



Pend Oreille Conservation District (POCD)

Metaline Riverside Avenue Resiliency Phase I Banks Stabilization & Sewer Relocation Project

Request For Proposals (RFP) -June 2026

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 (FEMA Project 4481-05). This is a prevailing-wage public works 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. This is a prevailing-wage public works planning and design contract. Submittals are due by July 9, 2026, at 3:00 PM PST.

Project Overview & Goals

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. Furthermore, the project aims to relocate residential driveway access, remove the existing Riverside Avenue roadbed, and holistically restore the impacted corridor.

Scope of Work & Deliverables

Under Phase I, the selected consultant will act as the lead entity for comprehensive project planning, engineering analysis, environmental permitting, and stakeholder outreach. All work will be governed by a clearly defined Scope of Work (SOW) and tied to specific, measurable deliverables. The successful firm must possess proven multidisciplinary expertise in the public sector and will be responsible for the following:

- **Engineering & Design:** Conducting robust hydraulic modeling, an Alternatives Analysis (and plans/surveys in support of the preferred alternative), topographic surveying, and geotechnical investigations for both the sewer re-routing and bank stabilization. All design, engineering, and environmental planning must strictly adhere to the most current Washington State Department of Ecology (Ecology) guidelines and Washington State Department of Transportation (WSDOT) Best Management Practices (BMPs).

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- **Environmental Permitting:** Securing all requisite local, state, and federal environmental permits, ensuring full compliance with NEPA, SEPA, JARPA, local Shoreline requirements, and completing an Environmental Assessment, if required.
- **Property Acquisition & Legal Support:** Managing property acquisition logistics, including the development of draft easements and facilitating appraisals.
- **Phase II Preparation:** Developing comprehensive 30/60/90 site plans (exceeding the FEMA 60% minimum), technical specifications, cost estimates, and managing the bidding process for Phase 2 tasks. This phase must focus on stabilizing the river bank utilizing advanced bioengineered stabilization techniques.
- **Public Outreach:** Leading proactive stakeholder and landowner engagement to verify project feasibility, address public needs, ensure community alignment throughout the transition, and collaborating with stakeholders.
- **FEMA Compliance & Phase 1 Closeout:** Providing an updated budget (including a revised Benefit-Cost Analysis), a complete and accurate revised Scope of Work summary document, completion of all outstanding Request for Information (RFI) items required by FEMA, complete Closeout for Phase 1, and securing final FEMA approval.

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

Contract Administration & Fiscal Management

POCD demands high standards of fiscal transparency and project management. The ensuing contract will strictly enforce the following provisions:

- **Change Orders:** Any deviation from the agreed-upon SOW or schedule requires a formal Change Order. No out-of-scope work shall commence, nor will compensation be provided, without the explicit prior written approval of the POCD.
- **Invoicing & Expense Tracking:** The successful consultant shall maintain meticulous financial records. All submitted invoices must clearly communicate accrued expenses and explicitly correlate every billed hour and cost directly to the established deliverables and specific tasks outlined in the negotiated SOW

Compensation and Payment Schedule

Payment for services rendered shall be negotiated with the highest-ranked firm and based on a deliverable-driven milestone schedule. Approved milestone payments are expected to align with the following targeted project stages:

- **Milestone 1:** 30% Design and Basis of Design Report.
- **Milestone 2:** 60% Design and draft permit applications submitted to the District for review.
- **Milestone 3:** 90% Design and formal submission of all complete permit applications to respective regulatory agencies.
- **Milestone 4:** 100% Final Design, Technical Specifications, and Bid Documents

Retainage and Final Release of Funds

The Pend Oreille Conservation District shall withhold a retainage of 10% from each approved milestone invoice. The accumulated retainage pool shall be held by the District and will only be released to the Consultant as the final payment upon the successful satisfaction of all the following conditions:



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- Delivery to and formal acceptance by the District of the 100% Final Design, specifications, and ready-to-bid documents.
- Successful issuance and receipt of all required environmental and regulatory permits (including, but not limited to, the JARPA, HPA, SEPA, and Section 401/404 permits).
- Successful completion of all FEMA RFIs, Phase 1 Closeout, and receipt of formal FEMA approval.
- Fulfillment of all other final deliverables outlined in the Scope of Work.

Regulatory Agency Review and Permit Support

The Consultant acknowledges that regulatory agencies (including but not limited to FEMA, WDFW, USACE, USFW, WA DNR, and the Department of Ecology) may require modifications to the design or permit applications prior to approval. The Consultant's base Scope of Work includes responding to all regulatory Requests for Information (RFIs), including all outstanding RFIs required by FEMA, attending interagency coordination meetings as needed, and making necessary design or application revisions to secure final permit approvals. Abandonment of the permitting process or failure to provide this ongoing support until permits are secured shall constitute a breach of deliverables and result in the forfeiture of the withheld retainage.

Evaluation Criteria & Selection Process

The POCD will conduct a comprehensive evaluation of the submittals to ensure all technical requirements are met. Following the federal Qualifications-Based Selection (QBS) process, proposals will be evaluated in two phases:

Phase 1: Written Proposal Scoring

1. **Relevant Project Experience (30 Points):** Experience with riverbank stabilization, bioengineering, road construction, and municipal utility/sewer relocation.
2. **FEMA & Public Grant Expertise (20 Points):** Demonstrated history of managing design, compliance, and permitting phases for federally funded programs.
3. **Key Personnel Qualifications (25 Points):** Qualifications of the Project Manager, Lead Engineer, and Permitting Lead navigating interagency permitting frameworks (JARPA, SEPA, HPA).
4. **Schedule & Capacity (15 Points):** Formally demonstrated availability and commitment to meet the absolute Phase 1 completion deadline of May 2027.
5. **Professional References (10 Points):** Quality of feedback from past client references on similar public works tasks.

Phase 2: Interviews and Final Selection

Following the evaluation of the written submissions, 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.

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.



Submission Information

Inquiries regarding technical or administrative aspects of this solicitation may be directed to:

- **Corey Brenner**, Riparian Program Manager, POCD: (509) 671-2857 | Coreyb@pocd.org
- **Mary Malone**, Executive Director, POCD: (509) 671-3110 | MMalone@pocd.org

Qualifications shall be delivered by U.S. Mail to the Pend Oreille Conservation District, PO Box 465, Newport WA 99156, or electronically to Corey Brenner at Coreyb@pocd.org.

Submission Deadline: All qualification packages must be received no later than **July 9, 2026, at 3:00 PM PST.**

Respondent Responsiveness & Readiness Questionnaire

Instructions: All respondents must complete and submit this form with their qualification package.

Section 1: Firm Information

- **Company Name:**
- **Primary Contact Name & Title:**
- **Phone Number / Email Address:**
- **WA State Business & Professional Engineering License Numbers:**

Section 2: Relevant Project Experience

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.

- *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: _____

