



Request for Qualifications: Shoreline Friendly Pierce Geological & Geotechnical Assistance

RFQ 26-HI-0002

INTRODUCTION

The Pierce Conservation District (PCD) invites submission of statements of qualifications for consultants or firms to provide geological and geotechnical assistance services to the Shore Friendly Pierce program.

Successful respondents will join a team of experts providing site-specific technical assistance to landowners on marine shorelines in Pierce County. Services will include in-person site visits and erosion assessments with private waterfront landowners as part of the Shore Friendly team, and participation in educational workshops. In addition, site-specific feasibility assessment reports for bulkhead removal projects may be requested as future additions to the Scope of Work.

Submittals

Please email a digital copy of your submission to Keith Estes at keithe@pierced.org. Responses must be received by **10:00 am on Friday, February 13, 2026**. Fax or in-person proposal submission will not be accepted. Late applications will not be accepted.

Questions about this RFQ should be submitted via email to Keith Estes at keithe@pierced.org by Thursday, January 29, 2026. Please reference the project in the email subject line.

All proposals and accompanying documentation will become the property of the District and will not be returned. Costs for developing the proposal in response to the RFQ are entirely the obligation of the vendor.

All deliverables associated with the resulting contract must be completed before June 30, 2027.

RFQ Coordinator

Keith Estes
Shorelines Program Manager
Pierce Conservation District
keithe@pierced.org, (253) 358-0088
308 W. Stewart Avenue
Puyallup, WA 98371

Request for Qualifications: Shore Friendly Pierce Geological & Geotechnical Assistance

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I. PROJECT SUMMARY

The Shore Friendly Pierce program offers free, non-regulatory site visits and shoreline assessments to private landowners. Visits are conducted by the Shoreline Program Manager at Pierce Conservation District. When conditions arise that require additional expertise, a geological/geotechnical expert accompanies District staff on site visits to help waterfront landowners better understand site conditions, constraints or concerns, and to explore opportunities for improved stewardship. The consulting expert also provides input, as needed, for technical assistance site reports that are provided to the landowners after the visit (typically a brief characterization of conditions observed during the visit). Site visits are provided to landowners to help alleviate fears and misconceptions about erosion and to explore low-impact shoreline management options, as well as to assist those landowners interested in bulkhead removal and soft shore protection projects. The program also offers occasional workshops and field visits centered on the topics of shoreline and coastal processes, shoreline restoration and waterfront stewardship best management practices. The consultant will work closely with the Shore Friendly Program Manager to provide geotechnical support services. The consultant will need to be flexible in responding to the evolving needs of the District during the contract term, starting as early as February 2026. Additions or changes to the contract term may occur and will be agreed to in writing.

All deliverables associated with the resulting contract must be completed before June 30, 2027, although there is potential (but no guarantee) of contract extension, at the District's sole and discretion, through June 30, 2031.

II. OVERALL PROJECT GOAL

Shore Friendly Pierce is a program in the *Shore Friendly South Sound (SFSS)* initiative – a collaboration between Shore Friendly Program leads at each of Thurston, Mason, and Pierce Conservation Districts. The partners are coordinated by Thurston Conservation District and the program is funded by the Washington Department of Fish and Wildlife's (WDFW) Estuary and Salmon Restoration Program. Shore Friendly programs provide waterfront landowners with guidance, education, and incentives related to marine shoreline stewardship and restoration projects, with the overarching goal to improve marine shoreline conditions (both coastal processes and ecological function). A key program goal is to increase awareness about the importance of unarmored shorelines and healthy beach habitats, and to motivate waterfront landowners to voluntarily remove all or part of their existing bulkheads – or to adopt soft shore alternatives where feasible and needed.

III. ATTACHMENTS

A. General Scope of Work

IV. SUBMISSION REQUIREMENTS:

Submissions must not exceed 10 pages, but must include:

1. Consultant's proposal to satisfy the scope of work as part of a collaborative team.
2. Description of similar work performed by consultant.
3. Consultant's CV or resume.
4. A minimum of three references.

V. RFQ TIMELINE & SUBMISSION DEADLINE

Deadline: Submissions must be received by 10:00 am on Friday, February 13, 2026. Late applications will not be accepted.

Instructions: Email a digital copy of your submission to Keith Estes at keithe@pierced.org.
Fax or in-person proposal submission will not be accepted. Respondents shall label their response as follows: RFQ 26-0002 - FIRM NAME

RFQ TIMELINE

Event	Date
RFQ Released	Friday, January 13, 2026
Deadline for RFQ questions (submit via email by 4:00 pm)	Thursday, January 29, 2026
Q&A addendum sent to all interested candidates	Monday, February 2, 2026
Deadline for submissions (submit via email by 10:00 am)	Friday, February 13, 2026
PCD notifies selected respondent	Wednesday, February 18, 2026
Selected firm prepare SOW & budget	February 18 – February 25, 2026
PCD reviews & negotiates SOW & budget	February 25 – March 6, 2026
Final contract including SOW & budget due to PCD Board	Monday, March 9, 2026
Contract executed (PCD March Board meeting)	March 2026
All deliverables associated with contract due	June 30, 2027

V. CONSULTANT SELECTION PROCESS

An RFQ evaluation committee will review and evaluate submissions received on or before the stated deadline. The committee may:

1. Request additional information from the consultants whose responses appear to have the greatest likelihood of success;
2. Invite one or more consultants whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their qualifications;
3. Make a recommendation to negotiate individual contracts with one or more consultants.

PCD reserves the right to conduct reference checks. In the event that information obtained from the reference checks reveals concerns about the consultant's past performance and their ability to successfully perform the contract to be executed based on this RFQ, PCD may, at its sole discretion,

determine that the consultant is not the most qualified and may select the next highest-ranked consultant whose reference checks validate the ability of the consultant to successfully perform the contract to be executed based on this RFQ. In conducting reference checks, PCD may include itself as a reference if the consultant has performed prior work for the District, even if the consultant did not identify the CD as a reference.

PCD will evaluate responses and make contract award decisions based on the presented qualifications, methodology, and schedule. PCD will evaluate each submission and score it using the scoring categories below to assess the items submitted in response to the sections above. Ability to clearly define how the project goals and objectives will be met is desired. PCD values submissions as an indicator of respondent communication skills, work organization, and efficiency.

SCORING CRITERIA

1. QUALIFICATIONS (30 Points)
 - a. Project Team has appropriate professional qualifications to complete the project.
 - b. Project Team point of contact is identified and team roles are clear.
2. RELEVANT PROJECT EXPERIENCE (30 Points)
 - a. Project Team has the relevant experience, and qualifications to complete the project.
 - b. Submission provides comprehensive information regarding the track record of the Project Team in providing relevant services.
 - c. Submission provides references (with contact names, affiliations, telephone numbers, and email addresses) for past projects with a similar scope completed by the consultant/firm.
3. METHODOLOGY & APPROACH (30 Points)
 - a. Submission provides a proposed methodology and approach to satisfying the elements of the scope of work in Attachment A.
4. PRESENTATION, ORGANIZATION AND CLARITY OF RFQ SUBMITTAL (10 Points)
 - a. Submission is clear, concise, well-organized, and free of errors.

TOTAL POSSIBLE POINTS: 100

VI. CONTRACT NEGOTIATIONS AND COMPENSATION

The selected respondents will be required to enter into a contract with PCD with duration of up to fifteen months on PCD's standard form professional services agreement. **All deliverables associated with the resulting contract must be completed before June 30, 2027, although there is potential (but no guarantee) of contract extension, at the District's sole and absolute discretion, through June 30, 2031.**

PCD shall negotiate a contract with the most qualified respondent, as determined by evaluation of the responses and, if applicable, interviews. If PCD is unable to reach agreement with the highest ranked respondents, it may negotiate with the subsequent highest ranked respondent, proceeding in turn to each respondent, in order of rank, until a Contract is executed.

A "not to exceed" total contract price will be negotiated prior to start of work.

Unless otherwise negotiated during contracting, PCD will disburse all payments after the invoices from the consultants have been reviewed and approved by the PCD and other project stakeholders. Payments will be distributed within no more than 60 days of receipt to provide for processing time.

VII. CONTRACTING PROVISIONS

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. Those requirements imposed upon PCD as a pass-through recipient of state or federal funds are thereby passed along to the consultant and any sub-consultants.

All consultants and any sub-consultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act. Disadvantaged Business Enterprises (DBE) is encouraged to apply.

Compliance with federal, state, and local laws and regulations governing the performance of the business or activity is required.

Compliance with Federal Order 12549: PCD will not award a contract to any consultant or sub-consultant that has been debarred or suspended or otherwise excluded from participation by Federal Order 12549. Contractors will be asked to state that they have not been debarred, suspended, or otherwise excluded.

PCD will not be considered liable or obligated to the selected consultant(s) for all phases of this project if the contract between PCD and the granting agencies is terminated for any reason.

VIII. PCD RIGHTS

All rights, titles to and ownership of data, material, and documentation resulting from this project and/or prepared for PCD pursuant to the contract shall remain with PCD and is subject to Chapter 89.08 RCW.

- A. PCD reserves the following rights for acceptance, modification, and/or rejection of submitted proposals such as:
 - i. Rejection of any or all proposals if deemed to be in the best interest of the project and in consideration of the limited grant funds available.
 - ii. Rejection of any proposal not in compliance with proposal requirements.
 - iii. Providing of addenda, amendments, supplementary material or other modifications to the proposal specifications.
 - iv. Consider submissions or modifications received at any time before the award is made, if such action is in the best interest of PCD.
 - v. Seek clarification of each consultant's submission.

- vi. Cancellation of this Request for Qualifications without issuance of another Request for Qualifications.
- vii. Issuance of subsequent new Requests for Qualifications.
- viii. Request for submission of further information by the respondent in order to complete evaluation.
- ix. Determination to select one or more respondents for attempted negotiation of a final contract.
- x. Work with the selected consultant to add/change tasks based on available funding.
- xi. PCD will negotiate a final contract under which the compensation paid to the consultant is fair and reasonable as determined solely by the District and our funder(s).
- xii. Decisions made by PCD will be final.

PCD shall not be liable for any cost incurred by proponents prior to issuance of a contract, including, without limitation, any costs or claims related to a bid protest or an award to a bidder other than the claimant.

IX. QUESTIONS ABOUT THIS RFQ

Questions about this RFQ should be submitted via email to Keith Estes at keithe@pierced.org by Thursday, January 29, 2026.

Answers to questions about this RFQ will be provided in writing to all interested parties who have been issued an RFQ packet.

If it becomes necessary to revise any part of this RFQ, addenda will be provided to all interested parties who have been issued an RFQ packet.

The primary contact for this RFQ is:
Keith Estes, Shorelines Program Manager
Pierce Conservation District
308 W Stewart Ave, Puyallup, WA 98371
253-358-0088, keithe@pierced.org



ATTACHMENT A: DRAFT SCOPE OF WORK

Shore Friendly Pierce partners seek services for geological and geotechnical assistance and support to programs hosted at Pierce Conservation District. The contractor will provide expert geologic/geotechnical assistance to voluntary participants of the program (i.e. private waterfront landowners) in the form of site assessment and technical assistance visits, inspections, and workshops.

TIMELINE: Spring 2026 through June 30, 2027

CONTRACT OBJECTIVES

- The contractor will provide high quality and timely geotechnical assistance to the Shore Friendly Program Manager and participants (voluntary marine waterfront landowners interested in shoreline restoration).
- The contractor will provide effective education and communication to Shore Friendly participants about coastal processes, marine waterfront stewardship and how it relates to the health of Puget Sound (in layman's terms if needed).
- The contractor will effectively communicate the Shore Friendly brand (i.e. be a positive messenger to the public).

CONTRACT TASKS

1.0 Marine Shoreline Technical Assistance Site Visits

The contractor will provide and document shoreline assessment visits for marine property owners on their private properties. The contractor will perform these visits in partnership with the Shore Friendly program lead and may visit properties in unincorporated and incorporated parts of the County.

- Site visits typically involve preparatory remote investigation and on-site assessments (1.5-3 hours) designed to address shoreline conditions/processes, slope stability and erosion, littoral drift and coastal processes, potential for bulkhead removal, recommendations for land management, and responses to the landowner's concerns, as appropriate for the site.
- After the visit, the contractor will provide a summary memo (1-3 pages) to the Shore Friendly program lead to send to the landowner. Typical turn around timing will be 2 weeks, but this will vary depending on the number of visits conducted at a time. Memos will describe geologic conditions observed during the site visit and any geotechnical recommendations or responses made (during the site visit or after additional consideration). These memos may be provided as attachments to Shore Friendly technical assistance guidance provided by the Shore Friendly program lead or may be provided separately.

- The Shore Friendly program lead will coordinate all site visits with landowner and contractor, and will accompany the contractor on most if not all site visits.
- Bulkhead removal feasibility assessments (formal, stamped reports) may be requested for specific projects. This work will be considered additive to the original contract and will be negotiated accordingly. The District reserves the right to advertise RFQs for these services separately, at their discretion.

2.0 Shoreline Outreach / Educational Event Support

- The overarching goal of Shore Friendly is to shift public perceptions about coastal processes and the need for bulkheads. Our intent is to help landowners recognize the value of natural shorelines and soft-shore protective measures. Educational events are one of the strategies used to engage landowners in learning, and this may take place via recorded presentations, on-site workshops, or possibly group field visits with waterfront landowners along specific shorelines. The focus of this work will be to help them understand normal coastal processes and best management practices for waterfront management. At these outreach events the contractor will provide stewardship and educational support, as defined by the District in final contract negotiation.

Services may include the following:

- Participate in at least one presentation geared towards waterfront landowners and be available to answer questions.
- Participate in at least one field visit at a local beach to talk about coastal processes and shoreline restoration projects to the public, including interested waterfront landowners.
- Collaborate with other presenters as needed, in workshop development.