



# Mason County Public Utility District No. 1

## Request for Qualifications

### No. 2025-03

Mason County PUD No. 1, referred to herein as the "District," hereby solicits Statements of Qualifications for comprehensive **geology and hydrogeology** pertaining to the facilities of the District. The District aims to enter into one or more task or project-specific contracts. The initial contract shall be for a duration of two years.

**PROPOSAL DUE DATE:** Friday, April 25, 2025, no later than 4:00 pm.

**CONSULTANT ELIGIBILITY:** All Consultants who satisfy the minimum qualifications stated herein and are available for work in Washington State.

**SUBMIT PROPOSAL TO:** Holly Paul, [hollyp@mason-pud1.org](mailto:hollyp@mason-pud1.org)

**PROPOSAL FORMAT:** Your proposal shall not exceed 10 pages (not including resumes, work products, appendices, or project descriptions). Your proposal shall include the Service Eligibility Proposal Form at the end of this document.

The subject line of the proposal email should read, "Civil Engineering-2025-02-COMPANY NAME".

**MINIMUM QUALIFICATIONS:** The District seeks to qualify not only a consulting firm but also the specific individual engineers who will provide services to the District. Services required by the District may include groundwater assessments, water rights assistance, well development, stormwater master plan, and technical assistance. Additionally, the District expects the assignment of a principal engineer or project manager capable of providing signing services for all projects undertaken. For these reasons, the consulting firm shall submit a proposal to this RFQ that includes detailed information and resumes of the personnel designated to provide services to the District.

1. The consulting company must be registered with the District's Consultant Roster on Municipal Research and Services Center (MRSC) Rosters to be considered. Make sure you choose "Mason County PUD No. 1" as an agency.
2. Strong technical expertise in the drinking water and electrical industries.
3. Strong knowledge of federal, state, and local laws and policies pertaining to public utility districts.
4. A proven track record in preparing high-quality technical plans and analyses within a collaborative process.
5. Strong familiarity with small and rural utility districts.
6. A proven history in completing work that is accepted as technically sound by multiple interest groups.

7. Strong familiarity with aquifer analysis.
8. Strong familiarity with groundwater assessments.
9. Strong familiarity with Water Resource Inventory Area plans and other plans completed in Mason County and southern Jefferson County.
10. Familiarity with the Department of Ecology's 2012 Stormwater Manual of Western Washington.
11. Develop and adhere to strict QA/QC standards.
12. Long-term experience in planning and development for public utility districts.
13. It is desirable for a firm to be on the Department of Ecology's Cost Reimbursement Consultant list.
14. It is desirable for a firm to have a Certified Water Rights Examiner on staff.
15. Available for emergencies.

**STATEMENT OF QUALIFICATIONS:**

1. Provide a concise introduction of the consulting company services the consultant provides.
2. Provide the resumes of the principal engineer(s) and other engineers who may be providing services to the District.
3. Provide sample(s) of project work completed by the individuals listed in item #2 above within the last two (2) years. Include a narrative describing what role the individuals had on the sample project.
4. Three references for similar project work shall be supplied.

**EVALUATION:**

The District will evaluate the qualifications of the consulting company and engineers according to the following:

1. Possesses relevant experience in the requested domain.
2. Experience working directly with a public utility district (PUD).
3. Civil Engineers licensed in the state of Washington.
4. Experience working in the field with other Washington State engineers, technicians, and operators.
5. Experience in project management.
6. Reference checks performed by the District.

**DISTRIC POLICY:** It is the policy of the Public Utility District No. 1 to ensure that contractors are employed and are treated during employment, without regard to their race, religion, sex, color, national origin, disability or other protected class. The District encourages disadvantaged, minority, women-, and veteran-owned consultant firms to apply. It is the District's policy to ensure that minority, women-, and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services. This solicitation is in accordance with RCW 39.80.

# Service Eligibility Proposal Form

Firm name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information: \_\_\_\_\_

Specify the services your firm is submitting:

Geology and Hydrogeology Services

Geotechnical Engineering Services

Other: \_\_\_\_\_