



**REQUEST FOR QUALIFICATIONS AND QUOTATION FOR
HOOD CANAL COORDINATING COUNCIL ON-CALL
LAND SURVEYING SERVICES:
MARINE SHORELINE AND TIDELAND EXPERTISE**

Summary

The Hood Canal Coordination Council (HCCC) is seeking on-call services for land surveying services, with special knowledge and expertise in marine shoreline and tideland survey and mapping in support of the HCCC In-Lieu Fee Mitigation (ILF) Program. Assistance is needed in land survey and mapping of uplands, marine shoreline and tidelands acquired through this program. All project sites are within the Hood Canal watersheds of Kitsap, Mason and Jefferson counties occurring from a line between Tala Point and Foulweather Bluff in the north to Lynch Cove in the south.

Requested Services

The HCCC is seeking on-call support services for land surveying with special knowledge and expertise in marine shoreline and tideland survey and mapping.

Project Schedule

On-call services up to five years with the possibility of extension of up to five years.

Proposal Contents

Request for Qualifications: Provide a brief description of your firm's experience for the requested services. Specific experience in the Hood Canal Watershed should be emphasized. Limit your qualification description to five pages. Provide completed project examples and references; limited to an additional five pages.

Request for costs or fees: provide an hourly rate sheet and a brief description of service provided for all personnel. All rates should be fully loaded, inclusive of overhead. Provide a personnel travel rate if available. Include fees for any equipment or supplies required to execute the requested services.

Mileage will be reimbursed at current federal government rate.

Proposal Guidelines

Proposals must be submitted electronically via e-mail and **must be received by February 23, 2018 by 4 p.m.** Proposal must be sent to Patty Michak at pmichak@hccc.wa.gov; the subject line must read "RFQQ Land Surveying". All e-mail submittals will be confirmed by e-mail response. If you do not receive a confirmation e-mail within 48 hours contact Patty Michak. Questions can be directed to Patty Michak at pmichak@hccc.wa.gov or 360-930-8634. For more information visit www.hccc.wa.gov.

This is an open and competitive process. Small businesses and minority-owned businesses are encouraged to apply. The proposal must contain the signature of a duly authorized officer or agent of

the company submitting the proposal. If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined.

Contract Terms

The Hood Canal Coordinating Council will negotiate contract terms upon selection. All contracts are subject to review by Hood Canal Coordinating Council legal counsel. An On-Call Services contract, which will outline terms, will be awarded to the selected firm(s). Project work is anticipated to be by task orders as services are needed. Task orders will detail scope, budget and other necessary items.

All firms must be licensed to conduct business within the State of Washington and meet all County, State and federal licensing, taxation and reporting requirements. All professional licensing requirements within the State of Washington (as per RCW 18.43) must be met. Professional land surveying services and deliverables must be completed by a licensed professional land surveyor with the State of Washington. Professional and General Liability Insurance will be required and insurance limits will be determined during contract negotiations.

Equal Opportunities

The Hood Canal Coordinating Council is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, disability, age, honorably discharged veteran, veteran status, or HIV status. Persons requiring reasonable accommodation in the application process or requiring any information in an alternative format may contact 360.394-0046. Inquiries about the HCCC's compliance may be directed to the Executive Director.

Information submitted may be available for public inspection upon request; therefore, please do not include any proprietary or otherwise private and confidential information.