



PEND OREILLE CONSERVATION DISTRICT, WA

REQUEST FOR PROPOSALS (RFP)

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

RELEASE DATE: JUNE 10, 2026

DUE DATE: THURSDAY, JULY 9, 2026 by 3:00 pm PST

Request for Proposal for:

**METALINE RIVERSIDE AVENUE RESILIENCY PHASE I BANK STABILIZATION & SEWER
RELOCATION PROJECT**

SUBMISSION INSTRUCTIONS

SUBMIT:

One (1) Original

Two (2) Complete Copies

of the Proposal to:

U.S. Mail Only (No Hand Deliveries - Office Currently Under Renovations):

Pend Oreille Conservation District

PO Box 465

Newport WA 99156

Electronic Submissions:

Email directly to Corey Brenner at Coreyb@pocd.org.

****Proposals must be delivered via U.S. Mail or emailed - No Exceptions****

****Proposals must be date and time stamped by staff by 3:00 pm on due date.****

****Proposal shall be sealed and clearly marked on the package cover with Title &
Company Name****

Refer Questions to:

Corey Brenner, Riparian Program Manager

Pend Oreille Conservation District

Email: Coreyb@pocd.org | Phone: (509) 671-2857

Mary Malone, Executive Director

Pend Oreille Conservation District

Email: MMalone@pocd.org | Phone: (509) 671-3110



Table of Contents

GENERAL TERMS AND CONDITIONS

PART I: PROPOSAL REQUIREMENTS

- Section IA: General Information
- Section IB: Work Requirements

PART II: PROPOSAL PREPARATION AND SUBMITTAL

- Section IIA: Pre-Submittal Meeting/Clarification
- Section IIB: Proposal Submission
- Section IIC: Proposal Content

PART III: PROPOSAL EVALUATION & CONTRACT AWARD

- Section IIIA: Proposal Review and Selection
- Section IIIB: Contract Award

ATTACHMENTS

- Attachment A: Proposal Cover Sheet
- Attachment B: Respondent Responsiveness & Readiness Questionnaire
- Attachment C: Certification Regarding Debarment
- Attachment D: Project Location Map



General Terms and Conditions

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

OWNERSHIP OF MATERIALS - ALL proposals submitted become the property of Pend Oreille Conservation District (POCD). It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. POCD has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - POCD reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, POCD reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of POCD or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until POCD and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the basic provisions, special terms, project description, and budget terms. POCD is not responsible for any costs incurred prior to the effective date of the contract. POCD reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic



standpoint.

DISPUTES - POCD encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to the Pend Oreille Conservation District, PO Box 465, Newport WA 99156.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of POCD to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. POCD is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all district services. Employment decisions are made without consideration of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, or sexual orientation. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - POCD supports an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment.

INTERLOCAL AGREEMENT - POCD has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer may, at the proposers option, extend identical prices and services to other public agencies wishing to participate in this RFP.

LIMITATION - This RFP does not commit POCD to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS - An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of POCD: Fund accountability, Contract compliance, and Program performance.

PRICE WARRANT - The proposer shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS - Must be submitted to the POCD Executive Director.

PUBLIC SAFETY - May require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification.

ACCEPTANCE or REJECTION OF PROPOSALS - POCD reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of POCD to do so.



SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of POCD. Such intent to subcontract shall be clearly identified in the proposal.

VERBAL PROPOSALS - Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE - The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.



PART I: PROPOSAL REQUIREMENTS

Section IA: General Information

1. Introduction: The Pend Oreille Conservation District (POCD) is requesting proposals from environmental consultancies and engineering firms to execute the Metaline Riverside Avenue Resiliency Phase I and Sewer Relocation Project. To comply with federal procurement guidelines for A/E services, this solicitation follows a Qualifications-Based Selection (QBS) process. Cost proposals are not requested at this stage.

2. Background: The primary objective of this project is to implement critical infrastructure resiliency measures within the town of Metaline, Washington. The scope encompasses the stabilization of up to 2,400 linear feet of severely eroding shoreline and the re-routing of a minimum of 700 feet of an active wastewater collection main currently situated along Riverside Avenue.

3. Scope of Project: Under Phase I, the selected consultant will act as the lead entity for comprehensive project planning, engineering analysis, environmental permitting, and stakeholder outreach. Furthermore, the project aims to relocate residential driveway access, remove the existing Riverside Avenue roadbed, and holistically restore the impacted corridor.

4. Project Funding: This project will be executed as FEMA Project 4481-05.

5. Timeline for Selection: The following dates represent the intended timeline for the RFP process:

- **RFP Release Date:** June 10, 2026
- **Proposals Due:** July 9, 2026, by 3:00 PM PST
- **Proposal Evaluation Period:** July 10 – July 17, 2026
- **Interviews (Shortlisted Firms):** July 20 – July 24, 2026
- **Contract Negotiation & Execution:** July 27 – August 14, 2026
- **Anticipated Notice to Proceed:** Late August 2026

6. Employment Verification: To be considered responsive to this formal RFP, all proposers shall submit a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide POCD with the same E-Verify enrollment documentation for each sub-contractor.

Section IB: Work Requirements

1. Required Services: The successful firm must possess proven multidisciplinary expertise in the public sector and will be responsible for:

- **Engineering & Design:** Conducting robust hydraulic modeling, an Alternatives Analysis, topographic surveying, and geotechnical investigations. All design must adhere to Ecology guidelines and WSDOT BMPs.



- **Environmental Permitting:** Securing local, state, and federal permits (NEPA, SEPA, JARPA, Shoreline).
- **Property Acquisition & Legal Support:** Managing property acquisition logistics, developing draft easements, and facilitating appraisals.
- **Phase II Preparation:** Developing comprehensive 30/60/90 site plans, technical specifications, and managing the bidding process for Phase 2 tasks focusing on bioengineered stabilization techniques.
- **Public Outreach:** Leading proactive stakeholder and landowner engagement.
- **FEMA Compliance & Phase 1 Closeout:** Providing updated BCA, outstanding RFIs, and securing final FEMA approval.

2. District Performed Work: The Consultant acknowledges that regulatory agencies may require modifications to the design or permit applications. For most tasks, the consultant will work closely with District staff.

3. Deliverables and Schedule: Payment for services rendered shall be negotiated with the highest-ranked firm and based on a deliverable-driven milestone schedule (Milestone 1: 30% Design; Milestone 2: 60% Design; Milestone 3: 90% Design; Milestone 4: 100% Final Design).

4. Place of Performance: The project area is located within the Town of Metaline, Washington, situated along Riverside Avenue. The impacted bank runs adjacent to the Pend Oreille River.

5. Period of Performance: Phase 1 of this project is strictly scheduled for completion no later than May, 2027.

6. Prevailing Wage: This is a prevailing-wage public works planning and design contract. Contractors shall meet the requirements for Prevailing Wage and public works requirements, per RCW 39.04.350.

7. Debarred/Suspended: Federally or Washington State debarred suspended suppliers may not participate in this Request for Proposal.

8. Americans with Disabilities Act (ADA) Information: POCD commits to nondiscrimination on the basis of disability, in all of its programs and activities.

9. Public Disclosure: This procurement is subject to the Washington Public Records Act (the "Act"), chapter 42.56 RCW.

10. Insurance/Bond: The firm awarded this contract will be required to have insurance in effect as specified in the final contract under Legal Relations.

11. Plan Holders List: All proposers are required to ensure they have contacted the Project Manager to be listed as a prospective proposer.



PART II: PROPOSAL PREPARATION AND SUBMITTAL

Section IIA: Pre-Submittal Meeting/Clarification

- 1. Pre-Submittal Meeting:** There will be no pre-submittal meeting or site visit scheduled as part of this RFP.
- 2. Proposal Clarification:** Questions and Requests for Clarification regarding this Request for Proposal must be directed via email to Corey Brenner (Coreyb@pocd.org) or Mary Malone (MMalone@pocd.org).

Section IIB: Proposal Submission

- 1. Proposals Due:** All qualification packages must be received no later than July 9, 2026, at 3:00 PM PST. Responses received after submittal time will not be considered and will be returned unopened.
- 2. Proposal:** Proposals must be clear, succinct and not exceed six (6) pages, excluding resumes, E-Verify, coversheet and debarment form. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

Section IIC: Proposal Content

- 1. Cover Sheet:** This form is to be used as your proposal Cover Sheet. See Cover Sheet Attachment A.
- 2. Project Team:** Identify the proposed Project Manager, Lead Engineer, and Environmental/Permitting Lead. Summarize specific interagency permitting and WSDOT/Ecology BMP experience (attach full resumes).
- 3. Management Approach:** Describe how the team will be managed internally as well as within the overall POCD project team. Describe how your firm evaluates and presents project information for project teams to make decisions.
- 4. Respondent's Capabilities:** Provide summaries for three (3) public works projects completed within the last five (5) years involving bank stabilization, environmental planning, utility relocation, or federal grant management. Describe your firm's history managing design and permitting compliance for projects funded by FEMA.
- 5. Project Approach and Understanding:** Provide a statement confirming the team's capacity, immediate availability, and commitment to strictly meet the Phase 1 completion deadline of May 2027. Detail how the team will tackle hydraulic modeling and interagency coordination.
- 6. Proposed Cost:** This is a QBS process; cost proposals are not requested at this stage. Work costs will be negotiated on a milestone basis with the top-ranked firm.
- 7. Employment Verification:** Please refer to section 1A.6. - E-Verify. Include this portion of the response immediately AFTER the cover page.



PART III: PROPOSAL EVALUATION & CONTRACT AWARD

Section IIIA: Proposal Review and Selection

1. Evaluation and Selection: Following the federal Qualifications-Based Selection (QBS) process, proposals will be evaluated in two phases:

Phase 1: Written Proposal Scoring. POCD will conduct a comprehensive evaluation of the submittals to ensure all technical requirements are met.

Phase 2: Interviews and Final Selection. The highest-ranked firms (the "shortlist") will be invited to participate in oral interviews with the selection committee. Final rankings will be determined by combining the written evaluation scores and the interview performance.

2. Evaluation Criteria Scoring:

Criteria	Points
Relevant Project Experience (Riverbank stabilization, bioengineering, road construction, and municipal utility/sewer relocation)	30
Key Personnel Qualifications (Qualifications of the Project Manager, Lead Engineer, and Permitting Lead)	25
FEMA & Public Grant Expertise (Demonstrated history of managing federally funded programs)	20
Schedule & Capacity (Formally demonstrated availability and commitment to meet May 2027 deadline)	15
Professional References (Quality of feedback from past client references)	10
Total Points	100



Section IIIB: Contract Award

1. Consultant Selection: The highest-ranked firm resulting from this comprehensive evaluation will be invited to negotiate a final Scope of Work and a fair and reasonable fee structure. If an agreement on scope and price cannot be reached, negotiations will be formally terminated in writing, and the POCD will open negotiations with the next most qualified respondent.

2. Contract Development: POCD demands high standards of fiscal transparency and project management. The ensuing contract will strictly enforce:

Change Orders: Any deviation from the agreed-upon SOW or schedule requires a formal Change Order. No out-of-scope work shall commence without explicit prior written approval.

Invoicing & Expense Tracking: The successful consultant shall maintain meticulous financial records correlating every billed hour to established deliverables.

Retainage and Final Release of Funds: POCD shall withhold a retainage of 10% from each approved milestone invoice, to be released as the final payment upon successful satisfaction of all outstanding items and FEMA Phase 1 Closeout.

3. Award Review: The public may view Request for Proposal documents by submitting a public records request at POCD.

4. Orientation/Kick-off Meeting: The District will hold a project Kick-off meeting once a contract is executed and task orders are identified.



ATTACHMENTS

Attachment A: COVER SHEET

General Information:

Legal Name of Proposing Firm:

Street Address:

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____

Email Address:

Tax Identification Number:

Discipline Area :

- Area 1: Hydraulic Engineering
- Area 2: Geotechnical Engineering
- Area 3: Design and Planning
- Area 4: Permitting
- Area 5: Grant Administration
- Area 6: Environmental Consulting

ADDENDUM:

Proposer shall acknowledge receipt of Addenda by checking the appropriate box(es).

None 1 2 3 4 5 6

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and required approvals.

Authorized Signature of Proposing Firm: _____

Date: _____

Printed Name: _____ Title: _____



Attachment B: Respondent Responsiveness & Readiness Questionnaire

Section 1: Firm Information

Company Name:

Primary Contact Name & Title:

Phone Number / Email Address:

WA State Business & Professional Eng. License Numbers: _____

Section 2: Relevant Project Experience

Project 1 (Title, Agency, Cost, Scope Summary):

Project 2 (Title, Agency, Cost, Scope Summary):

Project 3 (Title, Agency, Cost, Scope Summary):

Section 3: FEMA & Public Grant Expertise

Describe your firm's history managing design and permitting compliance for projects funded by FEMA or comparable federal/state programs.

Section 4: Key Personnel Qualifications

Identify the proposed Project Manager, Lead Engineer, and Environmental/Permitting Lead. Summarize their specific interagency permitting and WSDOT/Ecology BMP experience (attach full resumes).

Section 5: Schedule & Capacity Statement

Provide a statement confirming the team's capacity, immediate availability, and commitment to



strictly meet the Phase 1 completion deadline of May 2027.

Section 6: Professional References

Provide contact info (Name, Agency, Phone, Email) for three (3) professional client references matching the projects listed in Section 2.

Section 7: Licensing & Compliance Signature

By signing below, the Respondent confirms valid WA professional licensing, commitment to prevailing wage compliance, and verification that all submitted qualification data is complete and true.

Authorized Signature: _____

Date: _____



Attachment C: Certification Regarding Debarment

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Company Name:

Typed Name & Title of Authorized Representative:

Signature of Authorized Representative: _____

Date: _____

[] I am unable to certify to the above statements. My explanation is attached.

Attachment D: Project Location Map

Metaline Riverside Avenue Resiliency Phase I & Sewer Relocation Project

- **Area of Impact:** Riverside Avenue, Metaline
- **Stabilization Scope:** Approximately 2,400 linear feet of shoreline to be stabilized.
- **Sewer and Road Relocation:** Re-routing of an active wastewater collection main currently situated along the Riverside Avenue corridor.



Site Description: The project area is located within the Town of Metaline, Washington, situated along Riverside Avenue. The impacted bank runs adjacent to the Pend Oreille River (red line) bank to be stabilized, (yellow line) Approximate location of sewer and road relocation.