

**CITY OF CAMAS
NOTICE TO CONSULTANTS FOR
343 ZONE RESERVOIR SITING ANALYSIS
REQUEST FOR QUALIFICATIONS**

The City of Camas solicits interest from consulting firms with expertise in Civil Engineering related to water system planning, booster station and reservoir design, land-use and environmental permitting, and construction management. Work for this project is anticipated to consist of two primary tasks: a review of the City's pressure zones, hydraulic model and need for a new reservoir to serve the "343 pressure zone", including using a new reservoir as a control point for the City's Washougal Wellfield; and , identification of potential sites for future design and construction including development of evaluation criteria, costs and other relevant data necessary for the City to make a decision to begin acquisition of property. The City is looking for specific experience in past reservoir siting analyses, water master planning, and the ability to work on complicated water systems.

PROJECT DESCRIPTION

The City of Camas has budgeted water funds to complete this project. The City desires to start the project in 2021 with completion in 2022. The current Water System Plan was completed in 2019 and available on the City's website for review at <https://www.cityofcamas.us/publicworks>.

The Camas water system includes five main pressure zones and 18 sub-zones as identified in the 2019 Water System Plan. Additionally, the system consists of 10 wells, a slow sand treatment plant, 7 existing reservoirs and 68 pressure reducing valves. The 343 zone is unique in that customers are not served directly from the zone. Customers receive water from subzones that include the 343 Downtown zone fed from the Butler Reservoir and 343 Upper zone, also known as the Cemetery zone. The Upper (Cemetery) zone is supplied from reservoirs in the 455 zone located on Lower Prune Hill. The City is looking to site and eventually build a new reservoir in the 343 zone that will, among other needs, be more efficient than the current system, potentially reduce the high water pressures in downtown, and provide a more effective solution for supplying fire flow demands.

Acquisition of a new reservoir site, design and construction would all be future phases and contracted separately from this effort.

SUBCONSULTANTS

The City of Camas uses S&B Inc. for all operational controls including our SCADA system.

SUBMITTAL CRITERIA

These instructions were developed to aid consultants in development of their statement of qualifications (SOQ). They also provide for a structured format so reviewers can systematically evaluate several responses. Each copy of the response package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each response shall include:

1. Cover Letter
This letter should designate the individual authorized to represent the proposing consultant regarding this Request for Qualifications (RFQ) and should summarize the key points of the RFQ.
2. Project Approach
Describe the project team's approach to analyze the existing system under current and future demand scenarios, including any use of or updates to the City's existing hydraulic model and methods of leading the City through a review of potential sites for future Reservoir construction. Describe the firm's understanding of the requirements, what the major issues specific to the project will be, and a listing of the major tasks that will be performed, and the approach to perform the tasks.
3. Project Team
Describe each team member's role and directly-relevant experience including an organizational chart.
4. Relevant Project Experience and References
Clearly indicate the firm's experience in water system planning and experience in working collaboratively with a client's staff. The firm's experience must also include hydraulic modeling of complex water systems including booster pump stations, PRVs and reservoir systems. Experience and references must include other comprehensive water planning similar to the proposed project, including a brief summary of the work performed including size and general description of other client's system planning, with client name, address, contact person, and telephone number. Experience and references should also include any relevant project experience.

Evaluation Criteria

1. Project Understanding and Approach - 30%
Apparent understanding of the tasks required to complete the project and the skills and expertise needed to perform the tasks.
2. Relevant Experience - 60%
Experience and qualifications of the primary people assigned to the project in performing similar work; demonstrated abilities in the individuals assigned roles;

education, training and credentials. Consultant's relevant experience with similar sized projects and level of complexity.

3. Other Factors - 10%

Reputation of firm, past experience of firm, sample work as described above, references, proximity, availability, responsiveness, quality/accuracy of RFQ and other factors that the reviewers consider relevant.

Consultants are encouraged to submit their statements in the format and order of the above listed submittal criteria. Please limit the size of submittals, including tables of contents, appendices, illustrations, charts, graphs, cover letters, and any other information to 12 pages or up to 6 double-sided sheets with text no smaller than size 10 font on 8 ½" x 11" paper. Two additional 11"x 17" single-sided sheets are allowed as part of submittal.

Please do not submit cost proposals at this time.

Please submit FOUR identical copies of your Statement of Qualifications and one electronic copy of the SOQ and example documents on a thumb drive to: City of Camas, attention: Sam Adams, Utilities Manager, (site address) 616 NE 4th Avenue, Camas, WA 98607, by September 30, 2021, no later than 11:00 AM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Sam Adams at sadams@cityofcamas.us or 360-817-7003.

ANTICIPATED SCHEDULE

SOQ Due Date: September 30, 2021

City Review of SOQs: October 1 to October 15, 2021

Notice of Consultant Selection: October 22, 2021

*Interviews are not anticipated in this process; however, consultants will be contacted as needed.

MISCELLANEOUS

The City encourages disadvantaged, minority, and women-owned consultant firms to respond.

Civil Rights Act

The Recipient, 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 ensure 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.

Indemnification:

The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Contract and Insurance Requirements:

The Contractor shall obtain and keep in force the following policies of insurance, unless otherwise indicated in the bid documents. Automobile Liability of \$1,000,000 covering all owned, non-owned, hired, and leased vehicles; Commercial General Liability of \$2,000,000 single limit and \$2,000,000 aggregate; and, if applicable, Professional Liability insurance of \$1,000,000.

Exceptions to Standard Contract Language

The City of Camas intends to utilize its standard Professional Services Agreement for this project. A copy of this agreement is included with this request for qualifications. Each firm must affirm in its response that the terms and conditions of the Agreement are acceptable, or if the firm takes exception to any of the proposed language in the Agreement. The firm must specifically describe the reasons for the exceptions and propose alternative language for review and consideration by the City.

Documents

A copy of the complete SOQ, Amendments, and other documents will be posted to the City's web site at <https://www.cityofcamas.us/rfps> as they become available. The posting will include the following documents:

- City of Camas Professional Services Agreement form (for evaluation to determine company's ability to meet content)
- Supplemental response materials and responses to SOQ questions

It is the sole responsibility of the SOQ responder to monitor this web page for any SOQ amendments and additional relevant material.

Consulting firm must not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State or Federal department or agency.

Persons may request this information be prepared and supplied in alternate forms by calling collect 360-834-6864.

Public Records:

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Distribution of condensed Request for Qualifications

: City of Camas Professional Services Roster
Camas-Washougal Post-Record
Oregon Daily Journal of Commerce
Office of Minority and Women's Business Enterprise