

**Public Utility District No. 1 of Jefferson County
On-Call Cultural Resources Firm
REQUEST FOR QUALIFICATIONS
PUD RFQ No. 2022-006**

In accordance with RCW 39.80, Public Utility District No. 1 of Jefferson County (JPUD) is soliciting qualifications from cultural resource firms for services anticipated over the next two years starting in 2022. Services required by JPUD may include both historic preservation and cultural resources. JPUD reserves the right to extend this contract on an annual basis up to an additional two years.

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.

PUD No. 1 of Jefferson County is an equal opportunity and affirmative action employer and an RUS borrower.

A. PROJECT DESCRIPTION AND SCOPE OF WORK

JPUD is working on funding and constructing water, and potentially wastewater, projects within JPUD's water capital improvement plan (CIP). The funding for the project could be local, state or federal funds. The projects which JPUD will possibly apply for funding and complete and/or within the next 1-3 years are:

- Phase 2 - Coyle Water Line Replacement Bear Rd., Deer Rd. and Elk Rd., Quilcene, WA
- New Sparling Water Treatment Plant Expansion, Port Hadlock, WA
- Bywater Bay Water Line Extension Shine Rd. to Paradise Bay Rd., Port Ludlow, WA
- Booster Pump Station Replacement, Gardiner, WA
- Water Consolidation Projects, Brinnon, WA

The ideal consulting team would exhibit the following:

- Strong cultural resources expertise;
- Strong knowledge of Section 106 and Executive Order 21-02, as it relates to capital projects;
- A proven track record in preparing high quality cultural resources studies; and
- A proven history in completing work that is accepted by state, federal and tribal agencies.

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 with state, federal and tribal cultural consultation. Please note which team members were

involved in referenced projects and time period involved in referenced, completed or current projects.

- b) **Project Manager(s) and Project Staff:** 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.
- c) **Communication approach:** Describe your project manager's communication style. Will there be multiple project managers depending on JPUD project(s) or will the approach be a single project manager who will interface with JPUD staff.
- 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 Wednesday, October 19, 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

Submissions should be marked:

“On-Call Cultural Resources – 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.