



# REQUEST FOR PROPOSALS DRYWELL FEASIBILITY STUDY

Proposals Due: 1:00 pm on Monday, March 8<sup>th</sup>, 2021

## PROJECT OVERVIEW

The City of College Place (City) is requesting qualified engineers to submit proposals for a stormwater management feasibility study. The project will assess the feasibility of regional drywell-based infiltration systems as a means to manage stormwater flow and provide treatment. The majority of stormwater within the City is collected through catch basins and conveyed to outfalls at Garrison Creek or Stone Creek. In an effort to decrease flooding and stormwater related pollutants, the City would prefer to infiltrate its stormwater to the greatest extent possible before discharging to waterbodies.

The City is requesting a proposal for assistance in completing the feasibility study. The proposal shall be structured to address required elements as described below.

## Funding and Project Component Considerations

This project is funded through the Washington State Community Development Block Grant (CDBG) program with federal funds provided by the U.S. Department of Housing and Urban Development. As a result, cost plus percentage of construction cost contracts will not be allowed and a number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project.

## Cost Accounting

Invoices for effort billed under this contract are to include specific detail (date, time, place, personnel, associated contract task, description of work, etc.). Project plans, specifications and bidding documents need to be structured to allow easy tracking of construction costs. See Appendix 1 for guidance.

## Schedule

Task	Date
CDBG Agreement Signed	01/26/2021
Advertise in the WW Union Bulletin	02/14/2021 & 02/28/2021
Proposal Opening – Engineering Services	03/08/2021 at 1:01 pm
City Council Approval/Notice of Award	03/23/2021
CDBG End Date	01/31/2023

(Project Milestones and associated dates will be determined during Contract negotiations.)



## CONSULTANT SERVICES & DELIVERABLES

The task outline noted below is preliminary in nature and will be modified and supplemented as part of contract negotiations. The City is not obligated to authorize the full set of tasks to the selected consultant and reserves the option to issue additional requests for proposals if it deems it is in the City's best interests.

**TASK 1: Project Administration.** The consultant shall oversee, coordinate, track, schedule and communicate project status to the City. The consultant shall provide full project support in meeting the requirements of the Community Development Block Grant for those elements of the project that do not require direct City involvement and submittals.

**TASK 2: Feasibility Study.** The consultant shall complete all aspects of the study phase. Reports and drawings must be stamped by a professional engineer licensed in the State of Washington.

**TASK 2.10: Site Evaluation.** The two census block area comprising the College Place corridor shall be evaluated to propose potential infiltration sites.

**TASK 2.20: Percolation Testing.** Testing shall be completed to determine the long-term infiltration rate throughout the project area.

**TASK 2.30: Groundwater Monitoring Wells.** Test wells shall be drilled to monitor the fluctuation of groundwater levels throughout the project area.

**TASK 2.40: Engineering Analysis.** Calculations shall be performed for stormwater flow and treatment capacity in accordance with the SWMMEW and City Standards.

**TASK 2.50: Deliverables.** The following items shall be provided to the City prior to final completion.

- Provide PDF and Microsoft Word files of the final study
- Provide CAD and/or GIS files of the figures associated with the final study
- Cost estimate to include design and construction project phases

## CONSULTANT QUALIFICATIONS

Desirable consultant qualifications and experience include:

- Professional Engineer registered in the State of Washington overseeing work
- High level of familiarity and experience with stormwater design and estimating.
- Understanding of the complexities of Stormwater regulations (State and Federal) as applied to local conditions.
- Familiarity with Federal property acquisition processes
- The ability to interact on-site with staff as needed.



## **SUBMITTAL REQUIREMENTS**

To be eligible for consideration as the selected consultant please provide the following:

- Two (2) copies of a proposal limited to 10 total one-sided pages of printed material. This number of pages excludes resumes, dividers, cover sheet, and evidence of insurance. Submittal shall be printed on 8 ½" x 11" papers with margins set at 1" and have a text font of 11 pt (excluding headings and graphics). The 10 pages may be duplexed if desired. 11"x17" sheets count as two pages or four if double sided.
- Name of the firm, address, contact person, email address, and phone number
- Project understanding that includes, but is not limited to, approach, scope of work, cost control, and relevant experience. Identify your firm's familiarity with the project elements and the project area. Note any additional issues that may be of concern.
- Project approach/response to challenges. This section can be incorporated into the project understanding if desired and should include strategies to address funding uncertainty and possible incorporation of third-party project elements.
- List of project team members including, title, project responsibilities, experience, licenses, and availability. Also, list in this section any sub-contractors that may be used by your firm for the project. Include an organizational chart for the proposed team as well as resumes for each member.
- Include descriptions of three similar projects, which your firm has completed in the past five years. Provide references for each project including contact name, phone number and email address.
- Timelines to deliver project. Scenarios should include City milestones showing consultant-recommended activity to meet milestones. Accelerated project delivery will be entertained.
- Proof of liability insurance.
- Any other pertinent information relevant for consideration.

## **CONSULTANT SELECTION**

Proposals will be evaluated by a committee made up of City staff and representatives. Proposals will be evaluated on understanding of project (15%), approach/response to challenges (25%), personnel assigned (25%), qualifications/experience on similar projects /evaluation of references (25%), quality of proposal (10%). Proposals to address project challenges will be reviewed for their feasibility, cost-effectiveness, longevity, and the submitting firm's record of successfully managing similar projects within schedule and within budget.

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely-scored consultants. The City will enter into contract negotiations with the selected consultant determined to be best qualified. If negotiations cannot be successfully concluded, the next top ranked or scored firm will be considered and negotiations will be



continued with that firm. Upon successful completion of negotiations, the staff will recommend that the contract be approved and awarded by the City Council at a regularly scheduled City Council meeting. Work performed under the contract will be on a time and material basis with a negotiated not-to-exceed amount. A number of state equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. Minority- and women-owned firms are encouraged to submit proposals.

#### **SUBMITTAL TIME AND PLACE**

All questions or clarifications concerning this RFP must be submitted in writing or by email to the below contact no later than **5pm on Wednesday, March 3**. As appropriate, City responses will be prepared in writing and shared through addenda.

Sealed proposals shall be received by the Stormwater Engineering Technician **no later than 1:00 p.m. local time on Monday, March 8, 2021 and should be clearly labeled as “Drywell Feasibility Study – Procurement of Professional Services”**. The City reserves the right to reject any and all proposals, waive informalities in proposals submitted, and modify this Request for Proposals at any time.

Address questions and submit proposals to:

Spencer Myrlie, Stormwater Engineering Technician  
City of College Place  
625 S College Ave  
College Place WA 99324  
509-394-8525  
Email: [smyrlie@cpwa.us](mailto:smyrlie@cpwa.us)

#### **ADDENDA**

Any clarifications and/or modifications to this request for proposal will be posted on the City’s website: [http://www.cpwa.us/businesses/doing\\_business\\_with\\_the\\_city.php](http://www.cpwa.us/businesses/doing_business_with_the_city.php). It shall be the respondent’s obligation to check for updated addenda from time to time. No separate notice of changes will be provided.

#### **GENERAL INFORMATION**

The City of College Place shall not be held responsible for any oral instructions. Any changes to this Request for Proposals will be in the form of an addendum, which will be posted on the City’s website [http://www.cpwa.us/businesses/doing\\_business\\_with\\_the\\_city.php](http://www.cpwa.us/businesses/doing_business_with_the_city.php). The City of College Place reserves the right to reject any oral statement of qualifications and/or proposal, to waive any informality or irregularity in any statement of qualification and/or proposal received, and to be the sole judge of the merits of the respective statement of qualifications and/or proposals received. The City of College Place shall coordinate the release of all public information concerning the project, including selection announcements and contract awards. Firms desiring to release information to the public must receive prior written approval from the City.

Drywell Feasibility Study  
Procurement of Professional Services  
City of College Place, Washington



All firms interested in this project (including firm’s employees, representatives, agents, lobbyists, attorney, and sub-consultant(s)) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process.

All contact on this process should be addressed to the authorized representative identified above.

All proposals submitted to the City of College Place are subject to public disclosure requests. Firms submitting a proposal under this Request for Proposal acknowledge and agree to the possible release of submitted material.

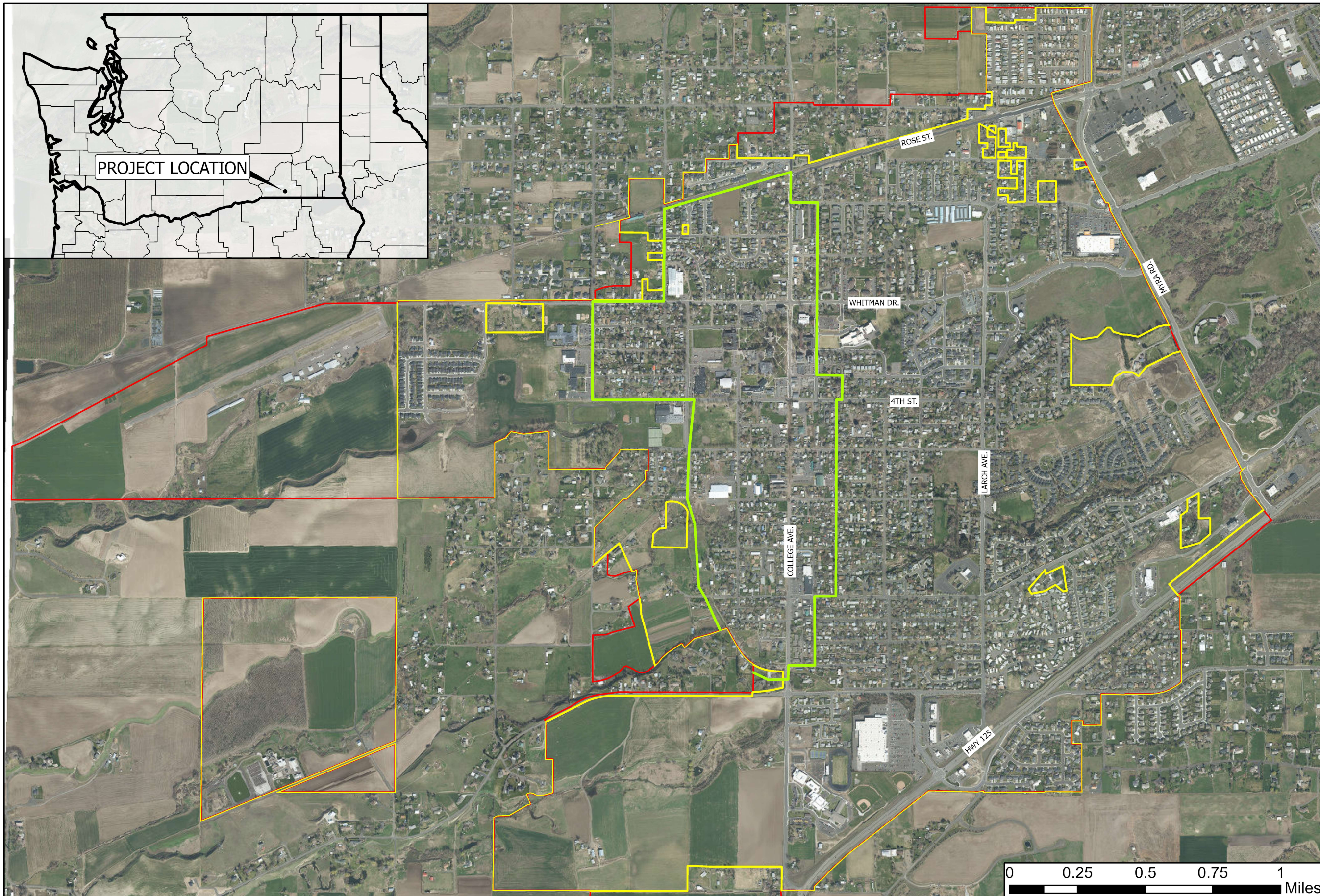
The City of College Place, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The City of College Place is an Equal Opportunity and Affirmative Action Employer. Minority- and women-owned firms are encouraged to submit statements or proposals.

## **SUPPORTING DOCUMENTS**

**FIGURE 1:** Overall Site Map





- Central College Place Census Blocks
- College Place City Limits
- College Place Urban Growth Boundaries

OVERALL SITE MAP  
DRYWELL FEASIBILITY STUDY  
CITY OF COLLEGE PLACE, WA

FIGURE 1