



CITY OF SEATAC **REQUEST FOR QUALIFICATIONS**

Surface Water Management Comprehensive Plan and Surface Water Utility Rate Study

January 27, 2023

RFQ Due: February 10, 2023, by 5:00 p.m. PST

Deliver To: Dan Smith, Maintenance Operations Supervisor, dsmith@seatacwa.gov.

Purpose

The City of SeaTac Department of Public Works is soliciting interest from firms to provide consulting, planning, and engineering services to update to the City's 2013 Surface Water Comprehensive Plan and the Surface Water Utility Rate Study. All services are to be performed or supervised by persons appropriately licensed or registered under state laws governing the practice of engineering. Consultants must be experienced in the preparation, implementation, and execution of similar scope of work.

The purpose for updating the Surface Water Comprehensive Plan and the Surface Water Utility Rate Study is to confirm priorities, outline programs and projects, evaluate the effectiveness of previous plans, evaluate current challenges and opportunities, and to estimate rates and revenue needs necessary to support future Utility projects and programs. The scoped tasks and deliverables may require prioritization to stay within the allotted budget identified for this project.

Background

SeaTac developed its first Surface Water Plan in 1997 (EarthTech, 1997). A second Surface Water Plan was completed in 2013 (Herrera, 2013). In conjunction with the 2013 Surface Water Plan, a Surface Water Rate Update was prepared (FCS Group, 2013).

The current Surface Water Management Program is funded by a Surface Water Utility. Rates and charges are established per SeaTac Municipal Code 12.10.225. Based on the findings prepared by FCS Group in 2013, Ordinance No. 13-1014 amended section 12.10.225 of SeaTac Municipal Code which allowed for limited phased-in rate increases.

Primary Objectives

The primary objectives for updating the Surface Water Comprehensive Plan and the Surface Water Utility Rate Study include:

- Identification and planning for surface and stormwater system needs, including assessing future resource requirements for Surface Water Management programs, projects, and staffing.
- Compliance with regulations, including 2024-2029 reissuance of the Western Washington Phase II Municipal Stormwater Permit (Phase II Permit).

- Providing public outreach, sharing of information, and gathering stakeholder feedback.
- Analyzing Utility Fee Rate options designed to fund the strategies and desired levels of service identified in the Surface Water Comprehensive Plan Update.
- Ensuring alignment with previous and ongoing City planning efforts.
- Documentation of all analyses, results, recommendations, policies and surface water management planning elements as needed.

Proposed Project Timeline

It is expected that the work will begin early May 2023. Both the draft and final product are expected to be completed by June 2024, allowing appropriate time for staff reviews, Council consideration, and adoption.

Minimum Qualifications

Minimum qualifications are required for a consultant to be eligible to submit an RFQ response. Responses must clearly show compliance to these minimum qualifications. Consultants that do not comply with the minimum qualifications will be rejected by the City without further consideration.

This project will require a consulting firm, or team, with the following minimum qualifications and areas of expertise:

- Consultant Project Manager must have demonstrated experience working with a public agency like the City of SeaTac within the last five (5) years providing satisfactory services like those expected by the City for this contract.

Proposal Submission Requirements

Submittals shall not exceed fifteen (15) pages. The front cover, back cover, a one-page cover letter, resumes, and any appendices do not count toward the fifteen (15) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the fifteen (15) page limit.

At a minimum, your response to the RFQ must include the following information:

- 1) General qualifications of the firm to perform the work as described in this RFQ. Experience should include RFQ-relevant work.
 - a) Identification of proposed team members for the City's project with organizational chart and qualifications of the project manager, project engineer, and all key personnel proposed for this project. Identify similar projects on which the proposed team members have jointly worked and discuss their availability to work on the City's project.
- 2) Representative List of Projects – list a minimum of four previous, successfully completed, RFQ-relevant projects, including the firm's project team members, their assignments, and year(s) of the project.
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- b) Include references for each project listed above identifying the owner, contact person’s name, title, address, and telephone number.
- 3) A description of your project understanding.
- 4) A description of your approach for executing the development and delivery of a surface water/stormwater comprehensive plan and rate study, including the anticipated task list.
- 5) Provide the name, phone number, and office address of the project manager who will direct the work for your firm.
- a) Describe the project manager’s experience with developing and/or managing related projects, and their commitment to the project.
 - b) Ability to obligate staff, meet the project schedule, and coordinate with the City. Demonstrate knowledge of RFQ-relevant efforts, and familiarity with the City of SeaTac in general.
 - c) Describe project management and QA/QC process.

Proposed Selection Criteria

All submittals will be scored and ranked on the below criteria. Previous experience with municipal Surface Water Management Comprehensive Plans and Surface Water Utility Rate Studies is preferred. Interviews will be conducted with the highest-ranking candidates. A separate scoring system will accompany the interview, and a combination of both proposal and interview scores will be used to determine the awardee.

Criteria	Points (100 Total)
• Organization of the project team along with qualifications of key personnel	20
• Experience with relevant projects	30
• Project understanding and project approach (Optional: as part of proposal, firm may submit examples of work indicative of successful completion of deliverables or projects that best illustrate what the firm is capable of delivering for SeaTac)	30
• Firm’s project manager, management approach and Quality Assurance/Quality Control Processes	20

Proposal Submission Logistics

Statement of Qualifications must be received electronically via email to the project manager Dan Smith, at dsmith@seatacwa.gov no later than 5:00 PM, Pacific Standard Time, Friday, February 10, 2023. No hard copy proposals will be accepted. If the file size is too large to send via email, please coordinate with the project manager to submit electronically some other way.

Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process can be directed to Dan Smith, at dsmith@seatacwa.gov.

RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to Dan Smith, at dsmith@seatacwa.gov. Questions must be received in writing no later than 5:00 PM, Pacific Standard Time, Friday February 3, 2023. Questions will be answered via email and sent to all submitters.

Proposed Selection Process Schedule

Schedule of Events	Date
Request for Qualifications (RFQ) Notice	January 27, 2023
Questions Due	February 3, 2023, by 5:00 PM PST
Statement of Qualifications Due	February 10, 2023, by 5:00 PM PST
Shortlisted Firms Notified	February 17, 2023
Interviews (approximate – may be subject to change)	Week of February 27, 2023

Preparation Costs

The City of SeaTac shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Rejection of Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject immaterial defects or minor irregularities in any submittal.

General Terms and Conditions

The following terms and conditions apply to all proposals to provide services to City of SeaTac:

- A. City of SeaTac expressly reserves the following rights:
 - a) To reject any and/or all irregularities in the proposals submitted.
 - b) To reject any or all proposals or portions thereof.
 - c) To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
 - d) To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the City, is in the best interest of the City.
- B. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.
- C. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by City's email system.
- D. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.

- E. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.
- F. The consultant shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The consultant shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits of insurance are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form
 \$1,000,000 per occurrence liability /\$2,000,000 annual aggregate.
 Coverage to include Premise and Operations Liability
 Blanket Contractual
 OCP for subcontractors' liability
 Product and Completed Operations Liability
 Stop Gap Liability-\$1,000,000/\$1,000,000/\$1,000,000
 Primary-Non Contributory Additional Insured coverage for the City et.al.

AUTOMOBILE LIABILITY
 \$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile.

WORKER'S COMPENSATION
 Employees of Contractor and Subcontractors are to be insured under Washington State Industrial Insurance.

The General Aggregate provision of the Contractor's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this contract.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract.

Addenda

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written addendum to the RFP and post on the City website. It is the Proposer's responsibility to check for addenda and other new documents online.

Language Accommodation Statement

The City is committed to ensuring equal access to this document. For Limited English Individuals who need further assistance, please contact Dan Smith, dsmith@seatacwa.gov.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran owned consultant firms to respond or partner with prospective firms. The City's fair labor practices and non-discrimination policies shall apply.

The City of SeaTac, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined as 49 CFR part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Legislative Process

The City anticipates this contract will go through the Transportation & Public Works (T&PW) Committee and City Council for approval. City staff will lead all necessary meetings and briefings with the T&PW Committee and full council. The prospective consultant may be asked to supplement staff at certain meetings. Unless otherwise indicated, all meetings will follow a virtual format.

RFQ Information

Information corresponding to this RFQ may be found here on the City's website: [RFP, RFQ, Bid, Procurement | City of SeaTac \(seatacwa.gov\)](#)

Accommodations for Persons with Disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Dan Smith, at dsmith@seatacwa.gov.

Solicitation Recipients

- Aspect
- BHC Consultants
- Brown & Caldwell
- Gray & Osborn
- Herrera Environmental Consultants, Inc.
- Osborn Consulting Inc
- Otak, Inc.
- Parametrix
- Tetra Tech, Inc.
- WSP USA Inc
- RKI

Attachment A

Draft Scope of Work: Surface Water Management Comprehensive Plan and Surface Water Utility Rate Study

The Scope of Work outline below provides a snapshot of recommended and anticipated tasks. Level of effort is approximate and may be negotiated based on final detailed scope. Each scope of work task may include, but is not limited to, the following:

1. Providing general project management associated with the development of the Surface Water Comprehensive Plan and the Surface Water Utility Rate Study updates, for example: review of applicable data, reports, programs, studies, GIS data and other information related to the City's management and funding of surface and stormwater programs. Project management also includes preparing scope and schedule, shaping communication efforts, and defining roles and responsibilities.
2. Review of applicable data, reports, programs, studies, GIS data and other information related to the City's management of surface and stormwater programs.
3. Incorporating results of Stormwater Management Action Planning (SMAP) and other anticipated NPDES Phase II Permit and WSDOT requirements.
4. Assisting the City with public outreach and engagement throughout the planning process, including but not limited to, conducting citizen evaluation surveys, and providing interviews/awareness to key stakeholders.
5. Assembling and preparing documents that include all analyses, results, recommendations, policies and surface water management program planning/funding elements as needed (e.g., strategies for future system expansion including relevant financial, physical considerations, and alignment with City Planning efforts).
6. Must have the capabilities to provide an optional high level of storm system hydraulic modeling that may be used to identify capacity improvement needs, potential capital projects, and future growth and development level of service goals that adjust to regional planning guidelines.
7. Update and clarify the process for identifying and prioritizing SWM Capital Improvement Projects for inclusion in the city's Capital Improvement Program.