

**Public Utility District No. 1 of Jefferson County**  
**On-Call Engineer**  
**REQUEST FOR QUALIFICATIONS**  
**PUD RFQ No. 2022-001**

In accordance with RCW 39.80, Public Utility District No. 1 of Jefferson County (JPUD) is soliciting qualifications from civil engineering consulting firms for services anticipated for the next two years starting in 2022. Services required by JPUD may include water and wastewater distribution design, water consolidation analysis, treatment plant review and analysis and design and technical assistance on development and smaller capital projects. JPUD reserves the right to extend this contract on an annual basis up to an additional two years. JPUD is an USDA Rural Utilities Service (RUS) borrower.

JPUD is located on the Olympic Peninsula and our 9 group A and 4 group B water systems spans throughout eastern Jefferson County. JPUD also owns or manages 16 large on-site septic systems. JPUD has a water operating revenue of approximately \$2,700,000 and approximately 4,700 water customers and 360 septic customers.

**A. PROJECT DESCRIPTION AND SCOPE OF WORK**

The ideal consulting team would exhibit the following:

- Strong technical expertise in the water utility;
- Strong knowledge of federal, state, and local laws and policies pertaining to public utility districts;
- A proven track record in preparing high quality technical plans and analyses within a collaborative process;
- A proven history in completing work that is accepted as technically sound;
- Strong familiarity with rural water/wastewater systems;
- The ability to develop and adhere to strict QA/QC standards; and
- Long-term experience in planning and development for public utility districts.

Possible projects would include are:

- Technical assistance with development projects, from single family to subdivisions (i.e. water modeling, sizing of water main, etc.).
- Design of smaller capital and expense projects.
- Water consolidation studies
- Updating hydraulic models for our water systems

**B. PROPOSAL SUBMITTAL**

The following information is to be submitted as part of the qualifications. One (1) hard copy and an electronic copy of the proposal are to be provided. If submitting via email, a hard copy of the proposal is not required. The qualification is to be organized into the following categories:

- a) **Statement of Qualifications:** Identify and describe the qualifications of the firm and engineering services that may be provided by the consultant or consultant team in response to this Request. Note which team members were involved in referenced projects and time period involved in referenced, completed or current projects.
- b) **Project Manager(s) and Design Engineers:** Identify the proposed project manager(s) and key personnel which the PUD would interface with during the on-call service duration. Include brief resumes of the project manager(s) and key personnel, including office location, years of experience, certifications, and education. Identify the project manager or primary contact and any other team leaders proposed, and briefly describe how projects will be successfully managed. Also describe the firm’s quality assurance/quality control methods.
- c) **Communication approach:** Describe your project manager’s communication style. Will there be multiple project managers depending on the PUD project(s) or will the approach be a single project manager who will interface with the PUD.
- d) **References:** Project reference list describing at least four (4) projects completed within the past five years that represent the strengths and unique qualifications of the firm or team in the areas identified. The list should contain project titles; locations; cost of projects; start and end dates; name of project managers; and references (including name, phone number, and email address).

Deadline for submission of qualifications:

Interested firms should submit qualifications no later than 3:00pm on Thursday January 25, 2022 to:

Kara Rogers  
Public Utility District No. 1 of Jefferson County  
310 Four Corners Road  
Port Townsend, WA 98368

Email submittals are accepted and should be sent to [krogers@jeffpud.org](mailto:krogers@jeffpud.org)

Submissions should be marked:

“On-Call Engineer – PUD”

### C. SELECTION OF CONSULTANT

RFQ's will be evaluated by a committee made up of PUD employees. The RFQ's will be evaluated based on qualifications; the project team; communication approach; and references.

If necessary, the committee will invite one or more responsive firms to a phone interview.

#### **D. GENERAL CONDITIONS**

The PUD reserves and has the sole discretion to:

1. Award a contract for Professional Services for all, any, or any combination of the anticipated scope of work described within the RFQ.
2. Reject any and all consultant qualifications considered by the PUD to be non-responsive or not in the best interest of the PUD, in its discretion.
3. Supplement, amend or otherwise modify this RFQ or cancel this RFQ without substitution.
4. Waive any or all informalities in the consultant's qualifications or failures to comply with the RFQ requirements.
5. Request further information, or presentations from consultants as needed to support the PUD's selection of the most qualified consultant.
6. Select and consultant that in the opinion of the PUD is most qualified.

#### **E. PUBLIC RECORDS**

Public Records Act Under Washington State Law (reference RCW 42.56 – the Public Records Act) all materials received or created by the PUD are considered public records. These records include but are not limited to qualification submittals, agreement documents, contract work products, or other information submitted by a vendor to the PUD.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the PUD upon request unless the RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (RCW 42.56 and RCW 19.108).

Respondents must familiarize themselves with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website regarding the Public Records Act at <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>.

If the consultant believes that any of the records it submits to the PUD as part of your informational material are exempt from disclosure, you can request that they not be released. To do so, you must notify the PUD in writing. You should clearly and specifically identify each record and the exemption(s) that may apply.