

Request for Qualifications (RFQ)

Cities of Olympia, Lacey, and Yelm

DESCHUTES RIVER HABITAT RESTORATION PROJECT

The Cities of Olympia, Lacey, and Yelm (Cities) are seeking consulting services to complete the design of restoration and enhancement projects on a portion of nearly 200 acres of property adjacent to the Deschutes River. The projects are required under three mitigation plans¹ approved by the Department of Ecology as part of water right transfers and permits for municipal water supplies. For more information on these requirements, visit the [Department of Ecology website](#) on these water supply projects.

The deadline for this RFQ is October 5, 2015. Earlier responses are welcome.

Purpose:

The Cities are announcing this Request for Qualifications (RFQ) to complete the design of mitigation projects required by Department of Ecology as part of water rights approvals. The Cities currently have projects designed to a 60% level (Exhibit A). The scope of work for this RFQ will include: advancing the existing 60% design to the 100% design level consistent with the 60% Basis of Design Memo (Exhibit C), and preparation of specifications, and cost estimates for mitigation projects, as well as permitting assistance. The Cities anticipate additional assistance during construction of the designed projects.

Background:

The Cities have received water right permits from the Washington State Department of Ecology for multiple groundwater withdrawals for municipal water supplies. The water rights require implementation of mitigation actions described in the cities' mitigation plans. This RFQ is for selecting a team to bring the design package from the 60% design to complete bid package level and provide assistance with permitting and construction oversight as needed.

Deschutes River Habitat Restoration Project Overview

The Deschutes River property (formerly part of the adjacent Smith Ranch) is jointly owned by the Cities and covers approximately 185 acres located on the mainstem Deschutes River near river mile 28.8. The property contains several springs and a tributary channel from Lake Lawrence. Much of the property is located within the 100 year floodplain of the Deschutes River. In the recent past, the property was used for sheep grazing. Previous maintenance activities to support the livestock farming included removal of all woody vegetation except for a

¹ City of Olympia and Nisqually Indian Tribe McAllister Wellfield Mitigation Plan, December 2010.

City of Lacey Comprehensive Water Rights Mitigation Plan, December 2010 Update.

City of Yelm Water Rights Mitigation Plan, February 2011 Update.

small riparian corridor around the river, removal of beaver dams from the Lake Lawrence outlet stream, and excavation of several drainage ditches to convey water from hillside springs and the tributary stream from Lake Lawrence, which confluences with the Deschutes River on the property. These ditched channels helped to drain the property for agriculture contributing to increased surface water run-off and delivery of fine sediment into the Deschutes River.

In 2010, Anchor QEA prepared an assessment² of the restoration potential of the property in terms of water quality, quantity, and fish habitat the property could yield under a suite of restoration alternatives. The results of this assessment included the following list of recommended projects that were included in the cities' mitigation plans approved by the Department of Ecology:

1. Acquire property on the Smith Ranch and cease farming activities on the property
2. Reshape the existing channel from the Main Spring (2A)
3. Re-establish the wetland around smaller springs on the ranch (2D)
4. Construct a small live cribwall to address erosion along the Deschutes River (3A)
5. Replant high density 50-foot riparian buffer and install buffer fence along the river (4A)
6. Replant low density 50 to 200-foot riparian buffer from the Deschutes River (4B)

To date, items #1 and #5 on the above list have been completed.

Project Partners

The Cities contracted the South Puget Sound Salmon Enhancement Group (Salmon Enhancement Group) to help manage and guide development of the restoration and enhancement projects that are now required by the cities' water rights. The Cities will be the agencies responsible for managing the consulting contract and will have ultimate decision-making authority in selecting and guiding the consultant and in evaluating all work products.

The Salmon Enhancement Group will coordinate the work associated with the consulting contract scope of work, organize review of project deliverables with the Cities and stakeholder groups, and take lead in obtaining the applicable local, state, and federal permits.

Contract Goals:

The consultant will assist the Cities, the Salmon Enhancement Group, and project stakeholders to advance the existing habitat restoration design from the 60% to the 100% design level. We are seeking a multi-disciplinary team inclusive of a licensed engineer, geomorphologist, restoration biologist, and hydrologist with familiarity with local soils and site conditions, expertise in hydrologic modeling, wetland restoration techniques, bank stabilization, and design of large scale restoration/mitigation projects. The successful consulting firm or team responding to this RFQ will work with the project partners to expand upon the 60% restoration

² Anchor QEA. 2010. Initial Acquisition and Restoration Assessment of the Smith Ranch. Prepared for the Cities of Lacey, Olympia, and Yelm by Anchor QEA, under contract to WestWater Research, LLC. October 2010. City of Yelm Water Rights Mitigation Plan, February 2011 Update.

design (Confluence February 2015) to prepare 100% plans, specifications, and cost estimates (PS&E) to achieve the following goals:

1. Re-establish wetlands and reshape outlet channel around “Main” springs and re-establish wetland around “Small” Springs (Restoration Area 2).
2. Install live crib wall along the mainstem Deschutes River to stabilize eroding banks, arrest delivery of fine sediment into the river, and establish a riparian corridor for root cohesion (Restoration Area 3).
3. Re-establish high and low riparian plant density. The Salmon Enhancement Group will prepare planting plans to be included into designs (Restoration Area 4).

Scope of Services:

The following is a preliminary schedule of tasks. The consultant may propose modifications to this scope of work as deemed advantageous, prudent, or necessary, based upon experience and expertise. The final scope of work is subject to negotiation after the Cities select a consultant. Upon selection, the Cities will negotiate Tasks 1 through 4. The Cities may or may not negotiate Tasks 5 through 7 at a later date depending on performance, need and/or funding.

Task 1. Completion of Design Plans, Specifications, and Cost Estimates (PS&E)

Working with the Salmon Enhancement Group and the Cities the consultant will develop detailed plans, specifications, and cost estimates based upon knowledge of project objectives and the 60% design.

1.1 Draft 90% Plans

The consultant will prepare and provide the Salmon Enhancement Group and Cities with draft plan sets at the 90% design stage. The Salmon Enhancement Group will coordinate review of the draft 90% design with the Cities, consolidate comments, and provide consolidated comments to the consultant. The consultant shall incorporate comments into development of a draft 100% design set.

1.2 Prepare Contract Package

The consultant will develop final construction drawings and specifications adequate for receipt of bids. This should include a general plan for staging and sequencing of construction activities and required access, including methodologies for water diversion, fish exclusion, water management, and temporary erosion and sediment control measures. Specifications should comply with current Thurston County BMPs as well as the WSDOT Standards Specifications for Road, Bridge, and Municipal Construction.

The consultant will provide cost estimates for construction costs based on the above designs and sequencing. The costs estimates should be itemized and include cut, fill, import and export quantities for the proposed activities. The cost estimate should include a cost of construction estimate and a construction support estimate. The consultant will also include a proposed schedule and sequencing of projects to make the

most efficient use of equipment and staff mobilization and seasonal restrictions for work within waterways. The consultant will also develop responsibility criteria for the contractor.

1.3 Planting Plan

The Salmon Enhancement Group will develop a conceptual planting plan (including applicable Thurston County noxious weed controls) for the specific planting areas identified in Figure 7 (Anchor 2010). The consultant will review the planting plan and incorporate it into the 90% and 100% design submittals.

Deliverables:

1. 90% and 100% plan submittals at a minimum including the following sheets: a base map of existing conditions including 1ft topographic contours, wetland delineation, appropriate hydrologic data, general construction notes, erosion and sediment control notes, grading plan, plan and cross section view of proposed mitigation components, and site restoration and planting plan in 11X17 format electronically in .pdf and .dwg or similar format.
2. Technical specifications in the format used by the City of Olympia, which includes Divisions 2-9 of the WSDOT Standards Specifications for Road, Bridge, and Municipal Construction.
3. Itemized construction costs estimates in MS Excel format.

Assumptions: The Salmon Enhancement Group will coordinate review of deliverables and provide the consultant with a set of consolidated comments for revision of 90% PS&E materials to the 100% level for finalization of the bid package materials.

The Salmon Enhancement Group will provide the consultant with an Arc Geodatabase containing spatial data for the planting plan.

The consultant can assume that the design will meet the design standards outlined in Chapter 3 of the [Olympia Engineering Design and Development Standards](#).

Task 2: Permitting Assistance

The Salmon Enhancement Group will take lead in obtaining all local, state and federal permits needed for the project. However, the consultant will be expected to provide technical information about the design as needed.

Task 3: Site Visits and Meeting Attendance

The consultant will be expected to participate in two meetings with the Salmon Enhancement Group and the Cities not inclusive of any field days needed to complete the 100% design package.

1. 90% PS&E review meeting
2. 100% PS&E review meeting

Task 4: Bid Support

The consultant may be asked to support the bid process as needed. For example, assistance evaluating the experience qualifications of one or more bids may be needed.

Task 5: Construction Assistance

The consultant may be asked to provide coordination, submittal review, quality assurance, and/or quality control services during construction.

Task 6: Construction Project Management

The consultant may be asked to provide project management services, including such things as daily inspections and approval of change orders.

Task 7: Preparation of Record Drawings

The consultant will prepare all final as-built and record drawings.

Project Schedule:

The consultant shall be selected in October 2015. Work on this project is expected to begin immediately following award of contract. Projected deadlines for key deliverables include:

Key Deliverables	Deadline
Draft 90% plans, specifications and cost estimates	February 2016
Final 100% design package completed	July 2016

Consultant selection will be based on:

1. Firm's approach to quality control, project management and product delivery;
2. Previous project experience on similar types of work;
3. Previous riverine and wetland project experience, particularly on the Deschutes River;
4. Familiarity with WSDOT Standard Specifications;
5. Knowledge and expertise of individuals that will work on the project;
6. Readiness, availability, and familiarity with the project area; and
7. Response of references.

Contract Requirements:

Selection of a consultant will be based on materials submitted by the consultant and responses from references. A three-city approved Professional Service Agreement (PSA) will be used for consultant services to be provided to the Cities. A copy of the PSA may be requested for review. All prospective consultants are advised that the Equal Benefits Compliance Declaration

Form (Exhibit B) will be used on this contract. These contracts are subject to certification of equal benefits supplied to all employees.

If the Cities and the selected firm are unable to agree on the terms and conditions of the contract, the Cities will terminate negotiations and the next best qualified firm will be contacted for contract negotiation. The Cities reserves the right to award the contract in whole or in part if it is deemed in the Cities best interests.

Statement of Qualifications Requirements:

1. CONTENTS:

- Statements of Qualification should be submitted under company letterhead with the information required in this RFQ.
- Statements of Qualification shall be limited to **a total of six (6) two-sided pages** (excluding front and back covers and City of Olympia Equal Benefits Compliance Declaration Form).
- Four (4) hard copies and an electronic PDF file of the statements of qualifications shall be submitted.
- Statements of Qualification that exceed the maximum number of pages or have less than four (4) copies will be rejected.

2. COVER LETTER: The Cover Letter shall be addressed to:

Lance Winecka
Executive Director
South Puget Sound Salmon Enhancement Group
6700 Martin Way East Suite 112
Olympia, WA 98516

And at a minimum, the cover letter must contain:

- A letter of interest signed by the firm principal with a statement of availability to complete the work.
- Identification of Respondent, including name, address, and telephone number.
- Name, title, address, and telephone of contact person during period of qualification evaluation.
- Signature of a person authorized to bind Respondent to the terms of the qualifications.

3. QUALIFICATIONS, RELATED EXPERIENCE AND REFERENCES:

At a minimum, contain the following:

- General information about the company's experience, capabilities, and geographic service area.
- Demonstrated competence in the services to be provided;
- Qualifications and experience of the staff that would be actually assigned to the project. Work experience should be specific as to the individual's actual tasks performed on other projects;
- A demonstration of the Consultant's understanding of the project through an outline of their suggested approach to the project;
- Ability to meet the Cities requirements for project implementation upon execution of agreement;
- Identify sub-consultant(s) by firm name, address, and telephone number;
- Include three (3) references with the following information: the name of the current and previous clients with similar projects, scope of work provided, estimated project cost, and the name, address, and telephone number of the contact person.

4. EQUAL BENEFITS COMPLIANCE DECLARATION FORM:

Include confirmation that the proposal will comply with the City of Olympia Equal Benefits ordinance. (See Equal Benefits Compliance Declaration Review Form attached as Exhibit B to this RFQ).

TERMS AND CONDITIONS:

1. Proposers assume the risk of any delay in the mail. Whether sent by mail or by personal delivery, proposers assume responsibility for having the statement of qualifications deposited on time. All statements of qualifications received after the designated time stated will not be considered.
2. Any errors discovered after RFQ submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility to the respondents to assure that they have received the entire RFQ.
4. It shall be the responsibility of each respondent to call to the attention of the Salmon Enhancement Group any apparent discrepancy in the RFQ or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The Statement of Qualifications, as presented, shall remain valid for a period of ninety (90) days from the due date.
6. The Cities reserve the right to reject any and all Statements of Qualification, to waive minor irregularities in any proposal and to negotiate with any respondent.
7. The Cities reserve the right to request clarification of information submitted, and to request additional information from any respondent.

8. The Cities reserve the right to “revise” or “amend” the RFQ prior to the due date by “written addenda”.
9. The successful respondent will be required to sign a Contract with the Cities; **the Cities will not sign any company’s service agreement, contract or any other form of agreement.** The Cities reserve the right to extract certain language from a company’s agreement and incorporate it into a contract with the Cities, if mutually agreeable to all parties.
10. The contract resulting from acceptance of a statement of qualifications by the Cities shall be in a form supplied by the Cities, and shall reflect the specifications in this RFQ.
11. The insurance certificate required, as detailed herein, shall be submitted upon notification of award.
12. All Statements of Qualification submitted become the property of the Cities and are public record and subject to public disclosure upon request.
13. The successful respondent must comply with all Federal, State, and local statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
14. The Cities shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
15. **Washington State Law and Venue:** Any resulting contracts, (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts shall be brought in Thurston County, Washington.
16. All respondents shall obtain and shall produce, upon request, a Business License to do business in Thurston County prior to executing their contract with the Cities.

5. INSTRUCTIONS TO PROPOSERS:

The deadline for submission of qualifications is 5:00 p.m., Monday, October 5, 2015.

No faxed or electronic statements of qualification will be accepted.

Questions related to this RFQ shall be submitted in writing to Lance Winecka, SPSSEG Executive Director via email at lancew@spsseg.org. Questions via telephone will not be accepted. All questions to this RFQ must be received by Friday, September 25, 2015 at 5:00 p.m. Pacific Standard Time. Questions received after this date may not be answered. SPSSEG will advertise the RFQ in the Daily Journal of Commerce (DJC) and The Olympian.

Statements of Qualification must be sealed and plainly marked:

Request for Qualification – Deschutes River Property Project

Deliver or mail four (4) copies of the statement of qualifications and an electronic PDF file to:

Deschutes River Ranch Mitigation Project- Request For Qualifications

SPSSEG

Attn: Lance Winecka
6700 Martin Way East Suite 112
Olympia, WA 98516

Please do not contact the Cities or SPSSEG for status on the selection process during the review period.

References:

Anchor QEA. 2010. Initial Acquisition and Restoration Assessment of the Smith Ranch. Prepared for the Cities of Lacey, Olympia, and Yelm by Anchor QEA, under contract to WestWater Research, LLC. October 2010.

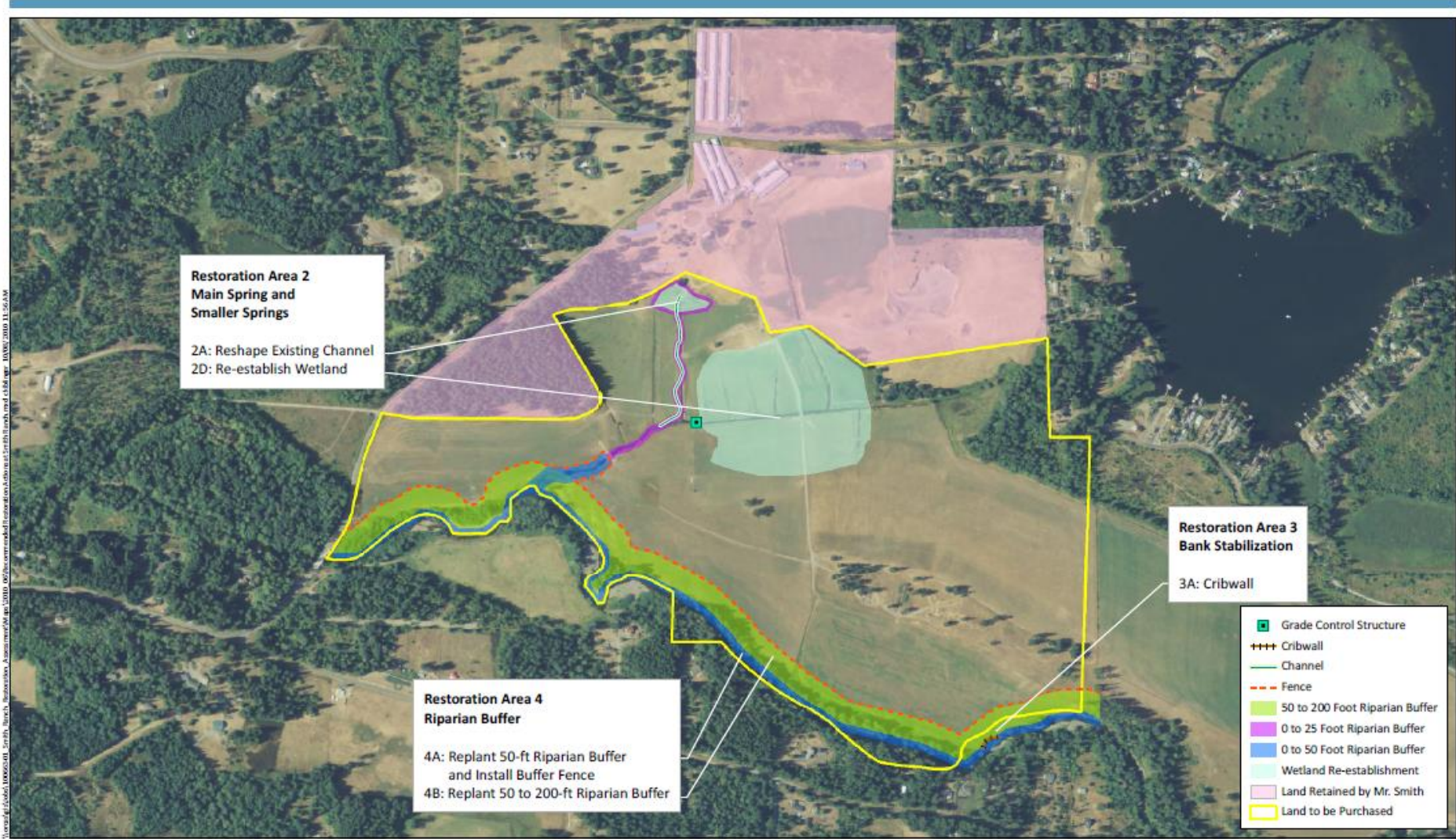
City of Lacey Comprehensive Water Rights Mitigation Plan, December 2010 Update.
http://www.ci.lacey.wa.us/Portals/0/docs/Public Works/water_resources/lacey_mitigation_plan_updated_dec_2010.pdf

City of Olympia and Nisqually Indian Tribe McAllister Wellfield Mitigation Plan, December 2010 (updated and resubmitted from September 2008).
<http://olympiawa.gov/city-utilities/drinking-water/~media/Files/PublicWorks/Water-Resources/McAllister%20Mitigation%20Plan%2012-2-10%20with%20cover.pdf>

City of Yelm Water Rights Mitigation Plan, February 2011 Update.
http://www.ci.yelm.wa.us/water_mitigation_plan/

Exhibits:

- A. Deschutes River Habitat Restoration 60% Design Set
- B. Equal Benefits Compliance Declaration Review Form
- C. Deschutes Habitat Restoration Project 60% Basis of Design Memo (Confluence Environmental and Natural Systems Design. February 13, 2015)



Aerial Photo: NAIP 2009.



Figure 7
Recommended Restoration Actions at Smith Ranch
Initial Acquisition and Restoration Assessment of the Smith Ranch