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REQUEST FOR QUALIFICATIONS

East Tarboo Creek Fish Passage Design Project

SUMMARY

Northwest Watershed Institute (NWI) is accepting proposals for professional engineering services to design fish passage projects to replace two Coyle Road culvert barriers on East Tarboo Creek near Quilcene, WA.

BACKGROUND INFORMATION

Northwest Watershed Institute is a non-profit conservation organization founded in 2001 that provides scientific and technical support for watershed restoration <https://www.nwwatershed.org>. Over the past 24 years, NWI has focused on protecting and restoring fish and wildlife habitat and watershed health of Tarboo Creek and Tarboo/Dabob Bay, including managing the successful completion of hundreds of fish passage and other habitat restoration projects. The two culvert barriers to be addressed are the largest fish passage barriers remaining in the Tarboo Creek watershed.

NWI is in search of qualified engineering services, as described below in the Scope of Work, to complete designs for these two fish passage projects on East Tarboo Creek located on Coyle Road, a county-owned road, near Quilcene, Washington. NWI is managing this design project in cooperation with Jefferson County's Department of Public Works. Funding for the project is being provided by the Brian Abbott Fish Passage Board (RCO Project #21-1548). The grant project proposal can be accessed online and attachments viewed by logging into PRISM. The grant proposal provides detailed information on the project, including budget, timeline, and location at RCO's Project Snapshot:

<https://secure.rco.wa.gov/prism/search/projectsnapshot.aspx?ProjectNumber=21-1548>

The design objectives are to: 1) provide fish passage for all life stages of salmonids and lamprey, 2) restore stream habitat conditions under the new crossing and protect stream bed stability and habitat upstream and downstream, 2) provide adequate capacity for conveyance of flood flows and large woody debris through the crossings, even if crossings are partially blocked by beaver dam or debris, 3) provide temporary traffic bypass during construction with minimal additional road fill outside of the existing road prism or near the stream, 4) minimize environmental damage, overall construction footprint, temporary and long term water quality impacts, and meet all environmental permitting requirements, 5) meet all Jefferson County road design and construction requirements, design for replacement of both blocking culverts during the same summer construction season to minimize road closure and cost, and 7) minimize construction costs.

PROPOSAL GUIDELINES

Proposals shall be submitted and received by 4:00 PM PDT on Monday December 8, 2025. Email proposals to Peter Bahls, Executive Director, NWI at peter@nwwatershed.org.

Questions can be directed to Peter Bahls at peter@nwwatershed.org. NWI must receive all questions by Friday November 21, 2025 at 4:00 PM PDT in order for applicants to receive a response. An addendum or email containing all questions and associated answers from NWI will be emailed to prospective firms by 4:00 PM PDT on Wednesday, November 26, 2025.

This is an open and competitive process. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. If the execution of work to be performed by your company requires the hiring of sub-contractors, you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined.

Northwest Watershed Institute is an Affirmative Action/Equal Opportunity Provider and Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority and women-owned business enterprises are encouraged to submit proposals.

TIMELINE

- This RFP is dated November 10, 2025.
- Deadline for questions 4:00PM PDT November 21, 2025.
- NWI responses to questions will be no later than by 4:00 PM PDT November 26, 2025.
- Proposals are due (electronic or hardcopy) no later than 4:00 PDT, Monday, December 8, 2025
- Proposals will be evaluated immediately thereafter. During this time, we may require interviews with our evaluation team and/or field review. You will be notified if this is requested.
- Contract negotiations will begin with the selected candidate no later than January 12, 2025.
- All other candidates will be notified in a timely manner after the successful candidate is secured.
- Contracts will be awarded no later than February 2, 2026.
- The project must be completed and delivered by May 1, 2027 unless conditions warrant a contract extension by NWI.

MINIMUM SCOPE OF WORK

The Scope of work involves producing designs for both fish passage barriers on East Tarboo Creek. Some of the tasks can be combined for both projects, such as Project Management. However, other tasks will require separate design products for each site based on the discretion of the applicant and approval by NWI.

Task 1: PROJECT MANAGEMENT

Manage project including:

Maintaining project schedule, arranging start-up meeting (on site), progress meetings, progress reports and billings, managing subconsultants, coordinating review and approval by Northwest Watershed Institute (NWI), Jefferson County Department of Public Works (Jeff Co), Fish Passage Barrier Removal Board Technical Review Team (FPBRB Tech Team), include field visits.

Task 2: TOPOGRAPHIC/LAND SURVEY

Prepare existing conditions topographic base map by survey of the project area for both culvert sites, including OHW flagging field ties, GPS control/site control and survey plan sheets (signed). The survey will include downstream and upstream stream profile approx. 200 feet above and below each culvert barrier, and determining existing county right of way, with boundary control, boundary research/basemap and TCE desc/staking.

Task 3: GEOTECHNICAL ENGINEERING

Complete geotechnical engineering, including any soil coring/testing required for informing the fish passage designs at both sites.

Task 4: HYDRAULIC ANALYSIS

Produce hydraulic analysis required for informing fish passage designs.

Task 5: STORMWATER ANALYSIS AND DESIGN

Produce preliminary and final stormwater assessment and design, cost estimates and technical memorandum as part of draft and final designs for each culvert site.

Task 6: ALTERNATIVES ANALYSIS AND MEMO

Produce alternatives analysis memo and exhibits, including technical memo, AA concept plans (2 sheets per alternative, up to 3 alternatives), and quantity calculations and ROM cost estimate. Coordinate with NWI, FPBRB Tech Team, and Jeff Co for review and selection of alternative.

Task 7: PLANS, SPECIFICATIONS, and ESTIMATES

Stream design (includes PS&E):

30% Design

Preliminary Plans

Cover/Vicinity Map

Survey/Existing Conditions

Stream & Structure Plan View

Stream & Structure Profile

Stream Details

Restoration/Planting Plan

Planting Details

ROM Cost Estimate

Draft Preliminary Design Report

60% Design

60% Plans

Cover/Vicinity Map

Survey/Existing Conditions

Temporary Stream Diversion (TSD) Plan

Stream & Structure Plan View

- Stream & Structure Profile
- Stream Details (2 Sheets)
- Restoration/Planting Plan
- Planting Details
- Preliminary Specifications Outline
- Cost Estimate
- Draft Final Design Report
- JARPA Drawings
- 90% Design
 - 90% Updated Plans
 - Cover/Vicinity Map
 - Survey/Existing Conditions
 - Temporary Stream Diversion (TSD) Plan
 - Stream & Structure Plan View
 - Stream & Structure Profile
 - Stream Details (2 Sheets)
 - LWM Details (2 Sheets)
 - Restoration/Planting Plan
 - Planting Details
 - Draft Final Specifications
 - Cost Estimate
 - Draft Final Design Report
- Final Design
 - Stamped Plans
 - Stamped Specifications
 - Cost Estimate
 - Bid Item List
- Final Design Report

Structural

- 30% and 60% Design
- Final Design
- Design Report (RCO)
- Plans, Specifications and Estimate
- Submittal Review and Review Meetings

Transportation

- 30% Design
 - Site Preparation Plan (2 sheets)
 - Typical Roadway Section (1 sheet)
 - Roadway Plan and Profile (up to 2 sheets)
 - Drainage Plan, Profile and Details (up to 3 sheets)
 - Utility Relocation Plan (1 sheet)
 - Temporary Traffic Detour or Bypass Plan and Profile (up to 3 sheets)
 - Temporary Erosion and Sediment Control Plan and Details (up to 3 sheets)
 - Right-of-Way & Alignment Plan (1 sheet)
- 60% Design
- 90% Design
- 100% / Final Design
- Design Report (RCO)
- Specifications and Estimate

Task 8: LOAD RATING

Prepare load rating for 90% and final design if required.

Task 5: CONSTRUCTION BID PACKAGE

Prepare construction bid package for 90% and final design.

Task 6: CULTURAL RESOURCES

Coordinate with NWI, who will be responsible for cultural resources consultation in coordination with RCO and will hire cultural resources consultant directly as needed during geotechnical coring.

Task 7: ENVIRONMENTAL PERMITTING

Ensure project design meets environmental permitting requirements as part of design review process by BAFP Board Tech Team. Provide information and plans required for permit applications to NWI, who will apply for permits.

EVALUATION CRITERIA:

- 1) Suitability of the Proposal – The proposed assessment approach meets the understanding, needs, and criteria set forth in the RFP.
- 2) Team Experience and Qualifications – Applicant has successfully completed similar projects and has the qualifications necessary to undertake this project.
- 3) Capacity – The applicant has the availability and capability to develop the project in the time frame needed.
- 4) Presentation, Organization, and Clarity of RFQ – Submitted RFP is presented in a clear and logical manner.
- 5) Cost – Cost savings is an important consideration in the evaluation: 1) Applicant is willing to provide a 15% discount on every invoice to NWI, including subcontractor expense and all other costs, 2) applicant’s total proposed project cost (including any discount) is less than \$600,000.

FORMAT OF PROPOSAL

Please use the following as a guideline to format your proposal:

Title Page

Project Name (*East Tarboo Creek Fish Passage Design*), your company/organization name, address, telephone number, name and email address of the primary contact person, and signature of the person or persons authorized on the behalf of the company (1 page, single sided).

Qualifications and Approach

Discuss your qualifications, experience, proposed approach, and timeline to complete the assessment (10 pages maximum, single sided).

- 1) Project Team Experience and Qualifications
 - Summarize the relevant experience and qualifications of your proposed project team (Project Manager, Project Engineer, etc.) and other key

personnel.

- Discuss how their experience and qualifications benefit NWI. Describe the availability of the team members to complete the project and their involvement and responsibilities with this project.
- Provide comprehensive information regarding the track record of the firm in providing relevant services.
- Provide at least three examples of for projects of similar scope and type that have been completed within the last five years.
- 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 (reference contacts can be the same for the above mentioned reference projects, but do not have to be).

2) Project Understanding and Approach

- Summarize potential general design strategies/alternatives that you may use that would best meet the specific objectives of the fish passage projects as stated in the Background Section, above.
- As necessary, describe any additional scope items that your firm would include to better achieve project goals.
- Are there alternative approaches to the design process that NWI should be considering?

3) Project Management and Schedule

- Provide a project schedule based on the Design Milestone Worksheet, an attachment available in the online RCO project proposal. If your project can be completed prior to May 1, 2027, propose that schedule and explain how you can do the work in less time.
- Are the appropriate personnel and resources available to accommodate the project within the timeline proposed?
- Describe how the project manager will keep the project on budget and on schedule.
- Discuss the quality control measures that will be put in place including document review.
- Identify where and why the schedule may require deviation from the desired timeline.

BUDGET

Provide a detailed budget in Excel format of the expected project elements aligned with the scope of work and task identified herein. Include hours and hourly rates for each staff member involved per task. Indicate any proposal components that are additive to the project.

TERMS AND CONDITIONS

Contract Terms

NWI will negotiate contract terms upon selection. All contracts are subject to review by NWI's Board of Directors and legal counsel. A project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

General Terms and Conditions

- 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 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. The District has the right to negotiate an increase of deductibles subject to acceptable financial information of the policyholder.
- 6) Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the Mason Conservation District prior to cancellation.
- 7) In addition, the District, 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 the District.
- 8) The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

No Obligation to Contract

In submitting the Statement of Qualifications, your firm acknowledges that NWI shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of NWI approving or disapproving any proposed agreement. NWI may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFP 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 NWI.

This RFP does not obligate NWI to contract for services specified herein. NWI also has the option to propose changes to the responses to this RFP, and may separately contract for a portion of the proposed Scope of work.

Costs to Propose

NWI will not be liable for any costs incurred in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

Proprietary Information and Public Disclosure

NWI will administer the contract. Materials submitted in response to this competitive procurement shall become the property of NWI.

Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates. 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.

NWI RESPONSE TO QUESTIONS ON THE RFP
November 26, 2025

East Tarboo Creek Fish Passage Design Project

Dear Interested Consulting Firms:

Here are questions I have received from several firms on the RFP, [and my responses in blue](#).

These questions and answers will also be posted on NWI's website as part of the RFP announcement. I look forward to seeing your proposals emailed to me no later than 4:00 pm, Monday December 8 and Happy Thanksgiving!

1. Reading the RFQ and the RCO Project Snapshot, I infer that NWI will be handling permit applications using inputs from the consultancy team. Is that so?

[YES](#)

2. Will NWI also be reviewing and approving at each milestone (30%, 60%, 90% and final) all parts, stream design, structural design and transportation design?

[YES, consultant will coordinate review \(mostly field meetings\) with NWI, Jeff Co Public Works for each milestone you list above as well as the initial alternatives analysis. The Brian Abbott Fish Passage Board Tech Team will also be involved in review per their requirements for fish passage design projects, which is most milestones.](#)

3. Do you want the budget submittal to be net after 15% and so showing only the cost of consultancy?

[NO, show the entire cost of your proposal in your budget \(including subcontractors\) and state whether you are able to provide a 15% discount \(cost share\) on all expenses submitted to NWI.](#)

4. Can you send us a few more pictures of the pipe crossings so we can get a better sense of the job before we run up to the site.

[NO, the only photos available are those of the upper culvert as shown on NWI's web page announcing the RFP and photos of the upper and lower culverts shown in the RCO project snapshot as listed in the RFP at <https://secure.rco.wa.gov/prism/search/projectsnapshot.aspx?ProjectNumber=21-1548>](#)

5. It looks like in the RFP a road closure of some duration is acceptable here? That would certainly help minimize costs and local impacts given the local topography around the culverts. Though I understand the need to limit the duration as much as possible.

There may be very short road closures possible (hours or a few days) but the County wants to keep the road open during construction. Much of the design challenge is to build the culverts using a bypass road or keeping one lane open without widening the existing road as feasible to avoid additional road fill in the stream or its floodplain and riparian area.

6. It appears you are looking to include LWM structure design. Do you aim for similar quantities as the guidance for WSDOT fish passage projects (Fox and Bolton 75th percentile of undisturbed)?

Assume that installing habitat logs within and/or adjacent to the new crossings will be part of the plan. The WSDOT guidance for number and size of logs is probably a good place to start, but not required by RCO or the county to my knowledge.

Peter Bahls, Executive Director
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