

City of Port Angeles
Public Works and Utilities



Request for Qualifications
(RFQ)
Professional Consulting Services for:

Design Support:
16th Street LID Retrofit Project

Qualifications Due:
Thursday, May 28th, 2020 by 5:00 p.m.

City of Port Angeles
Department of Public Works - Engineering
Attn: Vince McIntyre, P.E., Civil Engineer II
321 East 5th Street
Port Angeles, WA 98362
Vmcintyr@cityofpa.us
360.417.4701

STATEMENT OF PURPOSE

The City of Port Angeles (City) is seeking qualified firms to design a low-impact development (LID) roadway retrofit project, consistent with the Water Quality Financial Assistance Agreement WQSWPC-2016-PoAnPW-00014 (Grant) between the City and Washington State Department of Ecology (Ecology).

BACKGROUND INFORMATION

West sixteenth (16th) Street is a two-lane, bidirectional, arterial collector roadway that connects the City's main residential body and downtown areas with the periphery, including critical and high-use facilities like: the William Fairchild International Airport, the Clallam County Fairgrounds, and the Regional Solid Waste Transfer Station. Large sections of this roadway are within the Tumwater Creek drainage basin.

Tumwater Creek is a salmonid-bearing freshwater stream that flows South to North through the center of the City and outfalls to the Port Angeles Harbor just west of downtown in the Marine Industrial area. The extent passing through the City limits is currently 303(d) listed by Ecology for bacteria.

In 2019, the City was awarded a 2016 Water Quality Pre-construction Grant from the Washington State Dept. of Ecology (Ecology) to improve water quality in Tumwater Creek through design of stormwater facility best management practices (BMPs) along 16th Street, between "C" and "L" Streets. The grant award allots \$5,000 for grant management and \$155,000 for design work; for a total of \$160,000. Grant funding is specific to design work only with funding for construction to be separate.

The goal of the overall project is to improve the long-term health of Tumwater Creek through reduction and treatment of roadway runoff. It is part of a larger effort to protect and restore water quality in Washington State by reducing stormwater impacts from existing infrastructure and development. The project will design and utilize stormwater facility best management practices (BMPs) that target total suspended solids (TSS), phosphorus, and dissolved metals along with increasing opportunities for infiltration. Ecology's Stormwater Management Manual for Western Washington (SWMMWW) will be used for BMP reference and as overall design guidance.

The 16th St. lateral project limits have been set between "C" and "L" Streets for a 0.86 mile section of traditionally paved asphalt roadway. The roadway width (from curb-to-curb or edge-to-edge) varies between 24-35 feet with an average ± 18 ft. of additional right-of-way (ROW) on either side. The makeup of the roadway cross-section varies along the project alignment, predominantly in the following configurations:

- "C" to "E" Street Section: Roadway bound on either side by traditional concrete curb and gutter with stormwater inlets at the intersections. Crowned roadway. Parking lanes, landscaped ROW, and no sidewalks on either side.
- "E" to "I" Street Section: Curb, gutter, parking lane, sidewalk, and stormwater inlets on the North side of the street. Mix of crown and cross-sloped roadway. Unimproved gravel and vegetated shoulder on the South side.
- "I" to "L" Street Section: No Parking lane and unimproved on either side. Crowned roadway. Runoff to gravel and vegetated shoulders.

Drainage pathways within the project limits are determined by topography, curb and gutter, and stormwater infrastructure. The approximate roadway elevation at “C” Street is 278 ft. with the “L” St. elevation being at approximately 320 feet, however, drainage through the project limits is not linear. Sixteenth (16th) Street is somewhat of a ridge in areas causing localized runoff patterns to be somewhat varied and in all directions. This may require a suite of LID BMPs to be utilized, each designed for individual sections of the project, rather than one consistent technique utilized throughout.

Over half of the project extent is bordered on at least one side by City-owned properties such as Lincoln Park, the Clallam County Fair Grounds, and associated parking areas. This may be advantageous when exploring dispersion and treatment ideas, however, the focus should be to manage runoff within the ROW.

The Consultant will be expected to perform the design work in accordance with the specifications, timeline, and order detailed in the grant agreement. Design submittals will require both City and Ecology review and acceptance and are to be submitted in form and format acceptable to both entities. Tasks in addition to those described in the Grant agreement and expected of the consultant are described in the following Scope of Work section. More information regarding project background and performance expectations can be found in the attachments. A list of the attachments is included at the end of this document.

The selected Consultant will initiate the project by completing preliminary requirements, as specified in Ecology’s grant agreement, such as: SEPA, IDP, and Form 05-05/106. The consultant will perform site investigative work to support the preliminary design, such as: site visits, survey, and geotechnical exploration. Prior to any land disturbance, including geotechnical explorations, approval from Ecology must be received in advance. The Consultant will work to develop the project Design Report guided by input from the City. After the preliminary design is established, the Consultant will pursue project completion by meeting the benchmarks described in the grant agreement and the scope of work, such as: develop plans, specifications, cost estimates, construction schedule, construction SWPPP, and construction grant application. Throughout the process, the Consultant will be responsible for communicating effectively with the City and incorporating feedback appropriately into the design in a timely manner.

If unable or unqualified to perform specific project tasks within the selected firm, it will be the Consultant’s responsibility to schedule and retain any licensed sub-consultant(s) necessary to appropriately meet the requirements detailed in the Scope of Work. The Consultant must disclose to and receive approval of sub-consultant(s) from the City in advance of any work being performed by the sub-consultant.

SCOPE OF WORK

The City of Port Angeles (City) is seeking qualified firms to produce a retrofit design of the existing municipal two-lane, bidirectional roadway using low-impact development (LID) techniques that will improve stormwater runoff quality and reduce overall discharge quantity, and is consistent with the Water Quality Stormwater Pre-construction Grant Agreement WQSWPC-2016-PoAnPW-00014 (Grant) between the City and Washington State Department of Ecology (Ecology).

Under the general direction of the City Engineer or designee, qualified firm(s) shall be responsible for, but not limited to, the following general tasks:

- Support City staff in meeting Ecology's Grant documentation & submittal requirements
- Prepare SEPA application
- Environmental Permitting
- Cultural Resources Survey / Form
- Inadvertent Discovery Plan
- Geotechnical Study
- Topographic Survey
- 30% Design Package (plans and estimate)
- Design Report
- 90% Design Package (plans, specs., eng. estimate, schedule, and revised WQ benefit calculation)
- Final Bid Package (100% – plans, specifications, engineer's estimate, addenda, and schedule)
- Construction Grant Application package to Ecology

SCHEDULE

Request for Qualifications Timeline

RFQ issued: Thursday, May 7th, 2020.

Due date: Thursday, May 28th, 2020 by 5:00 p.m.

Projected Pre-construction Work Schedule

Included in attachments

REQUEST FOR QUALIFICATIONS CONTENT

The cost of developing the statement of qualifications for the project shall be included in the consultants cost of doing business and the City is not responsible for any associated preparatory costs.

Submittals must clearly demonstrate an understanding of the City's objectives. The proposal shall be limited to 6 pages (double-sided), resumes can be included in an appendix and do not count towards the page limit. The proposal should not include unnecessary promotional material, and shall be brief, precise, and organized as follows:

1. Cover Letter

Please include:

- Firm name, address, telephone, email.
- A single point of contact for the RFQ process.
- General introduction of your firm with a brief summary of general qualifications and areas of expertise.

2. Statement of Qualifications

Please include:

- Description of firm
 - Type of ownership – individual, partnership, municipality, corporation, etc.
 - Size of firm.
 - Number of years in business.
 - Description of qualifications in areas of expertise and services provided.
 - Information relating your philosophy and general approaches to the work to be performed
- A list of projects that demonstrates your firm’s experience with LID design, other water quality related projects, and ECY grant funded projects, specifically the tasks listed in the Scope of Work above.
 - Include relevant background information on the projects (timeframe, major milestones, cost, firm’s role, and relevant staff).
 - Maximum of 10 project examples.

3. Key Personnel

Please identify:

- Key personnel for each service provided (including sub-consultants, if necessary).
 - Include resumes and certifications for key personnel and their experience on relevant projects and contracts (as noted above, resumes can be included in an appendix and do not count towards the page limit).
 - Identify potential project managers and any personnel that would interact with City staff and/or the public.

4. References

Please include:

- List up to five people whom the City staff may contact for professional references regarding the past performance of the firm, including name, email and phone number.

SELECTION PROCESS

Submit an electronic copy (PDF) of the full RFQ via email or USB drive no later than Thursday, May 28th, 2020 by 5:00 p.m. to:

City of Port Angeles
Dept. of Public Works - Engineering
Attn: Vince McIntyre, P.E.
321 East 5th Street
Port Angeles, WA 98362

OR

Vmcintyr@cityofpa.us

The maximum file size that can be emailed is 20MB. Please include “Design support: 16th Street LID Retrofit Project” on the envelope, if mailed, or in the subject line, if emailed. All submittals received by the specified deadline will be reviewed by the City. Typically the City will move forward with scheduling

interviews with the select firms determined to be most-qualified prior to final selection, however, the City reserves the right to complete the selection process without conducting an interview phase, and may choose to select the firm based solely upon the information supplied in the proposer's qualification statement. The following criteria will be used to evaluate responses to this RFQ:

1. Responsiveness to the RFQ in content and completeness.
2. Relevant and similar work experience.
3. Reputation of the company, its subcontractors, and key personnel.
4. Satisfaction of prior and current clients (references).

CONTRACT PROCESS

The City intends to execute an agreement with the most qualified firm. The Agreement will be awarded at the discretion of City Council. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this RFQ. Proposals and materials submitted will become the property of the City and will not be deemed confidential or proprietary and are subject to public record laws and will be released upon request.

ATTACHMENTS

1. Grant Agreement WQSWPC-2016-PoAnPW-00014, 16th Street LID Retrofit, 2019
2. Design Deliverables for Stormwater Projects with Ecology Funding, Ecology 2018.
3. Design Deliverables Checklist for Grant Recipients, Ecology 2018
4. Projected Pre-construction Work Schedule, City of Port Angeles 2019
5. 16th Street LID Retrofit Grant Application, City of Port Angeles 2015
6. Project Area Overview Map – 16th Street LID Retrofit Project, City of PA 2019