

Southwest Suburban Sewer District



Request for Proposal Comprehensive Sewer Plan Update

Project Description: Southwest Suburban Sewer District (District) is seeking written Request for Qualifications (RFQ) from the District's Engineering Roster interested in providing professional engineering services to the District for completing an update of the Comprehensive Sewer Plan. Minimum Statement of Qualifications (SOQ) information required:

- General statement of the understanding of the scope of the work and the sewage collection and treatment issues facing the District.
- The approach for the project and for developing a sewer collection model and training District staff in its use.
- The firm's experience in the preparation of a Comprehensive Sewer System Master Plan that includes wastewater treatment plants.
- The experience of the proposal project manager and individuals who will be working on the preparation of the plan.
- A proposed task list and level of effort for each task.
- A draft schedule for the preparation of the plan.
- Project Management Plan- approach to managing and completing the project.
- Detailed project communication plan.

Submittals shall be 25 pages or less of 11- point font, including any resumes and cover letters. Eight (8) copies of the submittal shall be delivered or mailed to the District , Attn: Ron Hall, District Manager. Any questions should also be directed to Ron Hall, at (206) 244-9575.

The District's 2006 Comprehensive Sewer Plan is available upon request.

Project Title: SWSSD 2010 Comprehensive Sewer Plan

Qualifications Due: 4:00 p.m., Tuesday, August 19th, 2010

Any firm failing to submit information in accordance with the procedures set forth in the SOQ may not be considered responsive and may therefore be subject to disqualification by the District.

Request for Qualifications
Professional Services for the Update to Southwest Suburban Sewer
District's Comprehensive Sewer Plan.

July 6th, 2010

Introduction:

A. The RFQ outlines the information necessary to understand the consultant selection process and the required documentation a Proposer must submit. After reviewing the RFQ, any firm that determines it has the necessary expertise, experience and could successfully perform the required services may submit a Submittal, addressing the items set forth herein. A general overview of the selection process is as follows:

- I. Proposers shall deliver the Submittal to the District no later than 4:00 p.m., Tuesday, August 19th, 2010, after which time they will be reviewed and evaluated. The Submittal shall be delivered to :

Southwest Suburban Sewer District
421 SW Ambaum Blvd.
Burien, WA 98166
Attn: Ron Hall, General Manager

- II. The District may, at its option, contact a Proposer and ask clarifying questions concerning the Proposer's Submittal.
- III. At the District's option, the District may conduct interviews with Proposers qualifying as finalist.

B. The purpose of the RFQ is to obtain a qualified consultant or consultants to provide professional services to update the District's Comprehensive Sewer System Plan for the District's service area. The work will conform to the applicable sections of Chapter 173-240 Washington Administrative Code (WAC) and as further detailed in the Washington State Department of Ecology (DOE) document "Criteria for Sewage Works Design". At a minimum the Plan shall address the following:

- I. General description of the location of the existing treatment and disposal facilities, local service areas and the collection system to serve those areas.
- II. Detailed "as-is" condition of the existing collection system, treatment plants, and disposal facilities.
- III. Develop an interactive Sewer Model for the use by the District to evaluate the capacity and to recommend improvements to the existing sewer system, 8 inch lines and larger.
- IV. Address growth as identified in the current update of the King County Comprehensive Plan.

- V. Identify and evaluate future needs for facilities and services, compliance with existing or new regulations, population growth, water quality problems, flow projections, etc.
- VI. Capitol Facilities Plan - Identify, quantify and prioritize major capital needs over a twenty year planning cycle.
- VII. Financing and Implementation Plan

Project Background

The District is a special purpose district, which is responsible for providing sanitary sewer service to areas within southwestern King County. The District is bounded to the north by the City of Seattle, on the west by Puget Sound, on the south by the City of Des Moines and on the east by the City of SeaTac. The District provides sewer service to the Cities of Burien & Normandy Park, as well as portions of the Cities of Des Moines, SeaTac and Seattle, and areas of unincorporated King County.

The District last completed and adopted a Sanitary Sewer Comprehensive Plan in 2006. A copy of the Comprehensive Sewer Plan Update is available upon request.

Procurement Process

A. General Information

- I. Compliance with Legal Requirements.
 - The procurement of these consultant services will be in accordance with applicable District, federal, state and local laws, regulations and procedures. The District reserves the right to reject any and all Submittals received. Any Proposer failing to submit information in accordance with the procedures set forth herein may not be considered responsive and may therefore subject to disqualification by the District.
 - In accordance with the provisions of this RFQ, the District will evaluate the Submittals. The final selection, if any, will be that Consultant which, in the opinion of the District, best meets the requirements set forth in the RFQ and is determined to be the most highly qualified.
- II. Clear and Concise Submittal. Proposers are discouraged from submitting lengthy Submittals. The District requests that Submittals be concise and clearly written containing only essential information.
- III. Cost Borne by Proposers. All cost incurred in the preparation of a Submittal and participation in this RFQ and negotiations process shall be borne by the proposing firms.
- IV. Public Disclosure. Once in the District's possession, Submittals shall become property of the District and considered public documents under applicable Washington State law. All documentation that is provided to the District may be

subject to disclosure in accordance with Washington State public disclosure laws.

B. Schedule

- I. Anticipated Schedule. The selection process is anticipated to proceed as outlined below:

<u>Date</u>	<u>Selection Process</u>
July 7th, 2010	Announcement of the RFQ
August 19th, 2010	Submittals Due (4:00 p.m.)
September 7th, 2010	Select Finalists
September 9th, 2010	Interview, if necessary
September 21st, 2010	Identify the recommended consultant to the SWSSD Board of Commissioners and obtain authorization to move forward with contract negotiations with the recommended consultant.

- II. Notification. The District will notify appropriate firms of changes in the RFQ and Notice of Selection.
- III. Addenda. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided to all firms still under consideration at the time the addendum is issued. If any firm has reason to doubt whether the District is aware of the firm’s interest, it is the responsibility of the firm to notify the District to be sure the addenda are received. Mail or call such notice to Ron Hall, General Manager.

C. Negotiations

- I. At the completion of the selection process, the selected Proposer will enter into contract negotiations with the District. Negotiations of a contract will be in conformance with applicable federal, state and local laws, regulations and procedures. The negotiated cost and pricing data, once agreed to by the District and the Consultant, shall form the basis for a billing/payment provision.
- II. At the beginning of negotiations the selected Proposer and District shall meet to establish a Negotiation Schedule. Negotiations shall begin with Scope of Work (SOW) identified in the Qualifications Statement and the Work Plan Level of Effort (LOE) submitted by the selected Proposer. A Project Schedule shall accompany all revisions to the SOW and LOE. The SOW, LOE and Project Schedule should be interrelated and identify tasks and subtasks by the same number.

- III. If the District and selected Proposer cannot come to terms on LOE and SOW after three (3) revisions, demonstrates and inability to the SOW and LOE, the District may discontinue negotiations and go to the next highest ranked Proposer. Failure to reach agreement after three (3) revisions demonstrates an inability to reach agreement within a reasonable timeframe.

D. Cost and Pricing Data

- I. The selected consultant shall provide the following information within five (5) business days after Notice of Selection has been received. Failure to provide such information in a timely manner may result in the District determining to discontinue negotiations with the selected Proposer and start negotiations with the next highest ranked Proposer.
- **Direct Salaries.** Selected consultant and its sub-consultants shall submit the following information:
 - List of employees, in alphabetical order (last name first), with job classification, rate of pay, and salary review date.
 - **Overhead Rates.** Selected Consultant and its sub-consultants shall provide the following information:
 - Provide current audited overhead schedule, audit report, and cost detail by general ledger account.
 - Provide a listing of personnel who will perform work on this Project whose salaries, in full or in part, are included in overhead for the current and the previous year. For each person, identify his or her title, classification, position in company and salary rate.
 - **Other Direct Cost.**
 - Identify all Other Direct Cost(s) (ODC) for this project and the rationale used as a basis for this cost.
 - For each ODC, provide the unit prices and/or rates with supporting rationale, historical data and estimating methodology used to validate these rates.
 - Failure to identify ODC results in a presumption that there are no ODC.
 - **Profit.** Selected Consultant and its sub-consultants shall provide the following:
 - Proposed profit;
 - Rational and justification for the proposed profit rate.
 - **Markup on Sub-consultant Costs and ODC.** Selected consultant and its sub-consultants shall provide the following:
 - Proposed markup on sub-consultant costs and ODC.
 - Rationale and justification for the proposed markups.

Evaluation and Selection Criteria

A. Experience and Technical Competence

40 Points

The District will evaluate the experience and technical competence of the Proposer's Project Team to complete the Comprehensive Sewer Plan. The District will also evaluate the overall organization of the Project Team. Emphasis will be placed on recent experience and expertise in performing the required services on projects with a scope of work similar in size and complexity to this Project.

B. Work Plan/Level of Effort (LOE)

30 Points

The District will evaluate the proposed Work Plan/Level of Effort (LOE) to determine the Proposer's understanding of the scope of work, allocation of skilled personnel to specified tasks, appropriate utilization of sub-consultants, and overall project approach.

- The Work Plan/LOE is an opportunity for the Proposer to demonstrate its understanding of scope and propose ideas for the Project.
- Be certain to identify any proposed changes to the scope by adding or subtracting tasks.

C. Record of Past Performance & Project Examples

30 Points

- I. The District will evaluate the Project Team's record of performance on previous projects with consideration given to quality of work, ability to meet schedules and budget, cooperation, responsiveness, and other managerial considerations.
- II. The District will evaluate the Project Examples provided with respect to the Proposer's experience with similar projects and the amount of involvement the Project Team members had with the Project Examples. The Project Examples provided should demonstrate the Project Team members' experience in providing service similar in scope to this project.

D. Interviews

50 Points Possible

- I. The District may or may not conduct an interview. If the District determines that interviews are necessary, the District will conduct interviews with the short listed Proposers (finalists).
- II. Proposers will be notified in writing of the request and provided the date, place, and time of the interview. The interview process may or may not include a Consultant presentation and the Consultant will not be given questions to prepare for in advance of the interview. The District may choose to use different criteria for the interview, in which case the Finalist will be so notified in writing.