



## REQUEST FOR PROPOSALS (RFP)

for

### PINE LAKE CREEK BASIN PLAN

#### 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, September 22, 2022**, will not be considered.
- Email subject line shall read: **Proposal for Pine Lake Creek Basin Plan**.
- 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 September 14, 2022**. Written responses to questions will be posted on the City’s [Solicitations webpage](#) by **4:30 PM on September 16, 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

The City of Sammamish [Storm and Surface Water Comprehensive Plan](#), (“Comp Plan”) October 2016, recommends basin planning as a component to support the management of the City’s surface and stormwater system to benefit the community and meet the City’s overriding goal of health and sustainability. Basin planning is essential to assess current conditions, identify problems and opportunities related to maintenance, operations, preservation and restoration of natural resources, and development of integrated strategies for surface and stormwater management within the basin. Basin planning provides a tool to identify, prioritize and schedule surface water capital projects and identify surface water management strategies that support protection and/or restoration of the City’s natural resources.

Figures 3-1 of the Comp Plan illustrate the Pine Lake Creek drainage basin. For the purposes of this RFP, the basin includes the area tributary to and including Pine Lake. The basin plan will provide a current basin description, background and conditions; identify and quantify environmental and development-based stormwater concerns; sample surface waters for water quality; collect flow information; define potential operations and maintenance actions for management of erosion and flooding risks; define environmental stewardship opportunities; and prioritize conceptual stormwater capital projects. Project success depends on City Council adoption of the basin plan so public outreach and engagement will be important throughout the projected two-year term of the project.

## Project Description

The Pine Lake Creek subbasin was last studied as part of the [East Lake Sammamish Basin Plan and NonPoint Action Plan](#) (King County, 1994). Since completion of the study, the character of the basin has changed due to development within the City and other factors. Sammamish is actively pursuing a series of basin plans to update and expand upon King County’s study and aid the City in identifying and prioritizing short- and long-term actions to improve the overall health of City’s watersheds.

The plan will evaluate flooding, erosion, water quality, and fish and wildlife habitat problems in the basin under existing and future predicted conditions. The plan will address climate change resiliency. The plan will also include planning-level cost estimates of conceptual capital improvement projects (CIP); maintenance and operations activities; and programmatic measures including education and outreach to correct, mitigate, or avoid these problems. This may require field survey of key drainage system components, use of GIS tools, flow monitoring, water quality sampling, or hydrologic and hydraulic simulations for evaluation and presentation purposes. Potential water quality impacts and environmental regulations will need to be factored into the analyses. Water quality and quantity sampling and analysis will be part of this Plan.

## Scope of Services

The Scope of Services will be drafted and finalized during contract negotiations with the selected Consultant. In general terms, consultants should anticipate the services will encompass the following elements:

- General Project Management – Activities needed to oversee performance of services through the duration of the project. Includes management of sub-consultants, status reporting and invoicing, development of a project schedule, and maintaining project SharePoint site to share data.

- Watershed Characterization – Collect and compile data and conduct necessary field investigation of the basin. Provide summary of the different resources, characteristics and natural and built facilities within the basin. Use GIS to analysis in defining and understanding basin characteristics.
- Water Quality Monitoring – Collect water quality data within selected locations of the basin to better define specific pollutants of concern. Consultants should develop plan for monitoring, conduct sampling, install and maintain monitoring equipment, and summarize data and results.
- Problem & Opportunities – Identify problems and opportunities within the basin through data and resource review and public outreach. Conduct field investigation where needed to fully understand problems and opportunities. Summarize this evaluation and identify the factors and influences unique to each problem and opportunity.
- Watershed Modeling – Develop a hydrologic model using existing data sources to evaluate behavior of specific elements of the watershed. Basin-wide modeling is not anticipated. Modeling will generally target specific basin elements identified by the watershed characterization and the problems and opportunities tasks.
- Project Identification – With City staff, develop a list of specific projects and solutions responsive to the direction established through previous project tasks. Conduct staff workshop, assess feasibility, define and refine projects, develop project summary sheets, and prioritize projects in accordance with City’s Stormwater CIP Priority Criteria. This is expected to be a collaborative process pursued with City staff.
- Conceptual Design – Complete preliminary design of the highest-priority projects including sizing, layout and siting. Provide planning level cost estimates for projects. Summarize unique maintenance requirements and costs where appropriate. Coordinate with staff to include projects in City’s stormwater capital improvement plan.
- Public Outreach – With support from City staff, develop a Public Involvement Plan defining key stakeholder engagement, messages and strategies. Anticipate consultant will support public engagement through hosting public outreach meetings, community survey, managing City’s online project updates, stakeholder briefings and development of informational materials.
- Final Report – Prepare a final report summarizing the different findings and recommendations developed through project work. Consultant should anticipate preparing two draft reports and one final document for Council adoption.
- Council Support – Staff expects to make three presentations to the City Council to support the advancement of this project. As part of this effort, consultant will participate in three staff-led Council presentations at different project milestones including presentation of draft report for Council review.

Consultants are expected to develop appropriate documentation for each project task identified above. The preparation of memoranda, monitoring reports or similar documents should be incorporated into services necessary for each task. Ultimately, each item should be appended to the final basin plan report.

Consultants may supplement the proposed scope of services if it’s believed that additional services are necessary to achieve the project goals, or more effectively respond to the City’s needs.

## Procurement Schedule

The procurement schedule for this project is as follows:

Publication Dates	September 1 and September 8, 2022
Consultant Questions (if any)	Received by 2:00 PM September 14, 2022
Answers to RFP Questions Released	Response by 4:30 PM September 16, 2022
Proposals Due	Received by 4:30 PM September 22, 2022
Consultant Interviews (if required)	September 27 – September 30, 2022
Consultant Selected	October 3, 2022
Scope and Fee Negotiation Completed	October 25, 2022
City Council Contract Authorization	November 15, 2022
Project Kickoff	December 1, 2022

## Project Schedule

The schedule for this project is as follows:

Task	Time Frame
Negotiate Scope & Fee	October 2022
Under Contract	November 2022
Project Kick-off	December 2022
Submittal of Draft Basin Plan to Council	July 2024
City Council adoption of Final Basin Plan	October 2024

## Budget

Consultant fees are anticipated to be approximately \$325,000

## Proposal Content

Consultants' proposals shall total no more than 12 pages. The required cover letter and any staff resumés 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. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

## **2. Consultant Team Structure**

Outline the consultant team structure including names of lead persons with titles and general project responsibilities, and the physical location of each lead person. Provide the names for each sub-consultant. Discuss the team's ability to actively perform the proposed work and provide a statement which clearly conveys the ability of all proposed key project personnel to accept responsibility for completing the project in view of each firm's current and projected workload.

## **3. Firm Qualifications and Experience**

The Consultant will be evaluated on the team qualifications, general background, experience and ability to accomplish the stated Scope of Services. Please provide a summary of the background and experience of the firm relative to the Scope of Services. Include three (3) similar municipal projects on which the team has worked together with the location, estimated and final costs, short project description, start and completion dates, client name and phone number, a description of the team's responsibility on the project, and the specific roles of the key individuals proposed for this project.

## **4. Key Personnel Qualifications and Experience**

Describe the expertise and experience of the proposed key project personnel which qualify them to perform the Scope of Services for this project. Provide the qualifications of the team's project manager and his/her experience in managing projects similar to this Scope of Services, past working relationship(s) with other proposed team members, level of effort, and availability for this project. List the lead project personnel with titles who will be primarily responsible for and involved with the main work activities, including sub-consultant project managers. Identify the responsibilities and activities of each lead person outlining specific project capabilities, with emphasis on those team members who will be doing direct project work.

## **5. Project Approach**

Describe the approach and options for project management, public outreach, identification of key basin issues, data and information collection, task prioritization, and hydraulic and/or hydrologic modeling approaches, to ensure a successful and implementable basin plan. Describe the activities and decisions that would most likely be on the critical path, and what expectations of City staff needed to keep the project on schedule.

## **6. Past Performance/References**

Provide three recent references who can verify firm's performance on similar projects. This can include the three projects listed in Item 3 above. For each reference, list client name, mailing address, telephone number, email address, and the project scope of work your firm completed. References must be able to provide feedback concerning the performance of the proposed Project Manager.

## **7. Quality Control, Project Management and Product Delivery**

Keeping a project on track and delivering a quality product are important elements to assure a successful outcome. Please describe the measures and tools the firm/team will use to stay on top of these elements.

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 and engineering, ideally for a community similar in size to Sammamish is required.

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

<b>Criteria</b>	<b>Maximum Points</b>
Qualifications and availability of the Project Manager and key staff demonstrated by similar project work	25
Clearly articulated approach to deliver a high-quality product on schedule and budget	25
Team’s working relationships and/or relevance to teaming on this project	20
Experience with public outreach and stakeholder management	15
References	15
<b>Total</b>	<b>100</b>

The City may request consultants provide additional or clarifying information.

### **Consultant Selection and Award**

The City intends to interview the three Consultants that provide a proposal that best meets the listed evaluation criteria (receives the highest score) as determined by the City’s selection committee. The three top-ranked firm will be contacted to schedule interviews during the time frame identified. Firms will be advised of the interview process including the presentation, question/answer format, and scoring criteria.

Interview scores, as determined by the City’s selection committee, will serve as the sole basis for determining the top ranked firm and selecting the consultant for this project. 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.

---

## **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.