



Mason County Public Utility District No. 1 Request for Qualifications No. 2025-05

Mason County PUD No. 1, referred to herein as the "District," hereby solicits Statements of Qualifications for comprehensive **land surveying firms** 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

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 boundary line adjustments, establishing easements, surveying for property purchases, and providing 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 working with local tribes and jurisdictions (within Mason County and southern Jefferson County).
5. A proven track record in preparing high-quality technical plans and analyses within a collaborative process.
6. Strong familiarity with small and rural utility districts.

7. Strong familiarity with boundary line adjustments.
8. Strong familiarity with tribal land surveys.
9. Strong familiarity with historical survey research.
10. A proven history in completing work that is accepted as technically sound by multiple interest groups.
11. Develop and adhere to strict QA/QC standards.
12. 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.

EVALUATION:

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

1. Possesses relevant experience in the requested domain.
2. Experience working directly with a public utility district.
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.

DISTRICT 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:

- Land Surveying
- Geotechnical Engineering Services
- Civil Engineering
- Other: _____