Request For Qualifications

For:

On-Call Traffic Engineering Services

KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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SECTION 1
GENERAL INFORMATION

1.0 Project Background

Klickitat County intends to set up one on-call, negotiated hourly rate agreement for On-Call Traffic Engineering Services with companies that specialize in reviewing traffic impact studies with mitigation, signal timing, traffic counts, proportionate share calculations, and or intersection/roadway safety improvement designs for Klickitat County.

The professional capabilities of consultants, directly involved with traffic engineering services must include professional licensure, where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all necessary field equipment and other supporting equipment and consumables.

1.1 Scope of RFQ

The objective of this Request for Qualification is to have a firm available for various development projects involving traffic associated tasks with the various proposed development project involving Klickitat County roads. Currently there is not a defined work list for this agreement. The scope of work to be performed by the consultant may include, but not be limited to, the following:

A. Performing TIA/TAS Review,
B. Preforming safety analysis,
C. Preforming data analysis, modeling and;
D. Providing trip generation review and proposed trip generation methodology when not covered in the ITE trip generation manuals.

1.2 Consultant's Responsibilities

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether the Consultant or their representative produces them. The Consultant's person-in-charge of the project must have the experience and a current Professional Engineer (PE) Licensed in the State of Washington in order to complete the tasks outlined above, a Professional Traffic Operations Engineer (PTOE) would be a valuable asset..

The Klickitat County Public Works Dept. in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Klickitat County Public Works Dept. at titlevi@klickitatcounty.org or by calling (509) 773 - 4616.

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al (509) 773-4616, o envíe un mensaje de correo electrónico a: titlevi@klickitatcounty.org

Title VI Statement
It is Klickitat County's policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with Klickitat County's Human Resources Department. For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact Klickitat County's Title VI Coordinator at (509) 773-7171 or by email at: titlevi@klickitatcounty.org.

1.3 Payment Schedule

Payment for any agreement entered into as a result of this RFQ will be made monthly upon receipt of the Consultant's billing statement for work executed under individual task orders. The billing statement must include a summary of progress made through the date of billing.

SECTION 2
PROPOSAL INSTRUCTIONS

2.0 General Information

A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFQ. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities as outlined in section 3.1. The selected Consultant must have demonstrated experience in all the items listed under section 1.1 above and the following items:

- Hands-on experience with traffic analysis.
- Knowledge of AASHTO and ITE standards.
- Ability to offer the required services all from within the Consultant's organization.

B. All parts of the proposal shall be in a sealed envelope plainly marked "ON-CALL TRAFFIC ENGINEERING SERVICES RFQ", and show the name and address of the Consultant.

2.1 Closing Date for Submittal of Proposals

Four copies of the proposal must be received no later than 2:00 p.m. on November 19, 2025, at which time proposals will be opened and evaluated by the County.

2.2 Proposal Acceptance

Sealed proposals will be received by:

Kristina Duncan
Klickitat County Public Works Department
Mailing Address: 115 West Court Street, Box 303
Goldendale, WA 98620
Physical Address: 115 West Court Street, Room 302
Goldendale, WA 98620
Email: kristinad@klickitatcounty.org
Fax: (509) 773-5713

2.3 Right of Award or Rejection

Proposals shall specifically stipulate that all terms and conditions contained in the RFQ are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

2.4 Incurring Costs

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of the request for qualifications.

2.5 Inquiries

Questions that arise during preparation of the proposal will be handled by Kristina Duncan at the Klickitat County Public Works Department and will be accepted by either email or fax only. The proposal shall list a responsible person, with phone number, for contact if necessary during the proposal review process.

2.6 Technical Proposal Format

Four copies of the proposal shall be submitted to the County. Proposals must not exceed 8 pages. Page count does not consider a cover letter, but does include resumes. One page

is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.

B. A statement that the proposal recognizes and includes all terms and conditions of the RFQ.

C. Signature of an authorized representative empowered to bind the Consultant.

SECTION 3
PROPOSAL EVALUATION

3.0 General Information

A. The County will select the Consultant whose RFQ is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.

B. Proposals received will be evaluated by a panel of employees of the Klickitat County Public Works Department.

C. The County may cancel this procurement or reject any and all RFQ's in accordance with procurement laws.

3.1 Technical Proposal Evaluation

Evaluation of the proposal will be based, on the following criteria:

A. Description of the Consultant's firm, including organization, and type and scope of services provided. **20 Points**

B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **10 Points**

C. A statement of experience involving traffic engineering services withing Klickitat County. Consultants with this experience are preferred but not required. **15 Points**

F. Experience and ability working with public agencies. **10 Points**

G. General appearance of the proposal and conformity to the above proposal instructions. **5 Points**

H. Proximity to Klickitat County. Consultants located within 1 hour travel time (60 miles) of Klickitat County are preferred but not necessary. **10 Points**

By submitting a proposal, the respondent to this RFQ authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

3.2 Selection

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

3.3 Pre-Agreement Clarification

The apparent selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations. This review and any changes will be made prior to agreement execution and will become part of the final agreement.

3.4 Agreement Execution

The County intends to enter into a Negotiated Hourly Rate Local Agency Standard Consultant Agreement with the successful consultant for any or all of the tasks described in the proposal. The Local Agency Standard Consultant Agreement can be found in Chapter 31 of the *Local Agency Guidelines Manual* printed by the Washington State Department of Transportation or can be found in the digital form at https://wsdot.wa.gov/business-wsdot/support-local-programs/delivering-your-project/consultant-agreements-indirect-cost-rate-information.

The maximum amount to be set up for this agreement is $100,000.00. The selected firm will be contracted by Klickitat County for a term beginning December 15, 2025 and ending December 31, 2026. Individual tasks will be negotiated as stand-alone task assignments terminating when the task budget is exhausted or the task time frame has expired.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements, and "hold harmless" provisions contained therein.

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