

# **Skagit 911 Request for Qualifications Engineering Services**

**Fiber Optic Infrastructure Build  
Christian Camp Radio Site**

**Proposals must be submitted not later than 3:00PM PDT on Tuesday July15<sup>th</sup>, 2025**

**June 20<sup>th</sup>, 2025**

# **SKAGIT 911**

## **INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES**

Skagit 911 in Mount Vernon, Washington is accepting Statements of Qualifications (SOQs) from qualified engineering consulting firms to create Construction Drawings, Building Permit Application Package and filing, Project Bid Documents, assist in the selection of a qualified contractor, and relevant construction management services for the construction of a fiber optic route from the noted Seattle City Light Tower to the underground vault at the intersection of Christian Camp Road and Forest Service Road 2811.

The following subjects are discussed in this Request for Qualifications (RFQ) to assist statement preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Statement Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal
- VII. Scoring & Contracting

### **I. Background:**

Skagit 911 is constructing fiber optic infrastructure to service a public safety communications site off FS Road 2811. The route will connect a mission critical public safety radio site to the Seattle City Light transmission line fiber. The connection will be made at the splice case on the identified SCL Tower.

### **II. Scope of Work:**

The selected firm shall provide engineering services related to the planning, design, and installation of a 24 strand fiberoptic line. The general scope of services needed by Skagit 911 are:

- Assist in determining the best route – Underground or aerial
- Preparing building permit application package and submittal to the AHJ.
- Preparation of bid documents and specifications
- Assist in evaluating and choosing a contractor to construct the route
- Evaluation of the existing conduit and hand-holes installed by the tower contractor.
- Construction management/quality control.

The general engineering and technical areas of service required by Skagit 911 may include, but are not limited to:

- Surveying and mapping
- Civil
- Geological/Geotechnical
- Planning

- Permitting package and submittal
- Assistance utility easement acquisition
- Environmental documentation
- CADD
- Construction plans and specifications
- Estimating
- Construction management services and quality control

### **III. Required Insurance:**

1. Worker's Compensation insurance in accordance with the statutory coverage required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work.
2. Commercial General Liability with limits of not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.
3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. Skagit 911 has the right to negotiate the increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to Skagit 911 prior to cancellation.

In addition, Skagit 911, its officers, employees, and volunteers shall be named as "Additional Insured" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of Skagit 911.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all these requirements, are required prior to signing the contract.

### **IV. Statement Format and Content:**

In submitting the Statement of Qualifications, your firm acknowledges that Skagit 911 shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by

any proposer in anticipation of Skagit 911 action approving or disapproving of any proposed agreement. Skagit 911 may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFQ or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by Skagit 911.

A. Letter of Transmittal

B. Narrative

1. Brief resumes of the "Principal-in Charge" and the key technical personnel to be assigned to the project.
2. A description of the services available from your firm that would be used to support the fiber optic project. Describe how your firm would use existing staff and services to meet the needs of Skagit 911 in support of planning, design, permitting, and construction of the fiber optic infrastructure.

C. References

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete projects on time and within budget.

D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFQ). Partnerships and joint ventures will list each member's name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

**Important:** Statement of Qualification submittals shall not exceed a total of 15 (fifteen) pages. This number includes the Confirmation of Business Organization form. Additionally, submissions shall not include any items, documents or enclosures not specifically requested above in Section IV – Statement Format and Content. This includes brochures, business cards, handouts, etc.

**V. Evaluation Criteria and Selection Process**

The basis of the award will be to the top firms receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 5 POINTS AVAILABLE)
- 2) Experience of the consulting firm related to utility construction work. (MAXIMUM 3 POINTS AVAILABLE)
- 3) Past Performance/references. (MAXIMUM 2 POINTS AVAILABLE)

Skagit 911 hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

Skagit 911 is an Equal Opportunity Employer and does not discriminate against any person, firm, partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting or doing business with Skagit 911 shall be in conformity with Skagit 911's policy on non-discrimination.

#### **VI. Submittal**

**Three (3) copies of the complete Statement of Qualifications are due to Skagit 911, Technical Services Department prior to 3:00 p.m. on Tuesday, July 15<sup>th</sup>, 2025. Proposals may be hand-delivered, mailed, or delivered by courier. *Facsimiles and emailed proposals WILL NOT be accepted and considered non-responsive to this RFQ. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.***

Submittal Address: Skagit 911  
2911 E College Way  
Suite A  
Mount Vernon, WA 98273  
Attention: Technical Services Manager  
(360) 428-3206  
vossmi@skagit911.us

Additional Contact Information, for inquiries only. Submittals **WILL NOT** be accepted, via email, as outlined above:

All proposals must be clearly marked on the outside of the envelope: **"FIBER OPTIC PROJECT."**

Inquiries regarding the RFQ can be directed to Mike Voss, at the address and phone number or by email as noted above. ***Response to inquiries cannot be guaranteed unless received in writing prior to 3:00 p.m., Tuesday, July 8<sup>th</sup>, 2025.*** An addendum will be posted to the Skagit 911 Web Site at [www.skagit911.us](http://www.skagit911.us) and will outline all questions and their associated answers, received prior to the inquiry deadline.

#### **VIII. Scoring and Contracting**

An evaluation of the statements will be performed by a committee of individuals to be selected by Skagit 911. The submissions will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. Interviews, if necessary, are tentatively scheduled for the week of July 21<sup>st</sup>, 2025. All selected firms will be contacted with specific information as to location and time of the interviews.

This procurement is intended as a project contract. The firms with the highest cumulative

scores will be invited to enter into contract negotiations; contracts must be executed within 30 days of offer (or other agreed to time frame, on a case-by-case basis), or negotiations will be terminated and the offer to contract will be rescinded. **Skagit 911 reserves the right to award the contract to the highest ranked firm(s) without further discussion. Skagit 911 reserves the right to reject all proposals received.**

Following the successful execution of an agreement, firms will be required to provide Skagit 911 copies of their current State of Washington business license, and Certificates of Insurance.

## VICINITY MAPS









**SKAGIT 911**  
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**FOR ENGINEERING SERVICES**

**REQUIRED PROPOSAL FORM**

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- ☐ a corporation incorporated under the laws of the State of Washington
- ☐ an individual doing business as \_\_\_\_\_
- ☐ a partnership (identify all partners on a separate page, attached)
- ☐ a joint venture (identify all joint ventures on a separate page, attached) other (please specify) \_\_\_\_\_

Proposer or Company Name: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

State of Washington Business License #: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title