



## REQUEST FOR PROPOSALS (RFP)

for

### Stormwater Management Action Plan (SMAP) Support Services

#### Submittal Requirements

All firms, including WMBE, are encouraged to submit proposals.

All materials shall become a part of the proposal and may be incorporated in a subsequent contract between the firm and the City of Sammamish. Please submit one (1) digital copy of the proposal in PDF format via email to:

Toby Coenen, Senior Stormwater Engineer  
Sammamish Public Works Department  
[tcoenen@sammamish.us](mailto:tcoenen@sammamish.us)

- Proposals received later than **4:30 PM, May 3, 2022**, will not be considered.
- Email subject line shall read: **Proposal for SMAP Services**.
- Email attachments shall be limited to 20 MB. If multiple emails are necessary to transmit a proposal, indicate “Part 1 of 2” or other appropriate comment in the subject line.

Submittals received after the posted deadline will not be considered for selection. No faxed, hard-copy, or telephone submittals will be accepted.

Any individual or firm failing to submit information in accordance with the procedures set forth in this RFP may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Individuals or firms eliminated from further consideration will be notified via email by the City as soon as practical. The final decision is at the sole discretion of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

The City will use the attached standard contract (see Attachment A). By submitting an RFP response, proposing firms indicate they have read and agree with the contract terms.

#### Questions

Questions related to this RFP must be directed to Toby Coenen at the email listed above and received no later than **2:00 PM on April 22, 2022**. Written responses to questions will be posted on the City’s [Solicitations webpage](#) by **4:30 PM on April 26, 2022**. The City may compile similar questions in one answer as deemed appropriate. Questions received by phone, fax or in person will not be answered.

## Project Background

As a Western Washington Phase II Municipal Stormwater Permittee within the National Pollutant Discharge Elimination System (NPDES), the City of Sammamish (City) shall; implement a Stormwater Management Action Planning (SMAP) program as described under Special Condition S5.C.1.d. The program is part of a broader effort designed to inform and assist in the development of policies and strategies as water quality management tools to protect receiving waters.

The Western Washington Phase II Municipal Stormwater Permit (Permit) breaks down the planning into three parts and established deadlines for each step in the SMAP process:

- March 31, 2022 – Receiving Water Assessment.  
The City has completed this task and provided documentation to the Washington State Department of Ecology (Ecology) through the City’s annual permit reporting.
- June 30, 2022 – Receiving Water Prioritization  
Support for this task is identified as **Task 2** of the Scope of Services sought by this RFP.
- March 31, 2023 – Develop a Stormwater Management Action Plan for high-priority catchment  
Support for this task is considered **Task 3** of the Scope of Services sought by this RFP.

## Project Description

The Consultant will assist the City in meeting the SMAP NPDES requirements by evaluating existing basin data and developing a Stormwater Management Action Plan. In addition to the specific requirements established by the Permit, Ecology has also developed guidance through their August 2019 publication entitled [Stormwater Management Action Planning Guidance](#). The City relied on the guidance document and Permit language to prepare the scope of services outlined in this RFP.

In advance of the Permit’s stormwater planning requirement, the City developed a [Retrofit Strategy and Guidance Manual](#) (Retrofit Strategy) that the City Council adopted on September 21, 2021. The report provides a strategy and framework for analyzing and prioritizing the City’s watersheds and identifying potential retrofit opportunity zones. The overall strategy presents a three-step process to identify, evaluate and prioritize sub-watershed retrofit potential.

The City completed the Receiving Water Assessment – the first SMAP milestone – using information developed in the Retrofit Strategy. Similarly, the Retrofit Strategy will also serve as the basis for the second SMAP milestone, the Receiving Water Prioritization.

## Scope of Services

The scope of services and anticipated deliverables for this project, are as follows:

### Task 1: Project Management

- A. Provide general management through the duration of the project including invoicing, status reports, biweekly meetings and documentation, and management of schedule and budget.
- B. Project Management tasks shall apply to the entire project.
- C. Maintain a project SharePoint site for the purposes of sharing documents and transferring data. At conclusion of project, bundle data and deliverables for City’s permanent archives.

- D. Project Management deliverables shall include a Gantt-type project schedule, status reports and other documentation as needed for this task.

## **Task 2: Receiving Water Prioritization**

Consultant will coordinate with City staff to refine the current prioritization established through the Retrofit Strategy. For the purposes of preparing a proposal, consultant should proceed with the understanding that (a) the City's Receiving Water Assessment submitted to Ecology does not require modification, and (b) the public outreach conducted in conjunction with the Retrofit Strategy is adequate and no further outreach is necessary to support the Receiving Water Prioritization.

Consistent with this understanding, Consultant should anticipate the following tasks:

### **A. Data Review**

Review the City's Receiving Water Assessment (Retrofit Strategy) to identify any apparent gaps with the Ecology permit requirements and the [Stormwater Management Action Planning Guidance](#) for the Receiving Water Prioritization. Provide a draft and final memorandum summarizing findings.

### **B. Prioritization – Priority basins were identified and ranked as part of the Retrofit Strategy. Within this task, Consultant shall:**

- Review existing prioritization with City staff and confirm receiving water ranking established by Retrofit Strategy.
- Work with City staff to identify a high-priority catchment tributary to a receiving water expected to benefit most from retrofits and strategic stormwater management practices. This step will expand upon efforts summarized in the Retrofit Strategy.
- Evaluate the Guidance Document to establish Ecology's preferred means of presenting information.
- Document the review and prioritization process and compile results consistent with Ecology guidance and Permit requirements.
- Deliverables shall include a draft and final memorandum for inclusion in reporting to Ecology.

## **Task 3: SMAP for High-Priority Catchment**

Consistent with Permit requirements, Consultant shall prepare a Stormwater Management Action Plan for the high-priority catchment identified through the Receiving Water Prioritization (Task 2 above). SMAP elements may identify both project and programmatic recommendations.

- A. Using recommendations within the Retrofit Strategy, compile a list of potential facility retrofit projects within the priority catchment. Complete planning level designs and cost estimates for projects.
- B. Assess potential for catchment-specific stormwater management actions as outlined in Ecology's guidance document.
- C. Identify potential land use strategies that might be recommended to better manage water quality.

- D. Coordinate with City staff to refine stormwater management actions and land use strategies and document efforts and findings.
- E. Discuss short- and long-term implementation strategies.
- F. Compile all information into formal SMAP document consistent with Permit requirements.
- G. Participate in up to two internal review cycles with City staff.
- H. Deliverables include: draft SMAP document, up to two rounds of revisions, and final SMAP document.

**Task 4: Public Outreach**

Within this task, Consultant will assist the Staff in conducting limited public outreach and also support development and presentation of material to City Council to provide periodic updates.

- A. Public Outreach will occur during the development of the SMAP for High-Priority Catchment (Task 3 above) and is expected to include:
  - Helping staff develop content for the City’s Connect Sammamish website.
  - Develop materials for two webinars or other virtual format presentations to public: initial introduction of SMAP effort, and presentation of draft SMAP document.
  - Assist staff in compiling residents’ comments and questions and developing responses for eventual posting on Connect Sammamish website.
- B. City Council sessions. Assist staff in developing presentation for two City Council meetings. Council presentations will be informational and generally coincide with the milestone presentations to the public.
- C. Deliverables include:
  - Materials/presentations for up to two (2) presentations or webinars to the public.
  - Prepare and present at two (2) City Council meetings along with City staff.

**Procurement Schedule**

The procurement schedule for this project is as follows:

Release RFP to consultants	April 19, 2022
Consultant Questions (if any)	Received by 2:00 PM April 22, 2022
Answers to RFP Questions Released	Response by 4:30 PM April 26, 2022
Proposals Due	Received by 4:30 PM May 3, 2022
Consultant Selected	May 5, 2022
Scope and Fee Negotiation Completed	May 11, 2022
City Council Contract Authorization	May 17, 2022
Project Kickoff	May 23, 2022

The City of Sammamish will select a consultant from submitted proposals only.

## Project Schedule

The schedule for this project is as follows:

Task	Time Frame
Negotiate Scope & Fee	May 2022
Under Contract	May 2022
Project Kick-off	May 23, 2022
Complete Receiving Water Prioritization	June 30, 2022
SMAP Development and Completion	July 2022 through February 28, 2023

## Budget

Consultant fees are anticipated to be approximately \$120,000

## Proposal Content

Consultants' proposals shall total no more than 10 pages. The required cover letter WILL be included in the page count. Resumes appended to the proposal WILL NOT be included in the page count.

Consultants shall organize their proposal such that their qualifications are presented consistent with the following outline:

### 1. Cover Letter

Include a letter of intent listing the proposed team and commitment to providing the services described in the scope of work.

### 2. Related Experience/Relevant Projects

Summarize at least three unique projects performed within the previous five (5) years that illustrate consultants' experience directly related to Stormwater Management Action Planning. Indicate if work was completed by staff while employed at other firms. For each project, indicate the name of the client, description of the work completed, year(s) that this service was provided, and approximate fee.

Identify the project manager or other contact and provide the organization or department, title, email address, complete mailing address and telephone number. The City reserves the right to contact listed individual to serve as a reference.

### 3. Project Approach:

- **Methodology:** This section should clearly describe the methodology or methodologies planned to be used to carry out the specific functions in the scope.
- **Work Plan:** Describe the sequential tasks to be used to accomplish this project. Indicate all key deliverables and their contents.

- Demonstrate your team’s ability to perform the work requested within an established budget and schedule.

**4. Schedule:**

Present a schedule identifying key milestones that clearly demonstrate how consultant will meet the Permit requirements for SMAP reporting to Ecology.

All costs for developing submittals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to published close date, provided notification is received in writing to the Project Manager listed on this RFP. Submittals cannot be withdrawn after the published close date.

**Consultant Evaluation Criteria**

A minimum of two (2) years demonstrated successful experience of providing stormwater planning, ideally for a community similar in size to Sammamish is required. Consultants should have experience working with communities subject to the Western Washington Phase II Municipal Stormwater Permit.

Submittals will be evaluated and ranked based on the criteria listed below.

<b>Criteria</b>	<b>Maximum Points</b>
Quality of previous performance	25
Ability to meet schedule	25
Experience of key personnel	20
Ability to meet the scope of work	20
References	10
Total	100

The City may request consultants provide additional or clarifying information.

**Consultant Selection and Award**

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets the listed evaluation criteria (receives the highest score) as determined by the City’s selection committee. The top ranked firm will be notified in writing and will be asked to meet and submit their prospective scope of services and fee proposal. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Agreement for Services, which shall be used to secure these services.

The proposals will be the basis from which interested individuals or firms will be selected. The City will determine the most qualified individual or firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected individual or firm.

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## **Other Considerations**

### **Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by calling 425-295-0500.

### **Title VI Standard Assurances**

The City of Sammamish, 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.