

City of Sammamish 2022 Surface Water Management (SWM) Rate Fee Study

February 8, 2022

The City is currently accepting proposals in response to the Request for Proposals (RFP) for the 2022 Surface Water Management (SWM) Rate Fee Study:

<https://www.sammamish.us/government/departments/public-works/solicitations/>

As of February 7th, 2022 at 2pm, the City received the a few questions regarding the RFP and the rate study. The questions, and the City's responses, are below.

- 1. In the RFP, you've provided a page limit for each section (ex: Cover Sheet, 1 page) – are we permitted to include any additional information in the proposal that would not fall into these categories? If so, is there a total page limit for the entire proposal?**

As outlined in the RFP, each section of the proposal should meet the page limits as specified:

Cover Sheet	Page limit: One (1) page
Cover Letter	Page limit: One (1) page
Related Experience/Relevant Projects	Page limit: Two to three (2-3) pages
Project Approach	Page limit: Four to five (4-5) pages, excluding resumes

The proposal should be limited to 10 pages, including the cover sheet and excluding resumes. The only additional materials allowed are resumes. Please follow the guidelines for each section of the proposal package. We will score consultants based on the Evaluation Criteria described on page 5 of the RFP, which will be based on information provided within the proposal package categories.

- 2. The RFP mentions, "By submitting an RFP response, proposing firms indicate they have read and agree with the contract terms." Would submitting any exceptions to the contract within our proposal disqualify us, or is it permitted?**

We are not accepting any exceptions, exemptions, or modifications to the contract.

- 3. Aside from listing the proposed team in the cover letter, how would you like the team experience and roles presented? Is there a specific section and/or page limit for resumes?**

Each consultant may choose to present their team's experience and roles in the Related Experiences/Relevant Projects section of the proposal and/or with the resumes. There is not a specified page limit to the resumes.

- 4. The Stormwater Utility website notes that a new rate structure based on Equivalent Service Units will be implemented in 2019. Was this update based on a recent study that can be made available to proposal teams? Is the new rate schedule available?**

The City does have a new rate structure in place that is based on Equivalent Service Units that was based on the prior rate study. The fees were codified by O2018-478 and R2018-808 with the master fee schedule and can be seen here: <https://sammamishwa.civicweb.net/filepro/documents/24804>

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The 2022 fee schedule can be found here:

<https://www.sammamish.us/media/57677/2022-clean-fee-schedule-all-fees-impact-fees-and-dev-update.pdf>

5. Do deliverables include recommendations on a new System Development Charge (SDC)? Will any recommendations made on SDC need to be incorporated into the financial plan?

The City has an existing system development charge or Surface Water Development Charge, per Sammamish Municipal Code 13.15. As per Task 4 of the RFP, the City would like the consultant to review the current methodology and calculate forecasted revenues from surface water development charges based on several levels of service. Recommendations will need to be incorporated into the revenue requirement forecast and financial plan.