



PACIFIC COUNTY
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REQUEST FOR QUALIFICATIONS (RFQ)

**Qualifications-Based Selection for Professional Architecture and Engineering
Services**

Morrison Creek Flood Mitigation and Storage Assessment

Flood Response: County Risk and Needs Assessment Grant Program

Solicitation item	Information
Solicitation number	6E1-001-9-26
Issue date	October 14, 2026
Questions due	October 23, 2026
Statements of qualifications due	November 2, 2026, at 6:00 p.m. Pacific Time
Contracting agency	Pacific County Emergency Management Agency (PCEMA) on behalf of Pacific County
Consultant budget ceiling	Up to \$235,000.00, subject to final scope and fee negotiations
Grant performance end	June 30, 2027; PCEMA anticipates seeking written EMD authorization for work continuing beyond that date

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1. Solicitation Overview

Item	Information
Project	Morrison Creek Flood Mitigation and Storage Assessment
Official grant recipient	Pacific County Emergency Management Agency (PCEMA) on behalf of Pacific County
Project manager	Pacific Conservation District (PCD)
State grant administrator	Washington Military Department, Emergency Management Division (EMD)
Funding source	Natural Climate Solutions Account - State; SSB 6003, Section 1047; EMD Flood Response: County Risk and Needs Assessment Grant Program
Consultant allocation	Up to \$235,000.00, subject to final scope and fee negotiation
Project completion	June 30, 2027; PCEMA anticipates seeking written Emergency Management Division (EMD) authorization for work continuing beyond that date

2. Purpose and Procurement Method

The purpose of this Request for Qualifications (RFQ) is to select a Consultant to support the Pacific County Emergency Management Agency (PCEMA), on behalf of Pacific County, in partnership with Pacific Conservation District (PCD), in assessing flood risk and identifying and advancing flood-mitigation opportunities across the entire Morrison Creek watershed, including downtown South Bend, Washington.

Beginning upon contract execution, the Consultant will work with PCEMA and PCD to develop a clear understanding of the watershed's hydrology, the causes and extent of flooding, and the risks to downtown South Bend and surrounding infrastructure. The work will include watershed assessment; hydrologic and hydraulic analysis; identification of potential wetland and riparian enhancement, culvert modification, upland water-management, green stormwater infrastructure, and other flood-mitigation opportunities; alternatives analysis; and, if authorized in the final negotiated scope, preparation of 30 percent design for a preferred solution as applicable within the available time and budget. The work will be coordinated with state, Tribal, and local partners and informed by residents. Final deliverables will include study results, flood-mitigation recommendations, and 30 percent design materials if that task is authorized.

This RFQ follows Section 3 of the Pacific County Procurement/Purchasing Policy (Resolution No. 2026-022 and chapter 39.80 RCW. The County will rank firms on demonstrated competence, professional qualifications, technical approach, and the published criteria.

Respondents must not include billing rates, fees, or other price information in their Statement of Qualifications (SOQ). After identifying the most highly qualified firm, the County will negotiate a mutually acceptable scope, schedule, and fair and reasonable fee. If agreement cannot be reached, the County may terminate negotiations and proceed to the next most highly qualified firm.

3. Project Background and Funding

Morrison Creek is a tributary to the lower Willapa River that flows through downtown South Bend. Its watershed is predominantly in unincorporated Pacific County, including timberlands and rural development, while its historic tidal floodplain is largely urbanized within the City of South Bend. Downtown streets, businesses, residences, public spaces, and US 101 are affected by damaging and recurrent flooding.

The project is funded through EMD's Flood Response: County Risk and Needs Assessment Grant Program, a state-funded program associated with the December 2025 severe weather and flooding identified under Emergency Proclamation 25-07.2. Section 1047 appropriated funds from the Natural Climate Solutions Account for county risk and needs assessments addressing flood response, preparedness, and prevention. The grant is intended to support evaluation of flood-prevention strategies, technical studies, prioritization of future capital investments, and directly related planning and administration. No cost share is required under the Notice of Funding Opportunity (NOFO).

The County remains the official grant recipient and is responsible for grant administration and compliance. PCEMA will submit all required 60-day progress reports, payment requests, updates, and other State grant paperwork. PCD and the Consultant will provide the technical, schedule, invoice, and deliverable information needed to support those submissions. Consultant work must not duplicate costs paid by another local, state, or federal funding source.

4. Project Area, Need, and Existing Work

4.1 Project Area

The study area is the entire Morrison Creek watershed, including the mainstem and tributaries, upland hillslopes draining to the creek, wetland and riparian areas, roadway and culvert crossings, stormwater pathways, downtown South Bend, and both creek channels or drainage pathways that pass through downtown and enter the Central Avenue Archway.

The study and modeling will include downtown South Bend and conditions affecting the Central Avenue Archway. The alternatives developed under this RFQ will focus on areas upstream of the Archway. The Consultant may evaluate the Archway as a conveyance constraint and assess how upstream actions could reduce stress on it, but redesign or replacement of the Central Avenue Archway is excluded from this scope.

4.2 Flood-Risk and Community Context

Available work identifies recurring nuisance and damaging flooding, emergency-access concerns, infrastructure constraints, and disproportionate economic impacts in an overburdened neighborhood. The awarded application identifies the affected neighborhood at the highest decile for socioeconomic themes and percentage of population living in poverty on the Washington Environmental Health Disparities Map. The project must pair technical analysis with clear, plain-language communication and meaningful opportunities for community and partner input.

4.3 Existing and Related Work

- The [2025-2026 Life Along the Lower Willapa River workshop series](#) and related community engagement led by PCD with local and regional partners.
- Community-reported flood extents, impacts, priorities, and early concepts for the Morrison Creek/Central Avenue corridor.
- [Water-level gages](#) installed and maintained with the University of Washington College of Engineering.
- Available state and federal flood and sea-level-rise mapping, LiDAR, drainage and utility plans, culvert inventories, flood history, WDFW fish-passage assessments, prior technical memoranda, aerial imagery, and other available records.
- Past Pacific County debris-clearance work and landowner easement relationships in the lower watershed.

The County and PCD will make available materials that they possess and are authorized to distribute. Respondents are responsible for identifying additional information needed to complete the work.

5. Scope of Services

The selected consultant will refine the detailed work plan with the County and PCD during contract negotiations. At minimum, the SOQ should address the following tasks. Appendix A provides a draft task-and-deliverable matrix.

Task 1 - Project Management, Coordination, and Quality Control

- Prepare and maintain a detailed work plan, schedule, deliverable register, decision log, and risk/assumption log.
- Participate in kickoff and regular project-team meetings, anticipated to occur biweekly or monthly depending on project phase.
- Coordinate all disciplines and subconsultants and apply documented quality assurance/quality control procedures.
- Provide concise progress updates, schedule forecasts, and early notice of issues affecting scope, budget, data, or grant completion.

Task 2 - Watershed Assessment and Data Compilation

- Compile and evaluate available hydrologic, hydraulic, topographic, infrastructure, habitat, flood-history, land-use, and outreach information.
- Develop a data-gap and field-investigation plan targeted to modeling and alternatives analysis needs.
- Identify and complete only the targeted field work needed to support modeling and alternatives analysis. Depending on confirmed data gaps and the negotiated scope, this may include survey support, wetland delineation, and riparian-condition assessment.
- Coordinate with PCD to identify information gaps that can be addressed through community-science activities, and assist in scoping methods and quality-control requirements for potential community-science activities.
- Map watershed boundaries, flow paths, stormwater pathways, flood hotspots, wetlands and riparian areas, crossings, culverts, infrastructure constraints, and screening-level fish-passage concerns as relevant to flood-mitigation opportunities.
- Complete cultural-resources screening or scoping needed to inform feasibility; conduct or coordinate specialized cultural-resources review only if authorized in the final scope.
- Prepare an existing-conditions report and complete, documented GIS/data package.

Task 3 - Hydrologic, Hydraulic, and Habitat Analysis

- Develop a watershed hydrological model to estimate runoff and discharge within the Morrison Creek watershed.
- Develop hydraulic model(s) for Morrison Creek and the two creek channels or drainage pathways that pass through downtown and enter the Central Avenue Archway, sufficient to characterize flood mechanisms, water levels, conveyance constraints, and inundation affecting downtown South Bend.
- Use available gage and event information to calibrate or otherwise validate model performance to the extent supported by available data; clearly document uncertainty and limitations.
- Integrate applicable data from existing University of Washington/Washington Sea Grant gages along Morrison Creek and the Willapa River, and other applicable monitoring, including community-science data that meet the project's quality-control requirements.
- Establish and document existing-condition and future/alternative scenarios appropriate to the grant purpose and available schedule.
- Summarize habitat conditions in key reaches and explain potential co-benefits or tradeoffs of flood-management strategies.
- Deliver editable model files, input data, assumptions, calibration/validation documentation, result figures, and a technical memorandum suitable for future reuse. HEC-HMS/HEC-RAS or other modeling methods may be proposed; the final methods will be agreed with the County and PCD during scope negotiation.

Task 4 - Opportunity Identification and Prioritization

- Identify feasible upstream-of-Archway opportunities for water detention or retention, wetland and riparian enhancement, channel or instream measures, culvert or fish-passage improvements, creek daylighting, green stormwater infrastructure, and other flood-risk-reduction actions.
- Evaluate how upstream actions may reduce discharge, water levels, debris or sediment stress, or other pressures affecting downtown and the Central Avenue Archway.
- Develop opportunity maps and a transparent screening framework addressing flood-risk reduction, public safety, infrastructure protection, feasibility, landownership, community priorities, vulnerable populations, habitat and water-quality co-benefits, permitting, maintenance, cost, and implementation readiness.
- Prepare a ranked or tiered list of priority opportunities with recommended next steps. Final ranking decisions will be made collaboratively by the project team using consultant analysis and stakeholder input.

Task 5 - Community and Partner Engagement Support

- Provide technical support for project-team, stakeholder, and public meetings led or co- led by PCD and local partners.
- Prepare accessible maps, graphics, presentations, and plain-language explanations of flood mechanisms, uncertainty, alternatives, benefits, and tradeoffs.
- Participate in at least one Morrison Creek-focused public workshop, subject to the final engagement plan and schedule.
- Document how community and partner input affected opportunity screening and alternatives development.
- Coordinate technical content with Spanish-language engagement supported by Pacific County Immigrant Support and with Tribal outreach directed by the County/PCD team.
- As requested, provide limited technical support for PCD-led community-science activities that connect field observations to the watershed assessment and alternatives analysis.
- Provide suitable GIS, topographic, and modeling outputs and limited technical coordination to support PCD's production of an approximately 2-foot by 2-foot 3D-printed watershed model as a public outreach and education tool.

Task 6 - Alternatives Analysis

- Develop at least three flood-reduction/restoration alternatives or alternative packages informed by the assessment, models, opportunity screening, and engagement.
- At minimum, consider a range that allows meaningful comparison among infrastructure-focused, hybrid, and nature-based or restoration-forward approaches, as applicable to the evidence and grant eligibility.
- Model or otherwise quantify performance using agreed metrics and document feasibility, cost, permitting, landownership, maintenance, equity, habitat, water-quality, and implementation considerations.
- Prepare an alternatives analysis report and support selection of a preferred alternative or phased program of actions.

Task 7 - Optional 30 Percent Design and Implementation Planning

This task will proceed only if authorized in writing by PCEMA, informed by PCD in its project-management role, after the alternatives have been sufficiently defined. The authorization decision will consider the scope and complexity of the preferred alternative, remaining grant eligibility, available funds, and time remaining in the authorized project term.

- The 30 percent design task is not intended for all three alternatives. If authorized, prepare a 30 percent design package for one preferred alternative or a specifically authorized component located upstream of the Central Avenue Archway.
- Prepare a basis-of-design narrative, design criteria and assumptions, preliminary quantities, planning-level opinion of probable cost, permitting pathway, property/easement needs, and next-step schedule.
- Provide editable design files and PDFs sufficient to support future funding applications, permitting scoping, and progression to final design.
- Any authorized 30 percent design will be limited to an alternative or component upstream of the Central Avenue Archway and will not include redesign or replacement of the Archway.

6. Deliverables and Work-Product Standards

- Submit draft deliverables for review, respond to consolidated comments, and provide final versions incorporating agreed revisions.
- Provide narrative documents in editable Microsoft Office format and accessible PDF; provide figures and graphics in editable source format plus PDF/PNG as appropriate.
- Provide GIS data in an agreed, documented format with metadata, projection information, source attribution, and limitations.
- Provide hydrologic and hydraulic model files, input data, calculations, assumptions, calibration/validation information, and a brief user/readme guide sufficient for future technical reuse.
- Provide survey, wetland, riparian, cultural-resources, and design products in professional formats appropriate to the licensed discipline and authorized scope.
- Use plain language and accessible graphics for public-facing products. Identify uncertainty and avoid implying greater precision than the data support.
- Follow naming, file-transfer, records, cybersecurity, and accessibility requirements established in the final contract.

7. Available Information and Consultant Assumptions

The County and PCD anticipate providing available materials described in Section 4.3 and the project-area maps in Appendix F. Respondents should identify major assumptions, missing information, likely field needs, and schedule dependencies in their technical approach. The County does not warrant that existing data are complete or fit for every proposed use.

Respondents may recommend refinements that improve feasibility or grant alignment, but proposed refinements must remain within the general scope of the advertised services. Material scope changes will require County review and may require additional procurement or grant approval.

No pre-submittal site visit is planned. Respondents should base their SOQs on the project information provided and identify any assumptions or information needs in their technical approach.

8. Schedule and Contract Term

The State grant agreement takes effect upon execution and has a grant end date of June 30, 2027. PCEMA expects the grant funds to be fully disbursed by May 2027 and anticipates seeking written authorization from the Washington State Military Department, Emergency Management Division, for work to continue beyond June 30, 2027 if needed. Unless and until that written State authorization and corresponding County contract action are in place, the Consultant must plan to complete the base scope by June 30, 2027 and must not perform work beyond the authorized contract term.

Respondents must demonstrate the staff capacity to begin promptly after notice to proceed and advance the base scope within the available performance period. The proposed schedule must identify the critical path and show, by phase, what can be completed by June 30, 2027 and what work, if any, would depend on a written State extension and corresponding County contract action. Respondents should specifically address schedule risk associated with targeted fieldwork or monitoring, model calibration, partner and community coordination, alternatives development and review, preferred-alternative selection, and the optional 30 percent design. Appendix B presents the procurement and project schedule.

9. Budget and Fee Negotiation

The WA EMD planning-grant budget allocates up to \$235,000 for consultant services. This amount is a ceiling for planning and negotiation and is not a guaranteed contract value. The optional 30 percent design task will proceed only if authorized in writing by PCEMA, informed by PCD, after the alternatives are sufficiently defined and after considering the preferred alternative's complexity, remaining grant-eligible funds, and time in the authorized project term.

Any revision to the planning allocation must follow applicable State-grant and County approval requirements. The final contract amount and task authorizations will depend on the negotiated scope, schedule, and level of effort.

Do not submit fees, hourly rates, labor estimates, or other price information with the SOQ. After the County ranks the most highly qualified firm, the County will request and negotiate a detailed scope and fee. Any fee information inadvertently included may be removed from evaluators' review or may render the SOQ nonresponsive, subject to County determination.

10. Minimum Qualifications

- A firm or team legally authorized to conduct business in Washington State.
- A Washington-licensed professional engineer responsible for engineering work and final engineering deliverables.
- Demonstrated experience with watershed hydrology, open-channel hydraulics, flood-risk assessment, and hydrologic and hydraulic modeling.
- Demonstrated experience translating technical analysis into feasible flood-mitigation, infrastructure, nature-based, restoration, or green-stormwater alternatives.
- Capacity to complete the work within the grant schedule and manage all required disciplines and subconsultants.
- Professional licenses and certifications required for proposed survey, wetland, engineering, cultural-resources, or other regulated work.
- Ability to meet County contract, insurance, nondiscrimination, records, conflict-of-interest, and grant-compliance requirements once finalized.

11. Statement of Qualifications Content and Format

Submit a concise statement of qualifications (SOQ) organized in the order below. A 10-page limit applies to SOQ response items 3-8 in the table below, excluding the cover sheet, cover letter, table of contents, resumes, project examples, required forms, and dividers. Items 3-8 correspond to the six scored criteria in Section 13.2 and Appendix D; the other items support responsiveness and verification.

No.	Section	Required content
1	Appendix C cover sheet	Complete and sign the proposer information and certification form.
2	Cover letter	Identify prime firm, authorized representative, project manager, and commitment to the schedule; acknowledge that no price is included.

3	Understanding and technical approach (30 points)	Explain understanding, methods, task sequence, QA/QC, uncertainty treatment, data needs, field approach, model development, opportunity screening, alternatives analysis, and optional design approach.
4	Relevant firm/team experience (20 points)	Describe the prime firm and subconsultant experience. Provide up to five comparable projects, emphasizing watershed assessment, hydrologic/hydraulic modeling, flood mitigation, nature-based/hybrid alternatives, and 30 percent design, including project outcomes and prior performance.
5	Key personnel and team integration (20 points)	Describe prime and subconsultant roles, licenses, organization, and ability to perform the complete scope. Provide key personnel roles, qualifications, availability, licenses, resumes, and named leads for project management, hydrology/hydraulics, design, wetlands/riparian, GIS/survey, and engagement.
6	Hydrologic/hydraulic modeling capability (15 points)	Describe model development, calibration/validation, scenario analysis, documentation, uncertainty and limitations, and delivery of reusable model files. Identify the proposed modeling methods and demonstrate experience applying them to comparable watersheds.
7	Engagement and technical communication (10 points)	Explain how the team will support plain-language, accessible, multilingual, Tribal, community, and partner engagement without displacing local leadership, including communication of uncertainty and tradeoffs.
8	Schedule and capacity (5 points)	Provide a milestone schedule and describe current workload, staff availability, critical dependencies, and ability to complete by the grant deadline.
9	References	Provide three client references for comparable work, with current contact information.
10	Exceptions and assumptions	Clearly identify any requested exceptions to solicitation requirements or material assumptions. Silence indicates acceptance, subject to the final negotiated contract.

SOQs must not include price information. Marketing material may be included only when directly relevant. The County may disregard material beyond the final page limit.

12. Questions, Addenda, and Submission

12.1 Procurement Contact

All procurement questions must be directed only to Scott McDougall at the contact information below. SOQs must be submitted by email to Scott McDougall and copied to Benjamin Newman (bnewman@pacificcd.org), Jackson Blalock (jblalock@pacificcd.org), Alli Engel (aengel@pacificcd.org), and Marcelina Medina (mmedina@co.pacific.wa.us). The required cc recipients are included for administrative receipt and are not alternate contacts for procurement questions. Respondents must not otherwise contact evaluators, PCD staff, elected officials, or project partners about the selection outside the published process.

Item	Information
Contact	Scott McDougall, Director, Pacific County Emergency Management Agency
Email	smcdougall@co.pacific.wa.us
Office phone	360-875-9338
Mailing address	PO Box 1143, South Bend, WA 98586
Physical address	300 Memorial Drive, South Bend, WA 98586

12.2 Questions and Addenda

Written questions must be received by October 23, 2026. County responses and any changes will be issued by written addendum no later than October 26, 2026 and posted at www.pcema.info. Oral explanations are not binding. Respondents are responsible for monitoring the published location and acknowledging all addenda.

12.3 Submission Instructions

1. SOQ due: November 2, 2026, no later than 6:00 p.m. Pacific Time.
2. Electronic SOQs must be submitted by email to Scott McDougall, with the required copies identified in Section 12.1, as a single PDF file no larger than 20 MB.
3. Package/email subject: Morrison Creek Flood Mitigation and Storage Assessment - RFQ No. 6E1-001-9-26.
4. Proposal submission: Consultants are responsible for submitting their proposals on time. Late submissions may not be considered.
5. Confirmation of receipt: PCEMA will confirm receipt of an emailed SOQ by reply email. The respondent is responsible for following up before the deadline if confirmation is not received.

13. Evaluation and Selection

13.1 Responsiveness Review

The County will first review SOQs for timely receipt, required signatures, required content, addenda acknowledgment, absence of fee information, and material compliance with the solicitation. The County may waive minor informalities when permitted by policy and law.

13.2 Written Evaluation Criteria

Criterion	Points	Evaluation focus
Understanding and technical approach	30	Clear, feasible, integrated methods for assessment, modeling, opportunity screening, alternatives, QA/QC, uncertainty, and optional design.
Relevant firm/team experience	20	Comparable watershed, flood, H&H, infrastructure, nature-based/hybrid, and design work; quality and outcomes of prior performance.
Key personnel and team integration	20	Qualifications, licenses, role clarity, availability, and coordination of prime and subconsultants.
Hydrologic/hydraulic modeling capability	15	Demonstrated hydrologic/hydraulic model development, calibration/validation, scenario analysis, documentation, and reusable model delivery.
Engagement and technical communication	10	Ability to support accessible, community-informed, multilingual, Tribal, and partner processes and communicate uncertainty/tradeoffs.
Schedule and capacity	5	Credible schedule, prompt start, staffing capacity, and management of critical dependencies.
Total	100	Price is not requested or scored.

13.3 Selection and Negotiation

The County intends to identify the most highly qualified firm based on the published criteria, subject to County approval. The County will then negotiate the final scope, schedule, contract terms, and fair and reasonable fee. If negotiations are unsuccessful, the County may formally terminate negotiations and proceed to the next most highly qualified firm. Selection does not create a contract or authorize work.

14. Contract Requirements

- Execution of a County-approved professional services agreement and any grant-required certifications.
- Compliance with chapter 39.80 RCW and applicable Washington professional licensing requirements.
- Insurance coverage, limits, certificates, and endorsements required by Pacific County will be stated in the final County-consultant agreement.
- Compliance with Washington nondiscrimination laws and the County's approved equal-opportunity requirements; good-faith efforts to provide maximum practicable opportunities for qualified women-, minority-, and veteran-owned firms consistent with applicable law.
- Disclosure and management of actual or potential organizational and personal conflicts of interest.
- Compliance with the Washington Public Records Act, RCW 42.56, and notice that SOQ materials may be subject to disclosure. Respondents must clearly identify claimed proprietary material and state the legal basis; the County cannot guarantee confidentiality.
- Records, audit, invoice support, data access, security, ownership/license, indemnification, retention, payment, termination, and dispute requirements will be stated in the County agreement. The State grant agreement requires contractor compliance, incorporation of the State agreement by reference, access to supporting data at no additional cost, and retention of relevant records for six years after final payment.
- No duplication of costs charged to other funding sources.
- Written authorization required before beginning work or changing scope, fee, or schedule.
- See other Pacific County requirements in Appendix E.

15. General Terms and Reservations

- The County may amend, postpone, cancel, or reissue the solicitation; reject any or all SOQs; request clarification; verify information; and negotiate within the limits of applicable law and County policy.
- The County is not liable for any cost incurred in preparing, submitting, presenting, or negotiating an SOQ.
- An SOQ must remain valid for 90 days after the submittal deadline unless the final solicitation states otherwise.
- The County may disqualify an SOQ for material misrepresentation, unauthorized contact, collusion, conflict of interest, failure to satisfy minimum qualifications, or other material noncompliance.
- Any protest or appeal must follow the final County procedure, if applicable, stated in the RFQ or addenda.
- Award and contract execution are contingent on available funding, grant eligibility, County approvals, successful negotiation, and execution of all required documents.

- The final executed agreement controls if it conflicts with an SOQ or this solicitation, except that the contract scope must remain consistent with the advertised services.

Appendix A - Consultant Scope and Deliverable Matrix

Final sequencing and acceptance dates will be negotiated within the grant term.

Task	Work element	Primary deliverables	Draft timing
1	Project management and QA/QC	Work plan; schedule; meeting materials/notes; progress reports; risk/decision log; QA/QC documentation	Throughout
2	Data compilation; gap plan; targeted fieldwork; community-science methods/QA support	Data inventory/gap plan; targeted field products; community-science methods/quality-control guidance; GIS database/maps; existing-conditions report	Early/mid contract; negotiated
3	Hydrologic modelling (e.g. HEC-HMS/HEC-RAS or otherwise), habitat analysis, and integration of qualified UW/WSG and community-science monitoring data	Editable calibrated/validated models; figures; technical memorandum; model readme and limitations	Early/mid contract; negotiated
4	Opportunity identification and prioritization	Opportunity maps; screening framework; ranked/tiered opportunity list; implementation notes	After initial assessment/model outputs
5	Engagement support	Accessible graphics/presentations; meeting/workshop participation; input record and summaries; limited community-science technical support; technical data	Throughout

		supporting PCD's 3D watershed model	
6	Alternatives analysis	At least three alternatives; performance/feasibility comparison; draft and final alternatives report; preferred-alternative support	After assessment/modeling; by grant end
7	Optional 30 percent design	If authorized, 30% plans for one preferred alternative or authorized component; basis of design; quantities/cost; permitting/property needs; editable files; next-step plan	Only if authorized in writing by PCEMA after alternatives analysis; subject to remaining funds, time, grant eligibility, and authorized project term

Review and Acceptance Process

- Consultant submits a draft through the designated file-transfer method.
- County/PCD provides one consolidated set of comments within the review period stated in the final work plan.
- Consultant provides a response-to-comments matrix and revised final deliverable.
- The County's authorized representative confirms acceptance or identifies remaining material deficiencies.
- Acceptance does not waive latent errors, professional-standard obligations, or contract warranties.

Appendix B - Procurement and Project Schedule

Milestone	Date/window	Notes
BOCC authorization / RFQ issuance	October 13 and October 14, 2026	BOCC authorization anticipated October 13; public issuance and first publication October 14, 2026.
Questions due	October 23, 2026	Written questions to Scott McDougall.
County response / final addendum	No later than October 26, 2026	County posts written responses and any final addendum.
SOQs due	November 2, 2026, at 6:00 p.m. Pacific Time	Email one PDF (20 MB maximum) to Scott McDougall with the required cc recipients.
Evaluation	November 3-5, 2026 (anticipated)	Qualifications-based evaluation using the published criteria; no interviews are planned.
Selection recommendation	November 6, 2026	Selection recommendation made by review team
Scope and fee negotiation	Immediately following selection approval; November 10 target	Negotiate with the highest-ranked firm first under chapter 39.80 RCW.
Consultant agreement / notice to proceed and BOCC approval	November 12, 2026 (target; exact date to be confirmed)	Following successful negotiation and BOCC approval; no work before written authorization.
Base-scope completion	June 30, 2027, unless extended through written State authorization and County contract action	PCEMA anticipates seeking written EMD authorization for additional time if needed; no work may continue beyond the authorized term without written approval.

Appendix C - Statement of Qualifications Cover Sheet and Certifications

Proposer information	Response
Legal name of prime firm	
Business address	
Washington UBI	
Primary SOQ contact	
Email and telephone	
Proposed project manager	
Washington PE in responsible charge	
Prime/subconsultant WMBE or veteran status, if applicable	
Addenda acknowledged	

Draft Certifications

By signing below, the authorized representative certifies, subject to the final County-approved wording, that the proposer has reviewed the solicitation and acknowledged all addenda; the SOQ is genuine, independently developed, and not the product of collusion; the signer is authorized to bind the proposer for purposes of the SOQ; the proposer has disclosed actual or potential conflicts of interest and material exceptions; the proposer and proposed team hold or will hold all licenses required for the work assigned to them; no fee, billing-rate, or price information is included in the SOQ; the SOQ will remain valid for 90 days after the deadline; and information provided is accurate to the best of the signer's knowledge.

Authorized signature	
Printed name and title, Date	

Appendix D - Evaluation Score Sheet

Criterion	Max.	Score	Evaluator notes
Understanding and technical approach	30		
Relevant firm/team experience	20		
Key personnel and team integration	20		
Hydrologic/hydraulic modeling capability	15		
Engagement and technical communication	10		
Schedule and capacity	5		
TOTAL	100		

Evaluator Certification

I certify that I evaluated the SOQ impartially using the published criteria and disclosed any actual or potential conflict of interest.

Evaluator	Signature	Date

Appendix E - County Professional Services Agreement and Insurance Requirements

PUBLIC RECORDS ACT

This Agreement and all public records associated with this Agreement shall be available from the COUNTY for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the CONTRACTOR are needed for the COUNTY to respond to a request under the Act, as determined by the COUNTY, the CONTRACTOR agrees to make them promptly available to the COUNTY. If the CONTRACTOR considers any portion of any record provided to the COUNTY under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the CONTRACTOR shall clearly identify any specific information that it claims to be confidential or proprietary. If the COUNTY receives a request under the Act to inspect or copy the information so identified by the CONTRACTOR and the COUNTY determines that release of the information is required by the Act or otherwise appropriate, the COUNTY's sole obligations shall be to notify the CONTRACTOR (a) of the request and (b) of the date that such information will be released to the requester unless the CONTRACTOR obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the CONTRACTOR fails to timely obtain a court order enjoining disclosure, the COUNTY will release the requested information on the date specified.

The COUNTY has, and by this section assumes, no obligation on behalf of the CONTRACTOR to claim any exemption from disclosure under the Act. The COUNTY shall not be liable to the CONTRACTOR for releasing records not clearly identified by the CONTRACTOR as confidential or proprietary. The COUNTY shall not be liable to the CONTRACTOR for any records that the COUNTY releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

CONTRACTOR agrees to indemnify and, to the greatest extent legally possible, to hold harmless the COUNTY in any action by a third party due to the negligence, recklessness or intentional actions by the CONTRACTOR relating to its performance of this contract. This includes any lawsuit filed by a third party for the COUNTY's allegedly improper release of confidential or proprietary information pursuant to a public records request.

PUBLIC RECORDS ACT to be included in RFP'S/BIDS

The Public Records Act, RCW 42.56, requires the County to release copies of certain documents to the public upon request. Bids and associated documents submitted to the County may be subject to a public records request. If the Bidder in good faith believes that any of these documents contain trade secrets or other confidential information that are exempt from public disclosure, the Bidder shall notify the County with the submission of the document. The County will also independently make a good faith review of documents subject to a public records request for statutory exemptions. If there is a request for a document submitted by the Bidder that the County believes contains potentially exempt material, the County will notify the Bidder before its release. However, by submitting any bid, the Bidder agrees to hold the County harmless and that the County is not liable for improper or illegal release of confidential information if the Bidder did not notify the County of the confidential nature of the information prior to its release or if the release is conducted in accordance with the Public Records Act. The Bidder agrees to hold harmless and to indemnify to the fullest extent of the law the County from third-party claims (such as from a subcontractor or others) for improper or illegal release of exempt information pursuant to a public records request for documents supplied by a bidder.

OWNERSHIP

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the CONTRACTOR or the CONTRACTOR's subcontractors or consultants for delivery to the COUNTY under this Agreement shall be the sole and absolute property of the COUNTY. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the COUNTY at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the CONTRACTOR uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the COUNTY is owned by the CONTRACTOR and is not "work made for hire" within the terms of this Agreement.

INDEMNIFICATION/HOLD HARMLESS

- 1. Indemnification by Contractor.** To the fullest extent permitted by law, the CONTRACTOR agrees to indemnify, defend and hold the COUNTY and its departments, elected and appointed officials, employees, agents and volunteers, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's

fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property, including the loss of use resulting therefrom. The indemnity includes but is not limited to: 1) liability arising in whole or in part by any action or omission, negligent or otherwise, of the CONTRACTOR, its employees, agents or volunteers or CONTRACTOR's subcontractors and their employees, agents or volunteers; or 2) liability directly or indirectly arising out of, resulting from, or in connection with performance of this Contract; or 3) liability based upon the CONTRACTOR'S or its subcontractors' use of, presence upon or proximity to the property of the COUNTY. This indemnification obligation of the CONTRACTOR shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the COUNTY. This indemnification obligation of the CONTRACTOR shall not be limited in any way by the Washington State Industrial Insurance Action RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and the CONTRACTOR hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the CONTRACTOR are a material inducement to COUNTY to enter into the Contract, are reflected in the CONTRACTOR's compensation, and have been mutually negotiated by the parties.

2. **Participation County – No Waiver.** The COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of CONTRACTOR's indemnity obligations under the Contract.
3. **Survival of Contractor's Indemnity Obligations.** The CONTRACTOR agrees all CONTRACTORS's indemnity obligations shall survive the completion, expiration or termination of this Contract.

INSURANCE

Without limiting the CONTRACTOR'S indemnification of COUNTY, and prior to commencement of this Contract, CONTRACTOR shall obtain, provide and maintain during the term of this Contract, policies or insurance of the type and amounts described below and in a form satisfactory to the COUNTY.

1. **General Liability Insurance.** CONTRACTOR shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.
2. **Professional Liability (Errors & Omissions) Insurance.** CONTRACTOR shall maintain professional liability insurance that covers the services to be performed in connection with this Contract, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of

this Contract and CONTRACTOR agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Contract.

3. **Workers' Compensation Insurance.** CONTRACTOR shall, at its own expense, maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONTRACTOR shall submit to COUNTY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of COUNTY, its officers, agents, employees and volunteers.

4. **Waiver of Subrogation.** All insurance coverage maintained or procured pursuant to this Contract shall be endorsed to waive subrogation against COUNTY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONTRACTOR or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONTRACTOR hereby waives its own right of recovery against COUNTY, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

5. **Automobile Liability Insurance.** Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

The CONTRACTOR shall provide the COUNTY with properly executed certificate of insurance and provide a policy endorsement naming the COUNTY as an additional insured. CONTRACTOR agrees that its liability insurance shall be primary and non-contributory to the COUNTY's and that CONTRACTOR's liability insurance policy shall so state.

ATTORNEY'S FEES/COST OF SUIT AND VENUE

If either party files suit to enforce this Contract, parties agree that the prevailing party in any such action shall be entitled to collection costs, reasonable attorney's fees, and costs of suit.

1. **Disputes.** Differences between the CONTRACTOR and the COUNTY, arising under and by virtue of this Contract, shall be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance and/or compensation due CONTRACTOR shall be decided by the COUNTY'S Contract representative or designee. All rulings, orders, instructions and decisions of the COUNTY'S contract representative shall be final and conclusive, subject to their right to seek judicial relief pursuant to **Choice of Law, Jurisdiction and Venue.**

2. **Choice of Law, Jurisdiction and Venue.** This Contract has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to its interpretation and performance.

Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in any of the courts of competent jurisdiction in Pacific County, Washington.

3. **Severability.** If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

Should the COUNTY determine that the severed portions substantially alter this Contract so that the original intent and purpose of the Contract no longer exists, the COUNTY may, in its sole discretion, terminate this Contract.

CONTRACT PROVISIONS

Payments due to the Provider/Contractor under this Agreement are expressly conditioned upon the Provider's/Contractor's strict compliance with all insurance requirements under this Agreement. Payment to the Provider/Contractor shall be suspended in the event of non-compliance. Upon receipt of evidence of full compliance, payments not otherwise subject to withholding or set-off will be released to the Provider/Contractor.

Appendix F - Project Area Maps

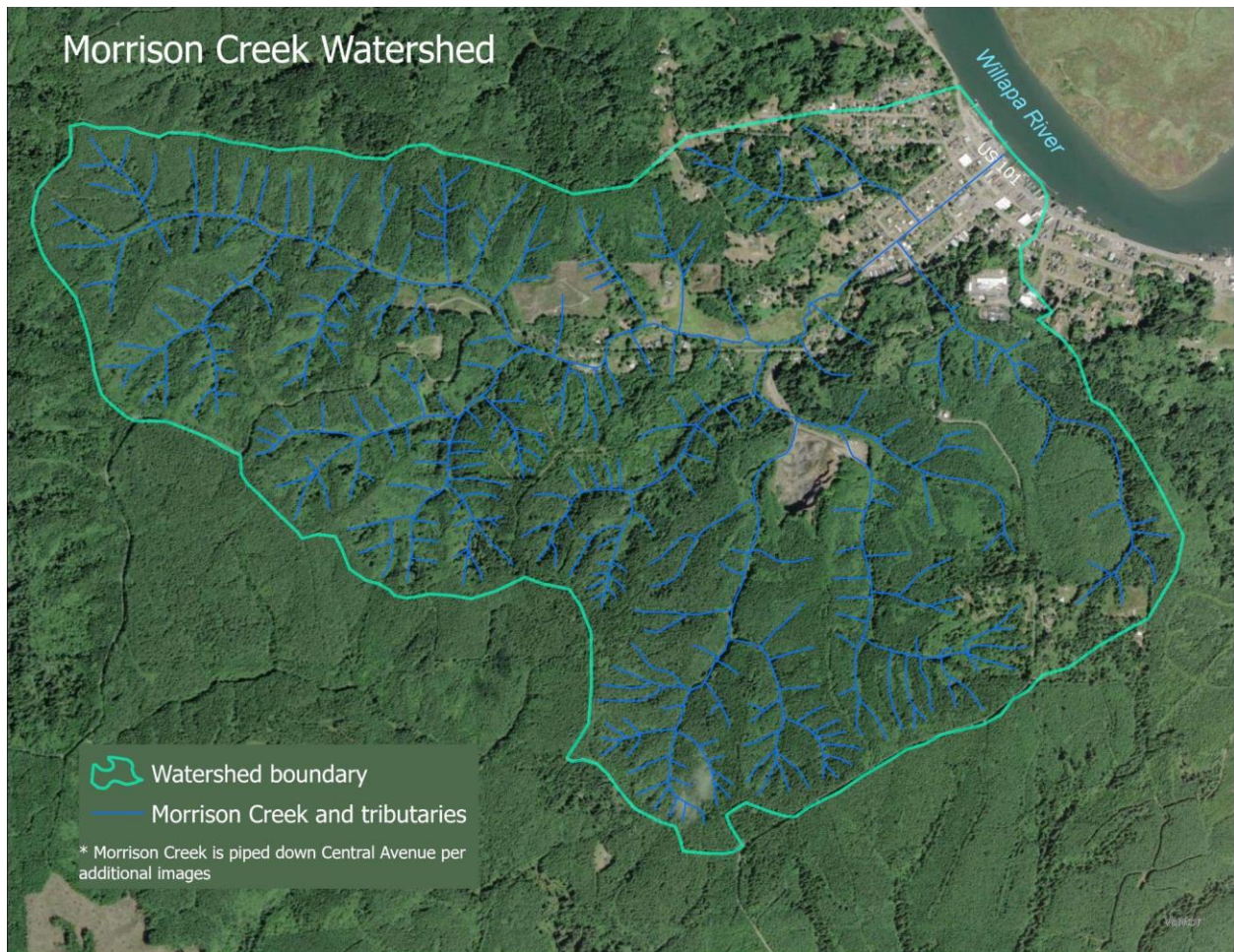


Figure F-1. Morrison Creek watershed and its tributaries. The map shows the watershed boundary, Morrison Creek and its tributary drainage network, U.S. Highway 101, and the Willapa River.

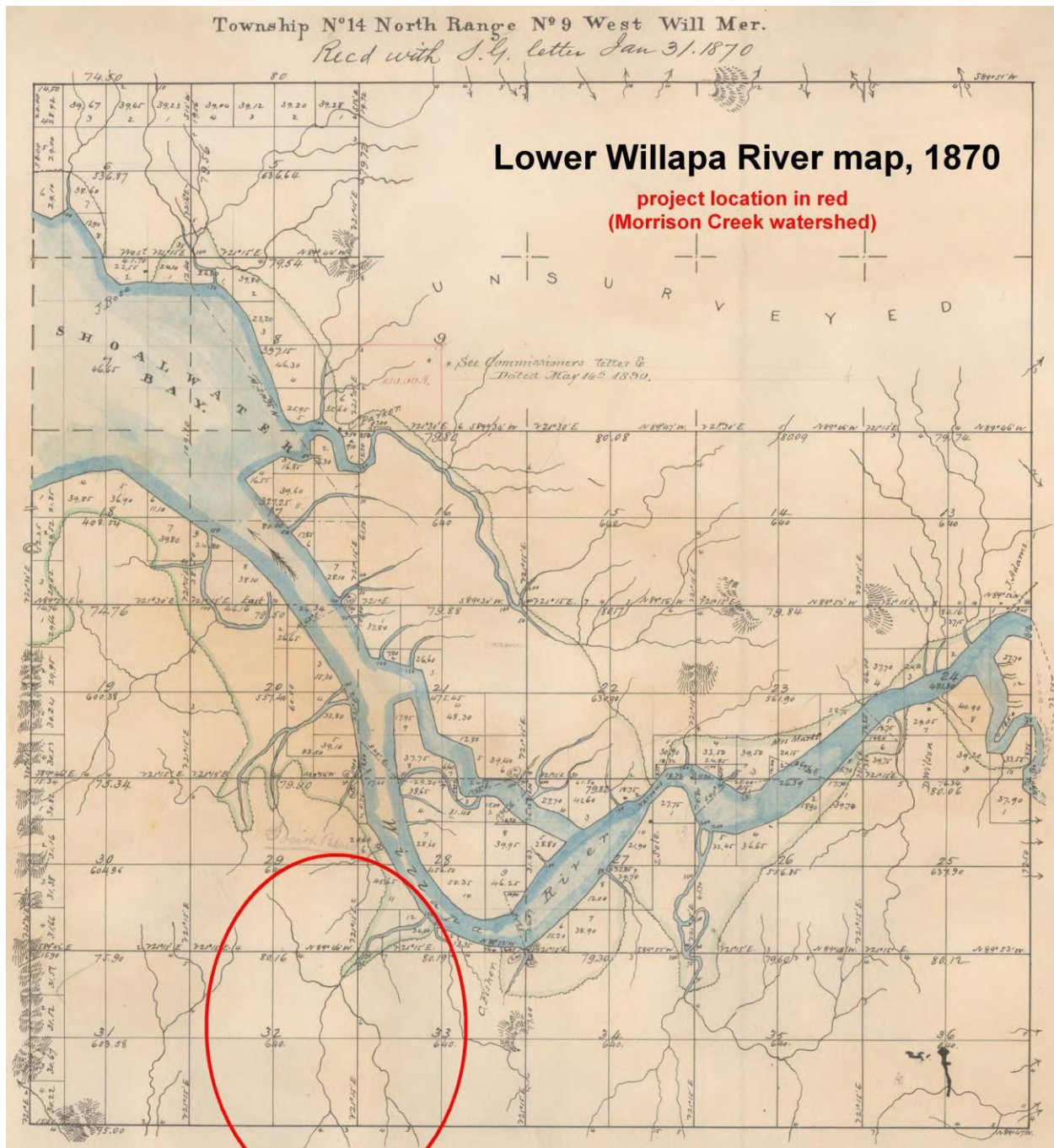


Figure F-2. Historical Lower Willapa River survey map from 1870. The red circle identifies the general location of the Morrison Creek watershed and project area south of the Willapa River.



Figure F-3. Approximate Morrison Creek drainage pathways through downtown South Bend. The map identifies open-ditch reaches, primary and secondary piped drainage, the Central Avenue Archway alignment, and the outlet and tide gate at the Willapa River. Features shown are approximate as of December 2025.

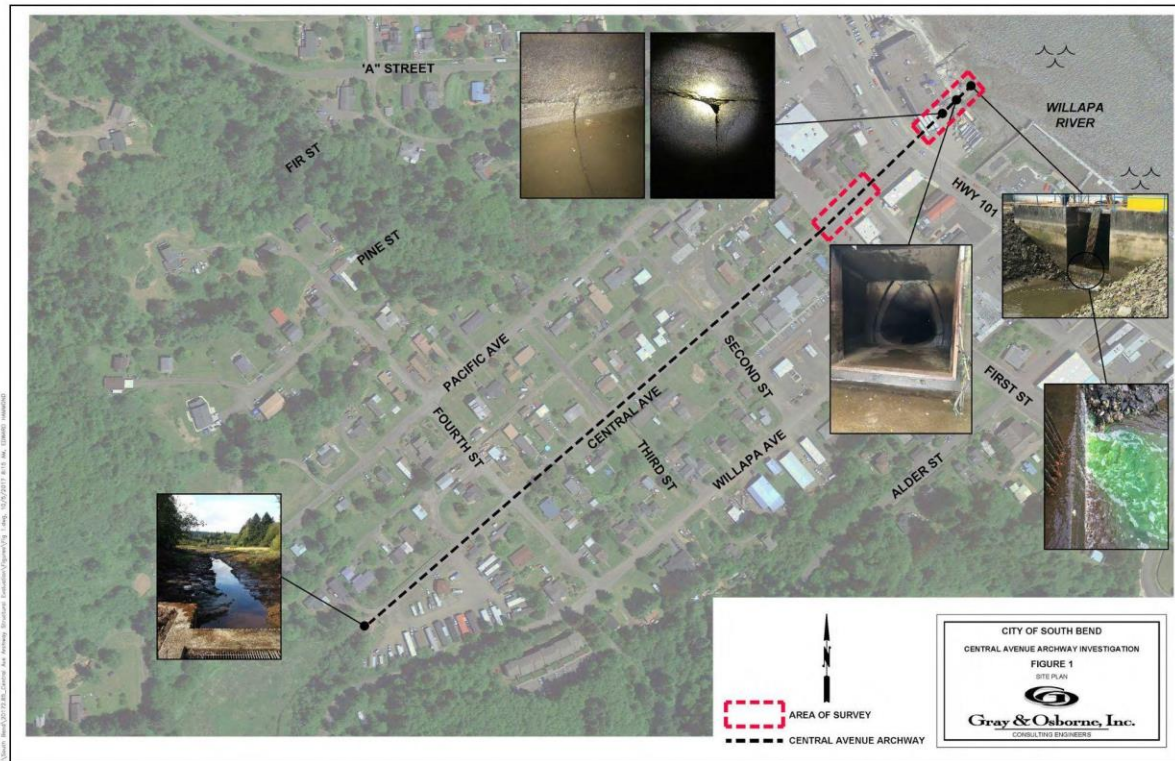


Figure F-4. Central Avenue Archway investigation overview. The aerial map and field photographs show the approximate underground archway alignment from upper Morrison Creek through downtown South Bend to the Willapa River, along with survey areas and representative inlet, interior, and outlet conditions. Source: Gray & Osborne, Inc.



Figure F-5. Documented flooding in downtown South Bend. Photographs show flood conditions near the Pacific County offices, post office, park, grocery store, South Bend City Hall, and Timberland Library. Base photographs via the Chinook Observer.

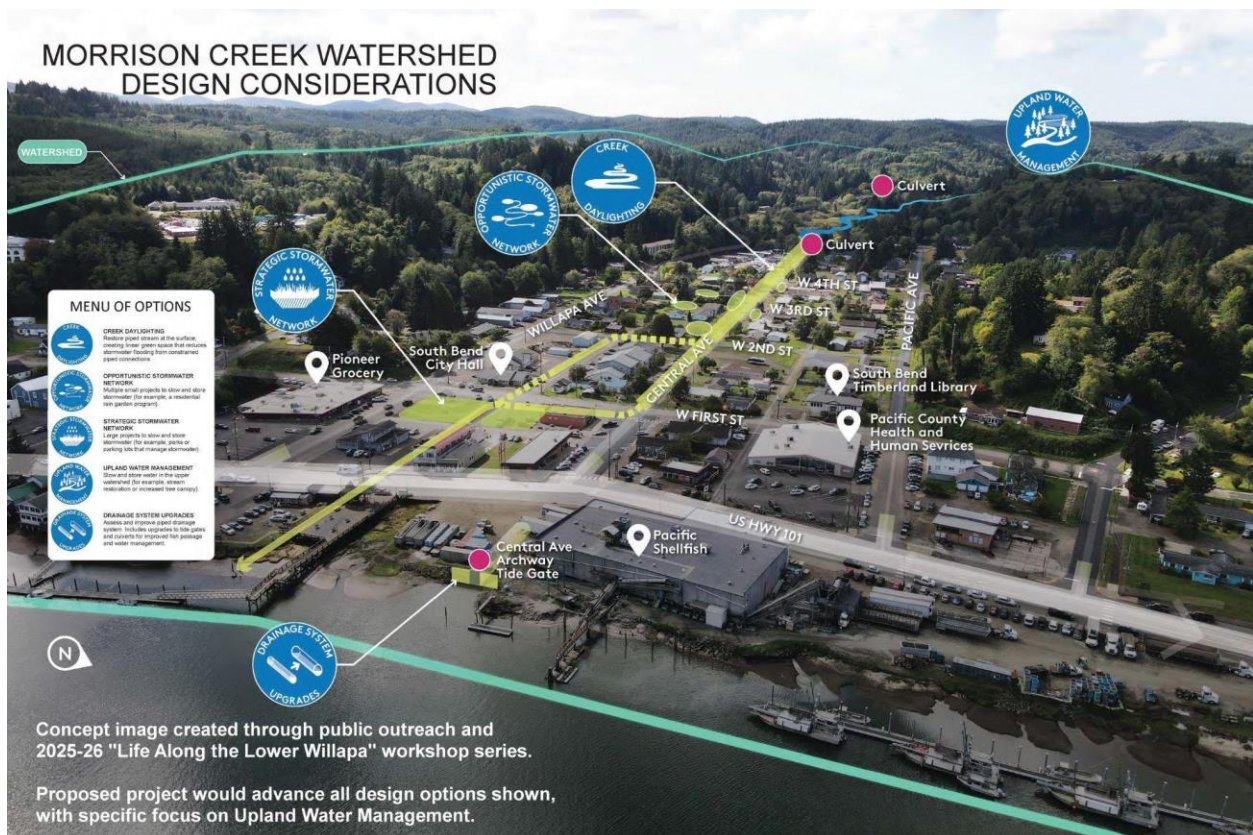


Figure F-6. Morrison Creek watershed design considerations. This concept image illustrates draft opportunities identified through the 2025–2026 Life Along the Lower Willapa workshop series, including creek daylighting, opportunistic and strategic stormwater networks, upland water management, and drainage-system improvements. The proposed project would evaluate these approaches with a particular focus on upland water management.