



REQUEST FOR QUALIFICATIONS

Qualified organizations are invited to respond to the Request for Qualifications (RFQ) entitled:

"STORMWATER MASTER PLAN"

Submittals must be received **by Friday, October 22nd, 2021, no later than 2:00 p.m. (Pacific Daylight Time)** and may be hand delivered, mailed or emailed to:

*Duncan Wilson, Town Administrator
Town of Friday Harbor
60 Second Street
PO Box 219
Friday Harbor, WA 98250
duncanw@fridayharbor.org*

Any requests for clarification or additional information of a technical nature regarding this RFQ shall be submitted via email and be directed to Wayne Haefele, P.E. – Public Works Director at wayneh@fridayharbor.org

INTRODUCTION

The Town of Friday Harbor is requesting Proposals for the development of a Comprehensive Stormwater Management Plan (SWMP). The overall objective of this project is to complete a document which provides a review of the Town's existing Stormwater Management Program, includes hydraulic and hydrologic analysis of existing storm water facilities, evaluates compliance with current regulations, and establishes stormwater management goals and projects for the future. The Plan will also document the tools needed to meet or exceed defined goals, including staffing levels, evaluate capital needs and existing stormwater utility rate structures and provide a foundation for future policy decisions.

This project will include planning level work on the following topics: public and private facilities, policies and processes, regulatory compliance, capital improvement planning and estimating, utility financing, operation/maintenance, and staffing and resource considerations. Project success depends on Town Council adoption of the Master Plan, so public outreach and engagement will be important throughout the term of the project. The final product should be a document which helps the Town guide the stormwater program for the next five to 10 years.

BACKGROUND

The Town of Friday Harbor was founded in 1907 and is located on San Juan Island in northern Puget Sound. The Town is reached by Washington State Ferry from Anacortes and by air from Seattle and Bellingham. Friday Harbor has a year-round population of approximately 2,500 and is the County Seat of San Juan County. There are no rivers and/or creeks within the Town of Friday Harbor town limits, however, the terrain is made of steep slopes (both inland and coastal), wetlands and closed drainage basins. The Town has a range of soil types from hard pan to sandy soils which impact stormwater solutions.

The Public Works Department provides a full array of services through the following departments; Streets/Stormwater, Sewer, Water, Refuse and Parks. The Town's stormwater system consists of conveyance, detention and treatment facilities which collect stormwater and surface water runoff within the Town limits. This system includes approximately 7.5 miles of storm pipes, 200 catch basins 2 raingardens and 4 miles of roadside ditches. Maps of the storm drainage system are available for use by the selected consultant. The Town has a Stormwater Management Plan that was adopted in 2005.

Although the Town of Friday Harbor currently does not meet the threshold for a Phase II Western Washington Municipal Stormwater Permit jurisdiction, adopting a Master Plan is important to handle recent and anticipated growth. The Town has adopted the 2005 Department of Ecology Stormwater Management Manual for Western Washington through its Municipal Code and adopted stormwater specifications and details through its Engineering Design Standards. The Town seeks input from the Consultant on these documents.

SCOPE OF SERVICES

The proposed scope of work to prepare the Master Plan may include the following elements (and additional tasks not yet identified):

1. Evaluation of the existing system
2. Capital facilities improvements for growth, changing climate, environmental enhancements and reducing maintenance
3. Operations & maintenance program
 - a. Maintenance needs to assure basic operation
 - b. Inspection program for private facilities
4. Regulatory analysis and compliance strategy
 - a. Consistency with the Town's Comprehensive Plan
 - b. Coordination with the Town's Critical Area Ordinance update process
 - c. Review of existing Town ordinances and procedures affecting stormwater compliance of private development within the Town.
5. Environmental protection
 - a. Water quality assessments and monitoring
 - b. Habitat protection and restoration
 - c. Illicit discharge detection and elimination
 - d. Emergency response
6. Civic engagement in the Master Plan development and adoption process
7. Municipal Code and Engineering Design Standards, including the requirements for new development, amendments
8. Funding strategies for capital projects and program operations

QUALIFICATION STATEMENTS

Please submit one (4) original or one (1) digital version of your SOQ.

All mailed proposals shall be placed in a sealed envelope, which is clearly marked "TOWN OF FRIDAY HARBOR STORMWATER MANAGEMENT PLAN," and proposer's Name and Address.

Electronic responses shall be in PDF format emailed to Duncan Wilson, Town Administrator at duncanw@fridayharbor.org and received by the deadline. No fax submissions accepted. The Town of Friday Harbor is not responsible for delays in delivery. Proposals received after the 2:00 pm deadline will not be considered.

Per Chapter 39.80 RCW this is a Qualifications-Based Selection. Submittals should not include any references to fees or costs.

CONTENT AND FORMAT OF SOQ'S

The submittal should provide detailed information that will distinguish your team apart from other firms that may be competing for this project. Your SOQ should reflect an understanding of the Town's goals, objectives, mission & vision, strategic priorities, and a familiarity with the subject area.

If submitted in hard copy, four copies of the proposal shall be submitted. The proposal shall not exceed 10 pages (front and back) of content, including cover sheet, with a minimum 12-point font. Optional reference materials may be provided separately from the SOQ. All proposals shall include the following, as a minimum:

- **Introduction:** An introductory letter summarizing why your firm should be selected for this project
- **Project Understanding:** Demonstrate your firm's understanding of the project purpose and goals, critical success factors and key challenges
- **Firm experience:** Document related experience on similar projects and include references for the three most relevant projects. Document any experience with facilitating utility development or significant expansion, including rate structure evaluation.
- **Project Team:** Prepare an organizational chart showing the proposed project team and the role of each member, including any sub-consultants or contractors. Include the name, location, years of relevant experience, education, professional registration, availability to work on this project, and a brief summary of relevant experience
- **Project Approach:** Prepare a detailed scope of work, including any proposed task methodologies where appropriate. Include a description of major tasks assigned to each person or sub-consultant and provide examples of how the firm has used or provided innovative stormwater practices in the past. Document your proposed project management and communications approach
- **Project Schedule:** Provide a proposed schedule from kickoff through completion of the final report for the project

SCHEDULE AND DEADLINES (2021)

- October 22 Deadline for submittal.
- October 25-29 Interviews (at the Town's option)
- November 1-12 Selection and contract negotiation
- November 18 Town Council award of contract
- November 29 Notice to proceed

The above schedule, except for submittal of RFQs, is tentative and may be changed if the City deems it necessary.

SELECTION CRITERIA (100 points possible)

- Company Experience with similar projects (0-20 points)
- Qualifications and experience of key personnel (0-20 points)
- Project Understanding (0-20 points) – Demonstrated insight as to the purpose and goal of the work, and familiarity with the Town of Friday Harbor utilities.
- Project Approach (0-20 points) - Quality and appropriateness of the work plan and proposed methodology related to the services required.
- Schedule (0-20 points) – Clear, reasonable schedule for each task and subtask.

END OF RFQ