevant experience and reference contacts including:
  - a. Past performance and mechanisms used to ensure timely responses to County requests.
  - b. Demonstrated ability to perform high-quality work and to control costs.

The Statement of Qualifications (SOQ) submittal shall be a maximum of twenty-five (25) pages (not including the cover page).

**SCOPE OF SERVICES FOR THE RFQ:**

The selected firm would be on-call for various Public Works projects including, but not limited to:

- Technical Reports and Regulatory Documents for State and Federal Compliance
- Archaeological Investigations
- Assessment, Preservation and Management of Cultural/Archaeological Resources

**ESTIMATED SCHEDULE OF ACTIVITIES:**

The following schedule has been established for the submission and evaluation of the SOQs and selection of the successful Consultant. These are tentative dates only and the County reserves the right to adjust these dates at its sole discretion.

Publish RFQ ..... Tuesday December 10, 2024  
 Question Period Ends..... Monday January 6, 2025, at 2PM  
 Final Addendum Issued..... Friday January 10, 2025, at 2PM  
 SOQ Submission Deadline ..... Wednesday January 15, 2025, at 12PM  
 Scoring/Interviews (if needed) ..... January 16-January 23, 2025  
 Anticipated Award Announcement..... Friday January 24, 2025

**INQUIRIES:**

Questions regarding this Request for Qualifications should be directed to Kobree Glaser, Engineering & Construction Assistant Manager, via email at [kglaser@masoncountywa.gov](mailto:kglaser@masoncountywa.gov).

Questions received by **2:00PM, Monday January 6, 2025**, will be answered in the form of an addendum and posted to Builders Exchange AND to the Mason County Website [www.masoncountywa.gov](http://www.masoncountywa.gov) under the “Request for Proposals/Qualifications”.

**SOQ SUBMITTAL DEADLINE AND DELIVERY INFORMATION:**

Submittals shall be PDF format and delivered via email to Kobree Glaser at [kglaser@masoncountywa.gov](mailto:kglaser@masoncountywa.gov) by **12:00 p.m., Wednesday, January 15, 2025**.

Physical submittals will also be allowed. Firms shall have three (3) copies of the response delivered by the above stated deadline. The envelope must be clearly marked “**RFQ - On-Call Cultural Resource Services**”. Responses delivered later will not be accepted. Mason County is not responsible for delays in delivery.

All response submittals shall be sealed and delivered to:

Mason County Public Works  
 Attention: Kobree Glaser, Engineering & Construction Assistant Manager  
 100 W. Public Works Drive  
 Shelton, WA 98584  
[kglaser@masoncountywa.gov](mailto:kglaser@masoncountywa.gov)

All submittals shall be in 8.5x11 format and the entire submittal package, excluding cover letter, shall not exceed twenty-five (25) pages.

Mason County will evaluate and select the consultants based on the submitted Statement of Qualifications. The County reserves the right to utilize any additional evaluation criteria it so chooses in order to make a final decision on the selection of the consultant. The County may conduct interviews of the top-ranking firms to make a final decision.

Mason County will execute a consultant agreement with the selected consultant and, when engineering services are needed, tasks will be executed as guided by the agreement. The term of this agreement will be for the executed date in 2025 calendar year to the end of 2026 calendar year, with an option to extend the agreement for an additional one (1) year. The County reserves the right to terminate the agreement at any time during this period.

The selected consultant will be required to execute the County's standard agreement form (WSDOT Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement). Any consultant submitting an SOQ in response to this notice verifies that they have reviewed the contract language, insurance requirements and indemnification requirements, and agrees to execute an agreement in this form. No modifications to these documents will be considered.

For those projects which are federally funded, the selected firm will be required to comply with the applicable federal requirements including those relating to Equal Opportunity in Employment.

**BUDGET:**

Mason County has set a maximum amount payable of \$200,000.00 per calendar year.

**EVALUATION AND SELECTION:**

All of the statements of qualifications will be reviewed for seven components:

- [30 points] – Key personnel and overall qualifications
- [15 points] – Relevant firm experience
- [15 points] – Ability to meet schedules
- [15 points] – QA/QC Methods
- [10 points] – Unique specialized expertise
- [10 points] – Familiarity with Mason County/Dept. of Ecology/WSDOT/FHWA standards
- [5 points] – Past Performance/References

*Mason County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C.2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full 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.*