



THE CITY OF RIDGEFIELD

230 Pioneer Street | P.O. Box 608 | Ridgefield, WA 98642

Request for Proposals Downtown Stormwater Enhancements

Introduction

The City of Ridgefield's 2018 Ridgefield Stormwater Management Plan identified seven capital projects in the downtown core of Ridgefield. This area of the City is comprised of older development that was built prior to modern stormwater treatment requirements. The storm sewer in this area of the City discharges, without treatment, directly to Gee Creek and Lake River, both of which feed the Columbia River. In 2019 the City received a Public Works Trust Fund loan for the design and permitting of these projects. Once completed these projects will reduce pollutants discharged to surface waters, and will reduce flooding and drainage issues that have the potential to damage property or pose a safety risk.

Project Description

The selected firm will complete the survey, design and permitting of seven stormwater projects in the downtown area of Ridgefield identified on the City's Stormwater Management Plan. The Stormwater Management Plan can be found on the City's website under Departments -> Public Works-> Stormwater Service, or at [https://ridgefieldwa.us/wp-content/uploads/Ridgefield Revised Comprehensive Stormwater Management Plan 2018-FINAL compressed.pdf](https://ridgefieldwa.us/wp-content/uploads/Ridgefield_Revised_Comprehensive_Stormwater_Management_Plan_2018-FINAL_compressed.pdf)

The projects to be designed are listed as 4, 5, 7, 8, 9, 10 and 11 starting on page 215 of the Stormwater Management Plan.

Anticipated Scope of Work

- Project kick-off with City and design staff
- Natural resources review of project sites
- Site assessment and staking of any critical areas identified
- Survey of project sites
- Basin analysis and Stormwater report for each project
- 50%, 90% and final project plans and cost estimates for each project
- Permitting for any critical area impacts identified
- Targeted Public Outreach of impacted/adjacent property owners for each project

Project Schedule

Project kickoff will commence in March of 2020. Initial design and public outreach is targeted for summer of 2020 and the final designs are anticipated to be completed by December of 2020.

Submittal Requirements

Submittals should include the following information: Firm name, phone and fax numbers, and email address; Name of Principal-in-Charge, Project Manager and key personnel proposed for this project. Please limit submittals to no more than 5 double sided pages, plus two 11X17 pages for graphics or exhibits if desired, excluding the front and back covers and resumes of key personnel.



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Submittals will be evaluated and ranked based on the following criteria:

- 1) Key available personnel: Identify the project prime consultant and all sub-consultants including a one-page resume for each; organizational chart; roles and responsibilities of key personnel who will actually perform the anticipated duties= 20%;
- 2) Firm/team engineering experience: Identify three (3) similar project the firm/team has participated in = 20%;
- 3) Ability to meet schedule: provide a preliminary timeline = 10%;
- 4) Approach to project = 30%;
- 5) Familiarity with relevant standards and permitting= 10%;
- 6) Past performances/references (minimum of 3) = 10%.

Interviews of respondents may be conducted at the City's discretion.

Respondents shall submit three (3) paper copies and one electronic copy of the RFP by 4:00 pm on February 5, 2020. Submittals received after the 4:00 PM deadline will be rejected. Respondents shall submit materials by mail or hand delivery to:

Bryan Kast, Public Works Director
230 Pioneer Street (City Hall)
PO Box 608
Ridgefield, WA 98642
360.857.5023 – bryan.kast@ci.ridgefield.wa.us

Americans with Disabilities Act (ADA) Information

The City of Ridgefield in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Brenda Howell at brenda.howell@ci.ridgefield.wa.us or by calling collect (360)857-5022.

Title VI Statement

The City of Ridgefield 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."

Dates of publication in the: January 13, 2020 and January 22, 2020 (Daily Journal of Commerce), January 13, 2020 and January 21, 2020(Columbian, Office of Minority and Women's Business Enterprises (OMWBE)).