



CITY OF  
**MUKILTEO**

*Public Works Department*

**REQUEST FOR QUALIFICATIONS**

For Professional Consulting Services Related to the 2024 Stormwater Master Plan

***Deadline: Monday January 24, 2022 at 4:00PM***

***Purpose***

The City of Mukilteo is advertising a request for qualifications (RFQ) from qualified professionals or firms to assist with the development and writing of its Stormwater Master Plan. The selected firm/team must be able to provide a full support team which incorporates the services of engineering, survey design, public engagement, rate analysis, and other water resource services. The firm/team selected must demonstrate competence and qualifications related to the services performed.

***Background***

Mukilteo is a waterfront city on the eastern shore of Puget Sound. It hosts a vibrant community of 21,300 residents who live and play in 13 different drainage basins. The last Comprehensive Surface Water Management Plan was done in 2015 (2015 Plan). The city accomplished many of the goals set forth in the 2015 Plan, and now seeks to define the appropriate level of service for many programs established in that time period, as well as update its capital projects list to incorporate more recent findings.

The Stormwater Utility, a division of the Public Works Department, is responsible for the operation of the city's storm drainage system. The system consists of approximately 75 miles of pipe with 8" or greater diameter, 4,500 catch basins, and 260 publicly owned flow control or treatment facilities. The city is required to implement the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit requirements.

***Project Description***

The Stormwater Master Plan will guide future users to mitigate water quality impacts from stormwater runoff to sensitive environmental areas within the City's jurisdiction, and help city officials plan stormwater projects. In addition to the information developed through this contract, Mukilteo will work closely with the selected team to integrate several existing sources of material into the project, including but not limited to:

- a. The City of Mukilteo Comprehensive Plan  
<https://mukilteowa.gov/departments/planning-development/planning-long-range/comprehensive-plan/>
- b. The City of Mukilteo Municipal Code  
<https://www.codepublishing.com/WA/Mukilteo/>
- c. 2019-2024 NPDES Phase II Permit requirements
- d. 2019 *Stormwater Management Manual for Western Washington*
- e. 2015 *Comprehensive Surface Water Management Plan Update*
- f. 2019 *Mukilteo Development Standards* (to be amended in 2021)

- g. 2010 *Pre-Design Report - Smuggler's Gulch Stormwater Retrofit Study*
- h. 2013 *Mukilteo Watershed-Based Stormwater Strategies Plan*
- i. 2014 *Mukilteo Stormwater Retrofit Project Identification and Prioritization Report*
- j. 2015 *Pre-Design Report Mukilteo Watershed-Based Retrofit Plan*
- k. 2015 *Geomorphology & Critical Slope Evaluation TM*
- l. 2015 *Infiltration Feasibility Assessment*
- m. Results from "Stormwater Management Action Plan" (currently in process)

Items e. through l. are available via ShareFile at: <https://mukilteo.sharefile.com/d-sea5529643f744a69b24e13e764035b02>

### ***Statement of Need***

The Scope of Work will include, at a minimum, the following tasks:

1. Project Management
2. Define level of service (LOS) options for these business areas:
  - Capital projects
  - Community Stewardship, Education and Outreach
  - Customer Service / Technical Assistance
  - Engineering Development Services
  - Monitoring & Research
  - Operations & Maintenance
3. Develop and conduct a survey of Mukilteo residents to evaluate desired levels of service
4. Incorporate new information, including:
  - Newly identified capital projects: Projects will be developed that target capacity issues as well as those that target stormwater retrofits to address process impairments, with consideration and evaluation given to alternative projects, where warranted. An estimate will be provided for each project that includes permitting, planning, engineering, construction, and long term operation and maintenance costs.
  - Findings of the NPDES Phase II Permit-required, Stormwater Management Action Program Plan (SMAP); currently in progress.
  - Potential retrofits identified in SMAP
  - Develop framework for CIP, small works, and aging infrastructure
  - City's new pipe inspection and asset management program objectives
  - Environmental Justice tools for overburdened communities
5. Evaluate need, staffing capacity, & cost estimates for asset management and/or work order software
6. Develop plans for:
  - Asset management for stormwater outfalls on geologic sensitive areas

- Maintenance approach to all publicly owned dual purpose stormwater ponds/wetlands. Identify inventory, regulatory requirements and pursue ongoing maintenance HPA.
7. Conduct staffing capacity analysis and evaluate utility staffing structure
  8. Conduct cost analysis, rate study, and funding strategy to meet the defined Levels of Service
  9. Write the Stormwater Management Plan and support staff in its adoption. Support staff in adoption of plan and any necessary supporting policies, including public outreach and meetings. The project will include a public outreach effort to solicit participation in a citizen advisory committee as well as a community survey that identifies their needs and preferred level of service. The public will be provided an on-going opportunity to provide input and comment up to the adoption of the final Plan. This task provides the analysis descriptions, data documents, list of projects, alternatives and risks associated with them, various materials, exhibits, and other needed information to inform the public through public meetings, newsletters, websites, etc.
  10. Potential additional scope, depending on cost estimates, includes field work to verify up to three sub-basin boundaries for accurate mapping; evaluation of existing outfalls on slopes; determining maintenance approach for specific dual purpose stormwater ponds.

***Project Schedule***

The schedules below, except the deadline for the RFQ Submittals, is tentative and may change based on the number of RFQ’s submitted.

***Selection Process Schedule***

<b>Date</b>	<b>Task</b>
January 24, 2022, 4:00PM	Deadline for RFQ Submittals (electronic only)
January 31, 2022	Selection by City of short list firms to interview (if necessary)
February 9, 2022	Interviews and reference checks
February 11, 2022	Contractor selection and contract negotiation
February 23, 2022	Contract complete
March 7, 2022	City Council contract acceptance
March 9, 2022	Notice to proceed

***Anticipated Project Schedule***

<b>Date of Completion</b>	<b>Task</b>
March 9, 2022	Notice to proceed
Ongoing	Project Management
March-August 2022	Develop Level of Service (LOS) Metrics
September - November 2022	Complete resident survey
December 2022 – February 2023	Capital projects evaluation
August 2022 – February 2023	Develop plans for new projects

January 2023 – June 2023	Complete staffing analysis, cost analysis and rate study for desired LOS
January 2023 – June 2023	Identify necessary supporting policies
January 2023 – December 2023	Write the Stormwater Management Plan
No later than December 30, 2023	Adoption of Stormwater Management Plan & associated policies

**Submittal Requirements**

Submittals are due **no later than Monday, January 24, 2022, 4:00 PM PT.**

If you, or your team, wish to be considered for this RFQ, you must be a registered consultant on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>) as of the RFQ submittal deadline.

If interested in responding to this RFQ, you must submit all response materials to Jennifer Adams, Surface Water Programs Manager, at [jadams@mukilteowa.gov](mailto:jadams@mukilteowa.gov). For your records, the City will provide an email confirming receipt of your interest in the proposal. All submittals received after 4:00 pm local time on January 24 , 2022, **and** all hard/paper copy submittals will be disregarded.

Your email shall include a project-specific RFQ, **not to exceed ten (10) pages** in length (ten single-sided or five double-sided), with no smaller than 10 point font. The committee will evaluate only these submitted items against the Selection Criteria.

**Your proposal shall:**

- Be limited to single spaced, 8 1/2” by 11” typewritten pages (min. 10-point font),
- Be no more than 10 pages, excluding resumes,
- Follow the format of Items A through C below, and
- The content shall be adhered to by each firm and presented in the following order

**A. Staffing Approach (Page Limit: 1)**

1. Project Organization and Staffing. Include:
  - a. Firm name as listed on the MRSC website, and link to the firm’s website;
  - b. Main point of contact for RFQ;
  - c. List any subcontractors and describe their role;
  - d. Organization chart showing all proposed team members and responsibilities of each person, including subcontractors;
  - e. Identify the Project Director and/or Project Manager and the key contact person during the project;
  - f. Resumes of no more than 1/2 page per staff may be included in addition to the 1 page limit.

**B. Related Project Experience / References (Page Limit: 1 per project; 1 additional page for survey sample in m. below)**

1. Respondent’s Experience: Provide between three (3) and five (5) similar Stormwater Comprehensive Management Plan projects, whether ongoing or completed within last 5 years that demonstrate experience and performance on similar projects. For each project provide:
  - g. Project title
  - h. Contracting Entity

- i. Year started and year completed
  - j. Name, phone number, and email of contact who oversaw the project
  - k. Provide brief description of the project
  - l. Note if the project was completed on time and within original budget. If not, briefly explain circumstances and resolution
  - m. Provide example of survey questions used in the past to gain public input on level of service, priorities, or similar topics
- C. **Expertise of Project Team** (Page Limit: 3 pages): Provide evidence of experience in the services specified in the Scope of Work. The experience listed must be that which was performed by the respondent's staff and/or team's staff that will be assigned to this project. The City will be focusing on the experience required to develop stormwater comprehensive planning, including developing levels of service, developing citizen surveys, managing extensive community engagement, scoping capital projects, proposing policies, and writing a clear and concise final document. Specifically address these topics:
1. Technical Expertise
    - Successful experience in evaluating complicated water hydrology and capital projects
    - Experience in meeting NPDES permit requirements, especially as they relate to SMAP and incorporating those findings into long range plans
    - Familiarity with local geologic and other environmental conditions
    - Demonstrated ability to evaluate and develop stormwater capital projects, with associated planning level costs
  2. Public Engagement
    - Ability to design and implement meaningful surveys to gauge public priorities
    - Strong public facilitation skills which have resulted in successfully adopted Stormwater Management Plans
    - Demonstrated ability to communicate and work effectively with the public, staff, and regulatory agencies
  3. Utility Levels of Service and Funding Strategies
    - Demonstrated ability to define and evaluate cost associated with levels of service
    - Demonstrated ability to develop a rate study that supports the defined level of service
  4. Project Management
    - Ability to respond to unexpected as well as regularly scheduled requests with minimal delay
    - Ability to apply creative solutions to complicated projects. Give one specific example.
    - Understanding the needs of a smaller jurisdiction. Give one specific example.

## RFQ Evaluation and Selection Criteria

City personnel will evaluate and rate the submittals using the following criteria:

<b>Criteria</b>	<b>Points</b>
Staffing Approach	Maximum 20 Points
Related Project Experience	Maximum 20 Points

Ability to Deliver on Time and on Budget	Maximum 10 Points
Expertise of Project Team	Maximum 40 Points
Responsiveness to this RFQ	Maximum 10 Points
<b>Maximum Points</b>	<b>Maximum Points 100</b>

Upon completion of the evaluations, the City will determine the most qualified individual or firm based on all materials and information presented. If a determination cannot be made from the submittals, we will invite 3 to 4 teams to interview for the project. Additional information regarding the interview process will follow the selection process. After selection, the City will begin the negotiations for an agreement with the selected individual or firm. (A template contract form is attached to this RFQ).

Any individual or firm failing to submit information in accordance with the procedures set forth in the RFQ 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 by mail by the City as soon as practical.

***Inquiries***

Direct all inquiries regarding this request for proposals to Jennifer Adams, Surface Water Programs Manager at 425.263.8083 or [jadams@mukilteowa.gov](mailto:jadams@mukilteowa.gov). Inquiries will be accepted until 5:00pm January 17, 2022. Responses to inquiries will be posted on the City website at: <https://mukilteowa.gov/departments/public-works/surface-water/programs-and-planning/by> 5:00 pm January 19, 2022.

***Equal Employment Opportunity***

The City of Mukilteo in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

The City of Mukilteo encourages disadvantaged, minority, and women owned consultant firms to apply.

***Reservations***

The City of Mukilteo reserves the right to reject any and all RFQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Mukilteo to pay any costs incurred by respondents in the preparation and submission of a RFQ. This solicitation does not obligate the City of Mukilteo to accept or contract for any expressed or implied services. Furthermore, the City of Mukilteo reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.