



Final for Release

**Clark Regional Wastewater District
REQUEST FOR PROPOSALS (RFP) #2020-Alliance-01
Release Date: May 6, 2020**

Clark Regional Wastewater District, as Administrative Lead for Discovery Clean Water Alliance, seeks qualified firms for the following Program Elements:

**Discovery Clean Water Alliance
Consultant Support Services for 2021-2026**

- Alliance Program Element 1: Existing and Emerging Regulatory Support**
- Alliance Program Element 2: Asset Management Program Support**
- Alliance Program Element 3: Operator Engineering Support**
- Alliance Program Element 4: Capital Plan and Capital Program Support**
- Alliance Program Element 5: Capital Project Delivery Services**
- Alliance Program Element 6: Final Design and Construction Services for Phase 5B: Package 2 - SCTP Capacity Increase Project**

Proposers may submit a Proposal for any individual Program Element or any combination of Program Elements within a single Proposal document. Proposers must provide a complete submittal for all services contemplated within an individual Program Element. Proposals for a partial Program Element will be considered non-responsive. Individual Program Element Proposals will be independently evaluated and awarded.

PROPOSALS DUE: July 2, 2020, by 2:00 PM

Proposal(s) shall be named with the RFP Number. Submit one (1) PDF electronic copy of the Proposal, print-ready (maximum size 35 MB), to:

Contact Individual:

Dale Lough, P.E.
Alliance Capital Program Manager
Clark Regional Wastewater District
8000 NE 52nd Court
Vancouver, WA 98665

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Attachments

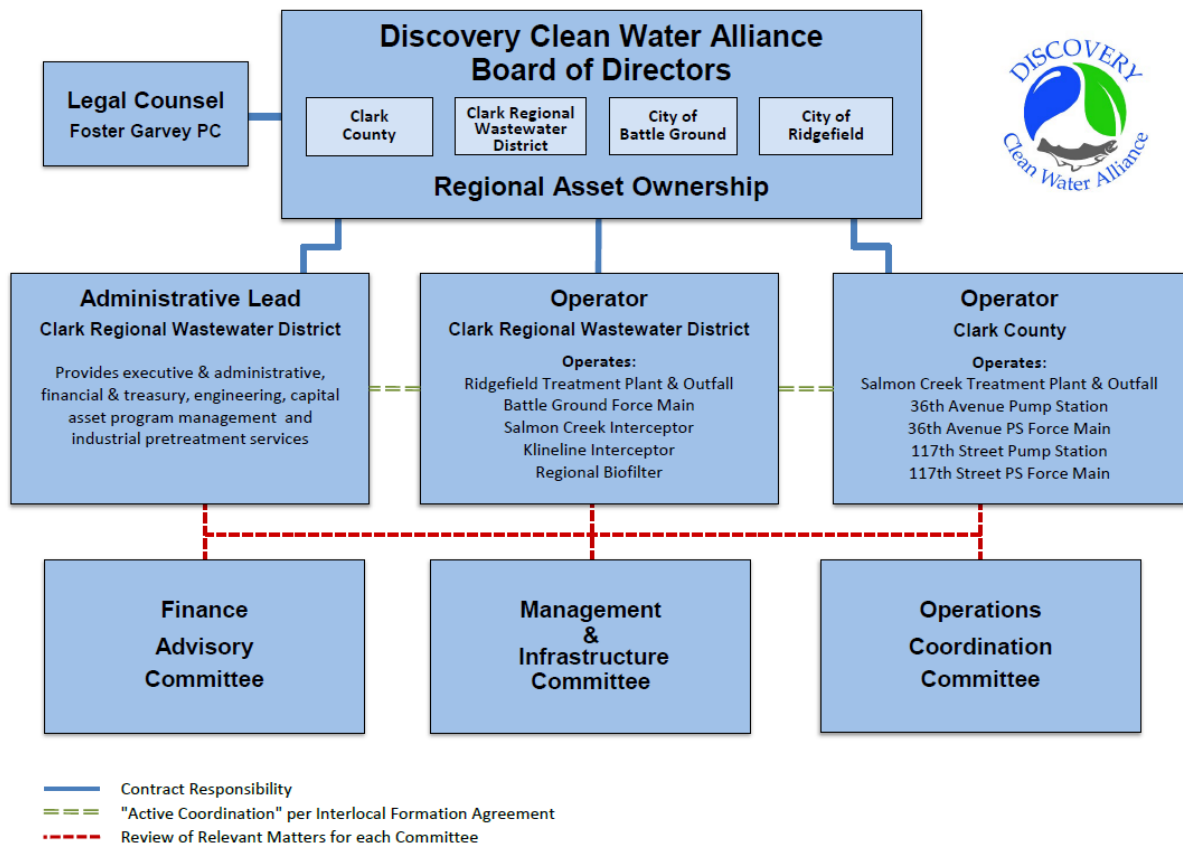
Attachment A – Proposal Summary Form

1.0 Introduction

1.1 Background and Purpose

Alliance History and Formation. The Discovery Clean Water Alliance (Alliance) is a regional wastewater transmission and treatment utility providing services to its four Member agencies in Clark County, Washington. Member agencies include the City of Battle Ground, Clark County (County), the City of Ridgefield and the Clark Regional Wastewater District (District). The Alliance was legally formed in 2013 after a period of study and evaluation to determine the most appropriate framework for delivery of regional wastewater services. The figure below depicts the Alliance Corporate and Functional Structure and additional background information on the Alliance is provided on the Alliance website (www.discoverycwa.org). In addition, detailed information about the Alliance’s background, assets, etc., can be found in the Alliance 2018 Capital Plan, which is listed as a Support Document in Section 3.7 of this RFP and is available for download on the Alliance website.

Alliance Corporate and Functional Structure



District Role as Administrative Lead. The District is contracted to provide Administrative Lead services to the Alliance. The Administrative Lead services include executive and administrative services, finance and treasury services and

engineering services. The engineering services responsibility includes, in part, the work to continually develop and maintain the Alliance Capital Plan and to deliver all individual Alliance capital projects with a value greater than a threshold established with each plan (this threshold amount will be \$64,000 for the 2020 plan).

The District will provide for its capital program responsibilities with a combination of District staff involvement and professional engineering services procured through this Request for Proposals (RFP) process. All contracts for this work will be approved by the District Board of Commissioners, after appropriate notification to the Alliance Board of Directors and/or Alliance Standing Committees. As indicated in the figure on the previous page, Foster Garvey will provide legal services for the Alliance under the existing agreement structure. Proposers do not need to provide legal services as part of the response to this RFP.

Alliance Capital Plan. The Capital Plan presents the plan for the Alliance to meet its infrastructure obligations to its Members for regional wastewater transmission and treatment services. These services are delivered by maintaining existing Regional Assets and through construction of new Regional Assets. In terms of existing Regional Assets, the Capital Plan depicts the repair and replacement (R&R) work needed to keep the assets in good working order. With respect to new Regional Assets, the Capital Plan establishes the infrastructure investments needed to address system capacity, new regulatory obligations or new level-of-service commitments. The Capital Plan presents all known near-term and long-term infrastructure project needs for the Alliance in the format of a 2-year, 6-year and 20-year plan.

The first Capital Plan was developed in 2014 to address 2015-2016 biennium needs with subsequent plans produced in 2016 and 2018. The 2020 Capital Plan is currently under development to support 2021-2022 biennium needs. Each plan has provided programmatic advancements as the Alliance works towards a fully sustaining capital infrastructure management program. An example of the programmatic advancement is the development of a condition and criticality assessment process for the two regional pump stations and two regional treatment plants in the 2018 Capital Plan. This process provides the tools to assign scores for risk of failure and consequence of failure for individual components. These scores facilitate a prioritized list of needs to address in the Capital Plan.

Alliance Infrastructure Management Program Approach. Consultant support has been essential for the development of the Capital Plan work and continued support is required in the future. Several system-wide assessments (facilities, control systems, regional transmission risk and reliability, gates and actuators, etc.) are contemplated for the 2021-2022 biennium which will involve consultant support. The asset management program is in the early stages of development and consultant support is needed to advance certain focus areas. Consultant input and perspective on the current and future regulatory/financial climate is needed to ensure the capital program appropriately contemplates future requirements. These support needs are more fully described in the scope of work section below and are intended to provide comprehensive Alliance program support for the 2021-2026 timeframe.

District and County Roles as Operators. The District and County are contracted to provide Operator services to the Alliance, as depicted in the Alliance Corporate and Financial Structure above. Operators have full power and authority to control the operation of the Regional Assets under separate contract with the Alliance, including making decisions on the use or application of processes, equipment and facilities, and controlling other operating decisions. Operators coordinate actively with the Administrative Lead and report regularly to the Alliance Board. Access to consultant support is a beneficial resource for Alliance Operators as issues are addressed during the normal course of operating Alliance Assets.

1.2 Scope of Work - General

The Proposer scope of work will be to support and supplement District and County staff to deliver the Alliance Program Element sections listed in this RFP during 2021-2026. The District anticipates providing program oversight and project management-level coordination and direction to the Proposer efforts and will rely on the Proposer to provide technical expertise and project management resources to assist in delivery of the work. Operations staff from the District and County are key stakeholders and active participants in this effort. It is intended that the Proposer will work closely with, and largely as an extension of, District and County staff. The Proposer will also actively engage Alliance Members through the Standing Committees and Alliance Board processes to ensure a high level of understanding and endorsement for the work.

1.3 Alliance Program Element Descriptions and Objectives

The work procured under this RFP process will be identified under the specific Program Elements described in this section. Proposers may submit a Proposal for any individual Program Element or any combination of Program Elements within a single Proposal document. Proposers must provide a complete submittal for all services contemplated within an individual Program Element. Proposals for a partial Program Element will be considered non-responsive. Individual Program Element Proposals will be independently evaluated.

Alliance Program Element 1: Existing and Emerging Regulatory Support.

This Program Element is intended to capture all of the work required to ensure compliance with existing local, state, and federal regulatory requirements as well as potential future requirements. Examples of the type of work contemplated for this Program Element include, but are not limited to, the following:

- Existing Permit Requirements Technical Support. The Alliance is subject to a number of permits from regulatory agencies, some of which are listed on the Alliance website on the Administrative Framework page under “Title 7 – Environment.” Examples of treatment plant permits include National Pollutant Discharge Elimination System (NPDES) permits from the Washington State Department of Ecology (Ecology), coverage under the General Permit for Biosolids Management from Ecology, and Air Discharge permits from the Southwest Clean Air Agency (SWCAA). It is anticipated

that all of these permits will require modification or renewal within the 2021-2026 timeframe covered by this consultant selection process.

Consultant support services may include negotiation of permit renewals by providing technical expertise, agency engagement support, and preparation of permit application packages. Proposers will demonstrate experience in working with Ecology and SWCAA, or similar agencies, to support utilities with permit modifications or renewals in Proposals addressing this Program Element.

- Emerging Regulatory Trend Monitoring. As described above, Alliance assets are governed by a variety of existing permits. However, the regulatory landscape is dynamic with potential new requirements emerging from local, state, and federal processes. Alliance staff are able to identify and monitor some emerging issues through various sources such as Ecology listservs and WEF and NACWA email groups and have access to legal expertise and support, but are looking for technical assistance with understanding emerging issues and how they might impact Alliance facilities. Examples are processes such as the Ecology/EPA process to address Water Quality Standards related to Human Health Criteria (the “fish consumption” rule), the current Columbia River temperature impairment (part of the Clean Water Act 303(d) list process currently being litigated in the federal court system), efforts at the state and federal levels to address Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS), and modifications to air permit standards at the state and local level.

Support services may include identifying emerging rules, providing assessment on how they apply to Alliance assets, and technical expertise and support with engaging the rules in parallel with Alliance staff and legal counsel. Proposers will include materials that demonstrate knowledge and experience in tracking, evaluating, and engaging emerging regulatory issues at the local, state, and federal levels that extends beyond resources already available to the Alliance.

Alliance Program Element 2: Asset Management Program Support. This Program Element is intended to capture all of the work required to advance the Alliance asset management program, in coordination with the Operators. As noted in Section 1.1, the Alliance is in the early stages of development of an asset management program and consultant support is needed to advance certain focus areas. Examples of the type of work contemplated for this Program Element include, but are not limited to, the following:

- Supporting the Administrative Lead and Operators to advance the asset management program by building upon the asset management review and assessment performed in 2017 (which is listed as a Support Document in Section 3.7 of this RFP). This assessment established the asset management maturity level of the Alliance and provided a prioritized plan for advancement of the program. Based on initial discussions between the

Administrative Lead and Operators, some of the themes that the Alliance plans to address in the 2021-2026 timeframe include:

- Theme 8 – Prioritized Plan for Information Technology Functional Requirements
 - Alliance members utilize several software packages for financial and asset accounting including: Lucity, MPulse, Springbrook, and Workday.
 - The Alliance needs assistance in evaluating how these disparate platforms can be modified to more readily share critical information.
- Theme 13 – Asset Inventory
 - Information on Alliance assets is housed in several forms at this time and staff need assistance with developing an asset inventory and hierarchy that that is consistent and applies to all Alliance Assets.
 - Access to the asset inventory should be easily available and accessible to all appropriate staff.
 - The asset inventory supports financial reporting requirements.
- Theme 14 – Asset Information Standards
 - Staff need assistance with defining a consistent structure of information and data.
 - This Theme closely relates to Theme 13 as it covers definition of asset hierarchy and data quality.
- Theme 16 – Information Management
 - Asset data must be maintained and validated. Staff need assistance with development of processes to ensure that data and information are current.
- Theme 29 – Materials Management
 - Inventory existing equipment and provide a list of critical spare parts and procurement plan for non-critical spares. Consultant staff will demonstrate experience with identification of spares required for water/wastewater facilities.
 - Staff need assistance with development of an inventory management system to track and replace spare parts as needed.

District and County staff have historical and institutional knowledge in these areas and seek consultant support to augment this knowledge and assist in developing and implementing programs addressing the themes listed above. Proposers will

demonstrate experience in asset management program development and implementation consulting for the themes above in Proposals addressing this Program Element.

Alliance Program Element 3: Operator Engineering Support. This Program Element is intended to capture all of the work required to support the District and Clark County in their role as Alliance Operators. Alliance Operators have authority to execute projects with a value less than a threshold established with each Capital Plan (\$64,000 for the 2020 plan). As such, Operators may need access to consultant resources with expertise in the following areas:

- Wastewater process analysis, troubleshooting and operational optimization
- Performance testing and documentation
- SCADA and PLC programming support
- Operational business needs assessment including staffing studies
- Equipment replacement business case assessment
- O&M manual and SOP preparation
- Staff technical training

Work contemplated under this Program Element may be short in duration and require a quick response. Proposers will demonstrate experience in scope areas described above in Proposals and examples of how they have supported operations staff on an as-need basis will be helpful.

Alliance Program Element 4: Capital Plan and Capital Program Support. This Program Element is intended to capture all of the work required to maintain a relevant and forward-looking Capital Plan. As noted in Section 1.1, the Alliance has built an initial Capital Plan process and is seeking consultant support to maintain and enhance the program. Examples of the type of work contemplated for this Program Element include, but are not limited to, the following:

- Capital Plan Support. Supporting District staff work to update the Capital Plan at least every two years in coordination with the biennial budget process. This work would include:
 - Performing infrastructure system assessments, either directly or subcontracted, of Alliance assets or asset components to determine condition and needs. Example assessments may include:
 - Underwater outfall inspections
 - Electrical transformers and medium voltage power distribution
 - Facilities (roof, paint, windows, doors, etc.)
 - Buried pipelines
 - Backup generator systems
 - Regional transmission systems (redundancy and repair)
 - Control systems

- Pumping systems
- Treatment equipment
- Cataloging of assessment information into a prioritized list based upon condition and criticality
- Limited scoping and pre-design of identified needs to refine project definition and cost. Cost estimates to be based upon guidelines established in Capital Plan.

The work products from the items listed above will inform future Capital Plans and identify projects in the following two categories:

- New asset projects based upon capacity needs, regulatory changes, or change in level of service, and
- Existing asset projects based on the condition assessments and associated prioritization.

District staff are responsible for developing each Capital Plan and seek support from consultants to provide additional technical expertise and resources through the Capital Planning process. Proposers will demonstrate experience in condition assessments, capital plan development, and project scope development and cost estimating.

- Capital Program Support. As noted in Section 1.1, the District provides Administrative Lead services via a contract with the Alliance which includes executive and administrative services, finance and treasury services and engineering services. Due to programmatic needs and workload for current staff, consultant support may be required at various times during the 2021-2026 period to advance aspects of the Capital Program and serve as an extension of staff. This work may include leading and coordinating efforts on behalf of the Alliance in coordination with key stakeholders. Proposers will demonstrate experience with providing staff augmentation services at the program management level to assist clients with research, assessment, evaluation and presentation of findings to stakeholder and decision-making audiences, such as the Alliance Standing Committees and Alliance Board of Directors.

Alliance Program Element 5: Capital Project Delivery Services. This Program Element is intended to capture all of the work required to implement specific projects listed in current and future Capital Plans or covered under an annual Allowance. Projects may include work on existing assets as part of the Repair and Replacement Program, or new assets as part of the Capital Improvement Program. Projects covered under this Program Element are those with an estimated construction cost of \$5 million or less in 2020 dollars.

The scope of services may include the following as appropriate and required for the type and scope of individual projects:

- Permitting (including environmental, archaeological, site plan review, engineering report, and building review),
- Engineering design,
- Construction management/inspection (the District anticipates providing a Construction Manager for these projects, but may need contracted support for inspection services),
- Project management, and
- Other related work, as needed.

An example of the types of projects expected to be covered under this Program Element can be found in the 2018 Capital Plan and Draft 2020 Capital Plan provided as Support Documents in Section 3.7 of this RFP.

The Capital Plan is updated biennially with the anticipation that new projects may be added and/or project sequencing updated to reflect the overall Alliance priorities. Similarly, projects may come up during the year that are not explicitly identified in the Capital Plan, which are covered by an annual allowance. This procurement effort is intended to secure the services necessary to address any of the work typically associated with regional wastewater transmission (gravity flow large-diameter interceptors, pump stations and force mains) and treatment infrastructure, including specialty areas such as odor control systems, instrumentation and control systems and facility improvements. Proposers will demonstrate experience in delivering the types of projects listed in the current and past Capital Plans in Proposals.

Alliance Program Element 6: Final Design and Construction Services for Phase 5B: Package 2 - SCTP Capacity Increase Project. This Program Element is intended to capture all of the work required to prepare bid/construction documents and provide design office engineering and inspection services during construction for the Phase 5B Project: Package 2 – Salmon Creek Treatment Plant Capacity Increase. A Schematic Design Report for the Phase 5B project was prepared by Jacobs in February 2019. After publication of that report, the project was split into two packages. The first, Package 1 – Salmon Creek Treatment Plant Odor Control and Existing Facilities Improvements, is under construction and is not covered under this Program Element. The second package, referred to as Package 2 – Salmon Creek Treatment Plant Capacity Increase, involves providing additional capacity at the plant through construction of a new secondary clarifier and aeration basin, return activated sludge (RAS) pumping improvements, addition of a new blower, and demolition of an existing secondary clarifier, among other improvements. A project definition report including 30% design drawings for the major elements is listed as a Support Document in Section 3.7 of this RFP.

Work under this Program Element involves developing the “Package 2” project into a final set of bid/construction documents and providing engineering support during bidding and construction of the improvements. Inspection services will also be required to augment District construction management staff (the District

anticipates providing a Construction Manager for these projects, but may need contracted support for inspection services). This work will be delivered in partnership and close coordination with affected District and Clark County staff in a collaborative stakeholder engagement process to make sure the project meets expectations. This work includes obtaining permits from the Clark County Building Department and coordination with Southwest Clean Air Agency on permit requirements. Engineering Report preparation and submittal to Ecology is occurring under existing consultant contracts in parallel with this RFP process and Ecology approval of the Engineering Report is anticipated by the time final design work commences.

Proposers will demonstrate experience with design of aeration basins, secondary clarifiers, pumping systems, and blower systems, as well as facilitating owner and operator input throughout the design process in Proposals. Project examples are preferred from treatment plants of a similar size and configuration to the Salmon Creek facility (14.95 mgd max month flow, activated sludge process with ammonia removal, UV disinfection, Class B biosolids program).

1.4 Source of Funding/Funds Available/Anticipated Contract Structure

The work will be sponsored under the Alliance Operating and Capital Budgets. These budgets are developed every two years and approved by the Alliance Board of Directors. All Alliance work is ultimately funded by Regional Service Charges paid by two Members of the Alliance (the District and the City of Battle Ground). The budget development process may be reviewed by interested Proposers through the quarterly staff reports to the Alliance Board of Directors, available through the Alliance website or through discussion with District staff.

The table below describes the type, form, and duration of contracts anticipated for each Alliance Program Element.

Alliance Program Element	Type of Contract	Form of Contract	Duration of Contract
1-5	Master agreement/task assignment structure ¹	District standard form as provided in Section 2.7	2 years with option for 2 additional, 2-year periods (6 years total possible)
6	Master agreement/task assignment structure ¹	District standard form as indicated in Section 2.7	Project duration

¹A District Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract form will be utilized for the master agreement with task assignments executed on an as-needed basis subject to the terms of the master agreement.

Depending on the quality and responsiveness of the submittals, the District anticipates that at least 1 and up to 3 firms will be selected for each Alliance

Program Element. However, the District reserves the right to not select a Proposal for a particular Program Element or award more than 3 contracts for a Program Element based on the best interests of the Alliance as determined by the Review Committee.

1.5 RFP Schedule

The anticipated RFP timeline is indicated below. The District reserves the right to change the timeline as it deems necessary.

- Request for Proposals (RFP) Released via Alliance website with a public notice posted in *The Columbian*, the *Oregon and Seattle DJC*, and with the *Washington State Office of Minority & Women's Business Enterprises* – May 6, 2020
- Pre-proposal workshop – June 3, 2020
- Proposals Due – July 2, 2020
- Evaluation of Proposals (*short list if required*) – July - August 2020
- Interviews (*if required*) and Selection/Recommendation – September 21, 2020 through October 1, 2020
- Contract development – October 2020 to early December 2020
- Alliance Board of Directors approval of 2020 Capital Plan – December 18, 2020
- District Board of Commissioners approval of contracts – December 22, 2020
- Proposer Notice to Proceed – January 2021

2.0 General Requirements

2.1 Administrative Requirements

Proposers shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW) and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

All Proposers shall be listed on the Plan Holders list in order to be considered responsive. To be listed, a Proposer shall contact the individual listed on the RFP cover page. A current Plan Holders list will be maintained on the Alliance website. This list will be used to issue supplemental instructions as necessary for the RFP process.

2.2 Authorship

Proposers must identify any assistance provided by agencies or individuals outside the Proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

All proposals and products submitted become the property of the District. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.

2.3 Cancellation of Award

The District reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy makes it necessary to change the program purpose or content, discontinue such programs or impose funding reductions. In those cases where negotiation of contract activities is necessary, the District reserves the right to limit the period of negotiation to sixty (60) days, after which time funds may be unencumbered.

2.4 Confidentiality

Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

2.5 Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the Alliance or its Members (City of Battle Ground, Clark County, Clark Regional Wastewater District or City of Ridgefield) may have in the proposing firm or proposed project. *A statement to this effect in the cover letter is sufficient in addressing this requirement.*

2.6 Consortium of Agencies

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

2.7 Award of Contract

The contract award will not be final until the District and the Proposer have executed a contractual agreement. The District is not responsible for any costs incurred prior to the effective date of the contract. The District reserves the right to make an award without further negotiation of the proposal submitted.

2.8 Debarment and Suspension

Proposer must certify that it is not debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension." Proposer must also certify that it will not contract with a subcontractor that is debarred or suspended. *A statement to this effect in the cover letter is sufficient in addressing this requirement.*

2.9 Disputes

The District encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written

complaints regarding the RFP process should be addressed to the Contact Individual indicated on the cover.

2.10 Non-Discrimination & Equal Employment Opportunity

It is the policy of the District to not discriminate and to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program.

During the term of this agreement, Consultant and parties subconsulting under this Agreement, will not discriminate against any person, applicant for employment or employee because of creed, race, color, religion, sex, handicap, ancestry, national origin, age, citizenship, marital status, sexual orientation, political ideology or belief, or the presence of any sensory, mental or physical disability, unless based on a bona fide occupational qualification. Contractor will take affirmative action to ensure that applicants and employees are treated fairly without regard to their creed, race, color, religion, sex, handicap, ancestry, national origin, age, citizenship, marital status, sexual orientation, political ideology or belief, or the presence of any sensory, mental or physical disability. Such action shall include all terms and conditions of employment, compensation and benefits.

The Consultant and all parties subcontracting under the authority of this Contract shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit discrimination. These laws include, but are not limited to, chapter RCW 49.60, Titles VI and VII of the Civil Rights Act of 1964, the American with Disabilities Act, and the Restoration Act of 1987. The Consultant and its subconsultants shall further comply fully with any equal opportunity requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990 as amended (ADA), Consultant must not discriminate against people with disabilities, and shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability.

2.11 Insurance

Prior to the execution of a contract, the Proposer(s) selected must provide the District with a certificate of commercial liability for a minimum of \$1,000,000 identifying the Alliance and its elected officials, officers and employees as additional insureds. In addition, Errors and Omissions liability insurance coverage will be required for this project in the amount of \$1,000,000.

2.12 Late Proposals

A proposal received after the date and time indicated herein will not be accepted. No exceptions will be made.

2.13 Limitation

This RFP does not commit the District to award a contract, to pay any costs incurred in the preparation of a response to this RFP or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award or to cancel, in part or in its entirety, this RFP if it is in the best interest of the District to do so.

2.14 Interviews

An interview may be required of those Proposers whose proposals are under consideration. Proposers may be informed that an interview is desired and will be notified of the date, time and location the interview is to be conducted.

2.15 Single Audit Requirements

Any contract awarded as a result of this RFP may include the agreement to annually audit any contracts with the District. Audits shall be performed in accordance with Office of Management and Budget (OMB) Circular A-128 or A-133 as appropriate and shall be received by the District within the 12-month period following the close of each fiscal year. Agencies not covered by federal single audit requirements may be responsible for an independent agency audit, which meets general accepted auditing standards.

2.16 Other Audit/Monitoring Requirements

In addition, auditing or monitoring for the following purposes will be conducted at the discretion of the District: Fund Accountability, Contract Compliance and Program Performance.

2.17 Subcontracting

No activities or services included as a part of this proposal may be subcontracted to another organization, firm or individual without the approval of the District. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the Proposer is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

2.18 Verbal Proposals

Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

2.19 Minority, Women-Owned, and Veteran-Owned Firms

Minority, women-owned, and veteran-owned firms are encouraged to submit proposals, as applicable. Consultants are encouraged to provide minority, women-owned, and veteran-owned firms the maximum practicable opportunity for subcontracting under the authority of this Contract.

2.20 Interlocal Cooperation Act

Clark Regional Wastewater District has made this RFP subject to Washington State statute RCW 39.34. Therefore, the proposer, at the proposers' option, will extend identical services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a contract binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark Regional Wastewater District.

3.0 Proposal Preparation and Submittal

3.1 Request for Proposal (RFP) Process

Proposers may submit on any individual Program Element or any combination of Program Elements within a single Proposal document. Proposers must provide a complete submittal for all services contemplated within an individual Program Element. Proposals for a partial Program Element will be considered non-responsive. Individual Program Element Proposals will be independently evaluated.

It is the District's intent to select a Proposer or Proposers for each Program Element based on the qualification and abilities of the firm, the team, and key project individuals. Proposers may be individual firms or teams as appropriate to meet the specific needs of the Program Element.

These instructions were developed to aid in Proposal development. They also provide for a structured format so reviewers can systematically evaluate several Proposals. These directions apply to all Proposals submitted.

3.2 Pre-Proposal Meetings/District Staff Availability

A formal Pre-Proposal conference is planned for this RFP process. Although additional access to Alliance Member agency staff is not formally restricted as part of the RFP process, the District does request that Proposers exercise reasonable respect for the time of busy professionals in the Proposer's various inquiries.

3.3 Proposal Clarification

Questions regarding this RFP must be directed in writing, via email, to the Contact Individual indicated on the cover. The deadline for submitting such questions is seven (7) calendar days prior to the due date for Proposals. An addendum will be issued no later than seventy-two (72) hours prior to the Proposal due date, to all Proposers listed on the Plan Holders list, if a substantive clarification is required.

A question and answer log will be maintained on the Alliance website. This log will be updated as needed when Proposers ask questions that warrant a response to the larger group.

3.4 Proposal Submission

It is the Proposer's responsibility to ensure that Proposals are received prior to the specified closing date/time, and with the method specified.

By submitting a response, the Proposer is accepting the general instructions and conditions of this RFP and the District Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract form which is listed as a Support Document in Section 3.7 of this RFP.

3.5 Proposal Format

The Proposal package must include all of the sections in the order indicated.

At the time of submission, the Proposal must provide a full description of all services following the outline presented in the following section. The Proposal must enable readers to understand how the Proposer intends to accomplish the work and what measurable outcomes are expected to be achieved.

Proposals must be clear, succinct and not to exceed the pages specified in the following section. All text shall be 12-point font size or larger and lines shall be single spaced or greater.

A page is defined as a single side of a sheet. Each printed side of a sheet is a page. A page is further defined as 8.5 x 11 for text and 8.5 x 11 or 11 x 17 for supplemental drawings, pictures and diagrams. Section dividers, title page, table of contents and appendices do not contribute to the overall page count. The PDF document must be submitted in print-ready format.

3.6 Proposal Organization and Content

Proposals shall be organized in the following manner:

1. *Proposal Summary Form*

The attached Proposal Summary Form (Attachment A) is designed to serve as the cover sheet. Do not attach cover letters, title pages or blank sheets ahead of this form, nor substitute letterhead paper for it. This form must be signed by a person authorized to enter into contract negotiations on behalf of your firm.

The Proposer shall indicate on the Proposal Summary Form if the submittal is to be considered for an individual Program Element or multiple Program Elements, as defined in Section 1.3.

2. *Cover Letter*

3. *Table of Contents*

4. *Understanding, Approach, and Issues*

The Proposer shall indicate its overall understanding of the scope of a Program Element, their approach to the work, and specific issues that are considered to be important for the work contemplated. This section shall address the topics indicated in Section 1.3 at a minimum. Proposer shall submit a separate clearly labeled *Understanding, Approach, and Issues* section for each proposed Program Element.

5. *Team, Experience, and References*

Proposer shall indicate proposed team members and the overall organization and structure of the team, outlining key interactions and responsibilities. Specific relevant project experiences and references shall be included in this section demonstrating the qualifications of the team to perform work in the Program Element contemplated. Proposers should assume that the District will contact references, so accurate information is appreciated. Proposer shall submit a separate clearly labeled *Team, Experience, and References* section for each proposed Program Element.

6. *Appendix A Resumes*

Resumes for individuals proposed for the work shall be contained in Appendix A and shall indicate for which Program Element(s) the individual is being proposed.

7. *Page Counts*

Page counts for the Proposal sections described in Items 1 – 6 above shall be as follows:

Section		Page Count	
Proposal Summary Form		1	
Cover Letter		2	
Table of Contents		1	
Alliance Program Element¹		Understanding, Approach, and Issues	Team, Experience, and References
1	Existing and Emerging Regulatory Support	2	2
2	Asset Management Program Support	2	2
3	Operator Engineering Support	2	2
4	Capital Plan and Capital Program Support	3	3
5	Capital Project Delivery Services	4	4
6	Final Design and Construction Services for Phase 5B: Package 2 – SCTP Capacity Increase Project	4	4
Maximum Proposal Page Count		38	
Appendix A: Resumes		2 pages/individual	

¹Page count is maximum per Alliance Program Element and includes all text, drawings, diagrams, schedules, figures, etc. Proposals for fewer than all six Alliance Program Elements will reflect the corresponding page count.

3.7 Support Documents

Each Proposer may obtain the following background information in electronic format from the Alliance website (<https://discoverycwa.org/consultants.html>):

Alliance Program Element 1: Existing and Emerging Regulatory Support

- APE-1 Emerging Regulatory Issues Update for DCWA Memo
- APE-1 Emerging Regulatory Issues Update for DCWA Table

Alliance Program Element 2: Asset Management Program Support

- APE-2 Alliance Asset Management Report

Alliance Program Element 3: Operator Engineering Support

- APE-3 Ridgefield Aeration Basin Transition Memo
- APE-3 Salmon Creek Staffing Study

Alliance Program Element 4: Capital Plan and Capital Program Support

- APE-4 2018 Alliance Capital Plan
- APE-4 2019-2020 Alliance Operating & Capital Budget
- APE-4 Draft 2020 Capital Plan
- APE-4 SCTP HVAC Evaluation
- APE-4 SCTP Security Evaluation

Alliance Program Element 5: Capital Project Delivery Services

- Refer to APE-4 Capital Plan Support Documents

Alliance Program Element 6: Final Design and Construction Services for Phase 5B: Package 2 - SCTP Capacity Increase Project

- APE-6 Phase 5B Package 2 - SCTP Capacity Increase Project Definition

General:

- District Professional Engineering, Land Surveying, Architecture and Landscape Architecture Services Contract with attachments

4.0 Proposal Evaluation Process and Scoring

4.1 Evaluation Process

A Review Committee will evaluate proposals received in response to this RFP. The Review Committee is anticipated to include the following individuals:

- District General Manager, or designee
- District Engineer, or designee
- District Operations Manager, or designee
- County Wastewater Operations Manager, or designee
- Alliance Capital Program Manager, or designee

The Review Committee will proactively solicit input from a cross-section of interests. The Review Committee may also seek outside expertise, including but not limited to input from technical advisors, to assist in evaluating proposals.

The Review Committee recommendations will be presented by the General Manager to the District Board of Commissioners. The contract will be approved by the District Board of Commissioners, with appropriate notice provided to the Alliance Board of Directors and the Alliance Standing Committees.

During the evaluation process, the Review Committee has the right to require any clarification it needs in order to understand the Proposer's view and approach to the project and scope of the work.

The District reserves the right to make a recommendation for selection after proposal evaluation and further reserves the right to reject all proposals.

The successful Proposer(s) shall be selected by the following process:

Step 1 – Initial Screening of Proposals

The Review Committee will review the proposals for compliance with the RFP requirements. Proposals found to be non-compliant with the RFP requirements may disqualify the proposal from further consideration.

Step 2 – Scoring of Proposals

The Review Committee will score the proposals based on the information submitted according to the evaluation criteria and point factors. Proposals will be considered exactly as submitted, except where formal clarification has been requested by the Review Committee as noted above. See Section 4.2 for further information.

Step 3 – Interviews (if required)

Following evaluation of the proposals, the highest-ranking Proposers may be invited to participate in an interview process. The District will notify Proposers as soon as possible for scheduling of interviews. The Contact Individual indicated on the cover will schedule interviews with the contact person provided in the proposal. Additional interview information will be provided at the time of the invitation. The intent of the interviews is to help clarify and verify information provided in the proposal and to provide the Review Committee an opportunity to meet the project manager and key personnel that will have direct involvement in the project(s) or Program Element.

If interviews are necessary, the written proposals will be considered along with the results of the interview process in order to determine a composite final score and therefore a final ranking for the Proposers.

Step 4 – Contract Negotiation

The Review Committee will make a recommendation to begin negotiations with the selected Proposer from the interview process.

If the selected Proposer and the Contact Individual indicated on the cover are unable to agree on the final scope, schedule and budget, the District reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer. The contract negotiation process will be considered complete when a District Professional Engineering, Land Surveying, Architecture & Landscape Architecture Services Contract has been approved by the District Board of Commissioners and executed by the District General Manager.

4.2 Scoring

Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. A one hundred (100) point system will be used and weighted against the following criteria:

<u>Criteria</u>	<u>Points</u>
Quality of Proposal/RFP Compliance	10
Understanding, Approach, and Issues	45
Team, Experience and References	45
<hr/>	
Total Points Available	100

Attachment A

PROPOSAL SUMMARY FORM
REQUEST FOR PROPOSALS #2020-Alliance-01

GENERAL INFORMATION

Legal Name of Applicant Firm _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

E-mail address _____

Tax Identification Number _____

Did outside individuals or agencies assist with preparation of this proposal?

_____ Yes _____ No If yes, describe. _____

ALLIANCE PROGRAM ELEMENTS

Please indicate the elements the Proposer is submitting for consideration:

_____ Alliance Program Element 1 – Existing and Emerging Regulatory Support

_____ Alliance Program Element 2 – Asset Management Program Support

_____ Alliance Program Element 3 – Operator Engineering Support

_____ Alliance Program Element 4 – Capital Plan and Capital Program Support

_____ Alliance Program Element 5 – Capital Project Delivery Services

_____ Alliance Program Element 6 – Final Design and Construction Services for Phase 5B: Package 2 - SCTP Capacity Increase Project

CERTIFICATION

I certify that to the best of my knowledge the information contained in this Proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement. I realize the final funding for any service is based upon available funding levels and the approval of the Clark Regional Wastewater District Board of Commissioners.

Signature

Date