



**Clark Regional Wastewater District
REQUEST FOR PROPOSALS (RFP) #2024-Alliance-01
Release Date: June 14, 2024**

Clark Regional Wastewater District, as Administrative Lead for Discovery Clean Water Alliance, seeks qualified firms for the following Professional Architecture & Engineering Services for:

**Discovery Clean Water Alliance
General Sewer Plan /
Phase 6 Expansion Engineering Report**

Proposers must provide a complete submittal for all services contemplated within the RFP. Partial proposals will be considered non-responsive.

PROPOSALS DUE: July 19, 2024, by 2:00 PM

Proposal shall be named with the RFP Number. Submit one (1) PDF electronic copy of the Proposal, print-ready (maximum size 35 MB), and six (6) hard copies to:

Contact Individual:

Robin Krause, P.E.
Principal Engineer: Transmission and Treatment
Clark Regional Wastewater District
8000 NE 52nd Court
Vancouver, WA 98665
AllianceRFP@crwwd.com

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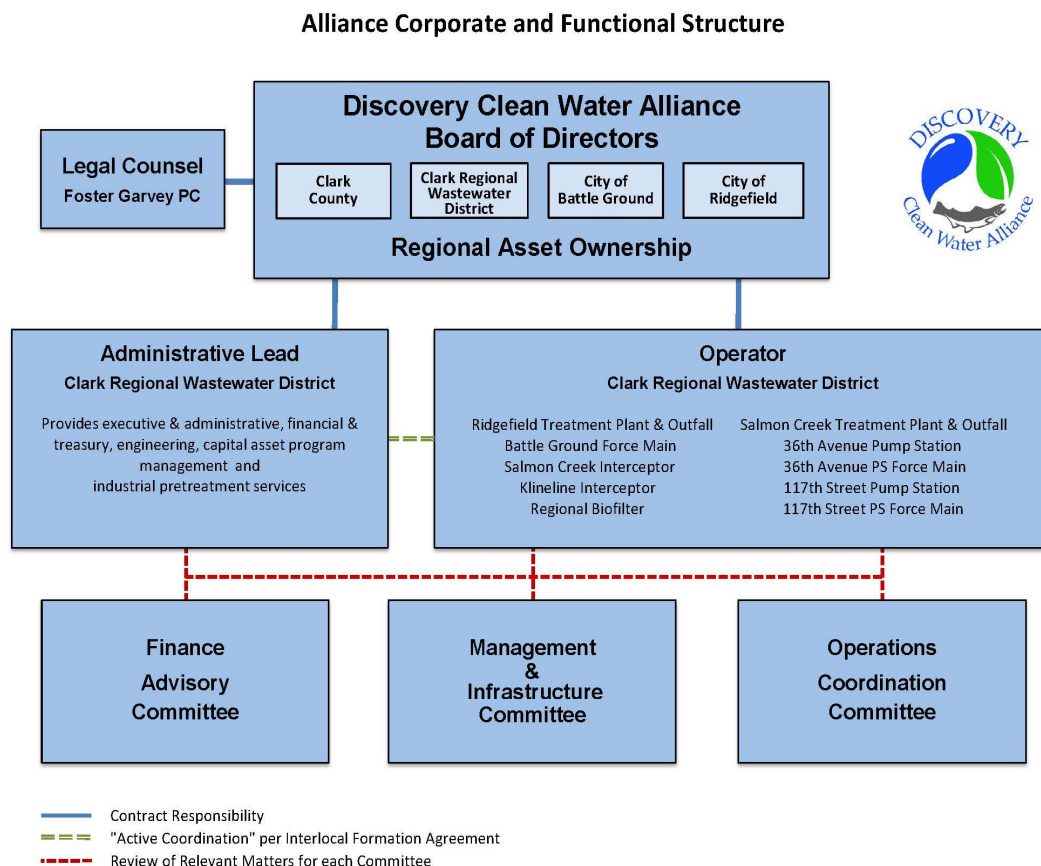
Attachments

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's 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, and current projects, can be found in the Alliance 2022 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.



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 comprises, in part, the work to continually develop and maintain the Alliance Capital Plan and to deliver all individual Alliance capital projects.

The District provides for its capital program responsibilities with a combination of District staff involvement and professional engineering services procured through Request for Proposal (RFP) processes. As indicated in the figure on the previous page, Foster Garvey provides 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 or modifying existing Regional Assets and through construction of new Regional Assets. Regarding 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, 2018, 2020 and 2022. The 2024 Capital Plan is currently under development to support 2025-2026 biennium needs (a draft 2024 Capital Plan will be available as part of the June 21, 2024, Alliance Board meeting and available to Proposers through the Alliance website when the Board meeting materials are published). Each Plan has provided programmatic advancements as the Alliance works towards a fully sustaining asset management program.

District as Operator. The District is contracted to provide Operator services to the Alliance, as depicted in the Alliance's Corporate and Functional Structure above. The Operator has 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.

1.2 Scope of Work - General

The Proposer scope of work will be a collaborative process with District and Alliance Member agency staff and the Alliance Board of Directors to develop a comprehensive General Sewer Plan for the Alliance-owned Regional Assets, including the Salmon Creek Wastewater Treatment Plant (SCTP), and to develop an Engineering Report for the Phase 6 Expansion of the SCTP. The District anticipates providing program-level oversight and coordination to the Proposer's

efforts and will rely on the Proposer to provide technical expertise and project management resources to deliver the work. The Proposer may also actively engage Alliance Members through the Standing Committees and other processes to ensure a high level of understanding and endorsement for the work.

1.3 Project Objectives and Description

General Sewer Plan

The vision for the Alliance General Sewer Plan (GSP or Plan) is a readily accessible and easy to understand infrastructure plan that is based on practical planning assumptions, aligned with current and adaptable to future regulatory requirements, consistent with Clark County and affected Cities 2025 Comprehensive Plan updates (concurrent effort with a 20-year planning period 2025-2045), and affordable. The Plan will serve as a roadmap for the Alliance, guiding near-term capital investments while providing an adaptable longer-term plan in a dynamic regulatory environment. In Clark County's strong growth environment, suitable sizing capital investment in an incremental fashion to align with growth cycles will be a critical success factor.

The Plan shall meet and address all requirements of WAC 173-240-050, as well as addressing other specific items listed herein. The Plan shall include engineering in adequate detail to assure technical feasibility in addressing the future needs of the Alliance Regional Assets in a logical manner that will meet system capacity, levels of service, operations and maintenance needs, administrative needs, and regulatory requirements. The District seeks a firm capable of developing these planning and engineering documents from the current definition to and through local and state approvals.

The development of the Plan needs to be accomplished in a manner that (1) supports service area growth and system capacity needs, (2) provides engagement with key stakeholder approving agencies to ensure a fully coordinated delivery, (3) understands and respects the financial constraints of Members sponsoring the work, (4) provides for strategic opportunities to optimize system performance or project implementation efficiency, where possible, and (5) provides adaptable pathways for uncertain or developing regulatory environments.

The Proposer will develop a 20-year Plan for the Alliance Regional Assets, including the following alternatives and engineering analysis:

- Basis of Planning
 - Review and update the Alliance long-term projections for flow, wasteload, and biosolids production.
 - Revise or confirm projections based on final Clark County GMA growth rates and allocations.
- Transmission System
 - Alternatives evaluation and recommendation for the Battle Ground Parallel Force Main project:
 - ◆ Review and confirm flow projections

- ◆ Consideration for multiple alternative force main routes
- ◆ Consideration for alternative diversion points within the City that are aligned with the City's plans for growth
- Updated analysis and sequencing of 117th Street Pump Station's future expansion(s).
- Evaluate and confirm capacity of remaining Alliance transmission system assets. Identify any other capacity-required projects.
- Develop strategy for operating the Alliance transmission system in relation to current, intermediate, and ultimate flows.
- Treatment System – Wastewater Liquids Treatment Process
 - Updated process analysis and dynamic modeling focused on optimizing and confirming buildout configuration for the site considering:
 - ◆ Impacts of known and emerging regulations, including *EPA's Columbia and Lower Snake Rivers Temperature Total Maximum Daily Load (August 13, 2021)*
 - ◆ Documented performance of the new Columbia River Outfall
 - ◆ Requirements in updated NPDES Permit (permit currently being renewed by Department of Ecology)
 - ◆ Possible/strategic use of Chemically Enhanced Primary Treatment (CEPT) (pilot study currently underway)
 - Updated buildout site plan, including major supporting infrastructure (e.g., power distribution, aeration/blower facilities, large diameter yard piping, RAS/WAS pumping, flow splitting structures, etc.).
 - Updated expansion plans showing buildout of site with logical and incremental phases of expansion.
 - Ridgefield Treatment Plant decommissioning (coordinated with District collection system efforts to redirect flow to SCTP by 2034).
 - Evaluate opportunities for reclaimed water use (required per RCW 90.48.112).
- Treatment System – Wastewater Solids Treatment Process
 - Alternatives and plan for biosolids and adaptive strategies in a changing regulatory and residuals market landscape. Evaluate range of biosolids products and markets/risks for each. Coordinate work for similar planning effort with neighboring City of Vancouver and give consideration to unique aspects of SCTP site constraints and residential neighborhood context.
 - Alternatives and plan for utilization of biogas, focused on practical and cost-effective strategies for the highest and best use of the available fuel.
 - Updated ultimate site plan, including major supporting infrastructure, as noted above.
 - Phased expansion plan, as noted above.
- Support Facilities Evaluation
 - Programmatically evaluate facilities needed for the following:

- ◆ Staffing needs per Ecology requirements (see additional discussion below)
 - ◆ Shift coverage considerations. The SCTP facility is currently staffed with a single shift per day
 - ◆ Administration Building: Management/Engineering/Operations
 - ◆ Maintenance/Shop/Stores function
 - ◆ Storage for vehicles, fuel, flammables, chemicals
 - ◆ Site security
 - ◆ Stormwater
 - ◆ Longer term permitting options for site (region is heavily reliant on ability to expand SCTP; rules change for each expansion)
- Other Mandatory Sections
 - Updated O&M staffing plan aligned with expansion phases and considering any structural changes (e.g., multiple shifts) that are appropriate for facility size and complexity.
 - Financial evaluation support to District, expected at this time to be an independent review of the District's twenty-year model for Regional Service Charges (RSCs) and assistance with evaluating financing options and strategies. Retail customer rate and charge analysis will be performed by the District and City of Battle Ground with the Alliance RSCs as an input to the local agencies.
 - GMA compliance through alignment with the updated Comprehensive Plans of Clark County and the Cities of Battle Ground, Ridgefield, and Vancouver in relevant parts, as needed.
 - Public Engagement and Communication Plan, including updating statistically valid Alliance customer values to guide decision making methodology. Communication efforts will be provided for the Alliance Board of Directors, Alliance Member agencies, key stakeholders, and the general public.
 - SEPA Compliance and Permitting, including permitting assessment for recommended improvements. The region is highly dependent on the ability to continue to expand the Alliance Regional Assets. Therefore, a review of the programmatic permitting requirements is appropriate to determine a strategy to be able to continue to respond to the planned growth in the service area.
 - Decision making methodology addressing cost and non-cost factors for major alternatives developed under the Plan (e.g., Parallel BG FM alternatives, biosolids and biogas alternatives).
 - Local and state approvals
 - Ecology approval, RCW 90.48.110, including consideration of reclaimed water per RCW 90.48.112
 - General Sewer Plan, WAC 173-240-020(7), 173-240-050 and Engineering Report, WAC 173-240-060
 - Joint Municipal Utility Services, RCW 39.106.040(1)(s)

Phase 6 Engineering Report for SCTP

Due to time constraints and capacity projections, the Alliance seeks both a 20-year GSP update for all its Regional Asset responsibilities and to define the Phase 6 Expansion for the SCTP at the Engineering Report level. Proposers should address the approach to alternatives development, operations and maintenance considerations, and the engineering elements of the project required to be defined within an Engineering Report (per WAC 173-240-060) for Department of Ecology review and approval.

1.4 Source of Funding/Funds Available/Anticipated Contract Structure

The work will be sponsored under the Alliance Capital Budget. The approved Alliance Capital Budget includes approximately \$2M of planned expenditures for the General Sewer Plan and the Phase 6 Expansion Engineering Report. All Alliance work is ultimately funded by Regional Service Charges paid by Members of the Alliance under the Alliance's "asset-based" cost allocation structure. As currently defined, Clark Regional Wastewater District and the City of Battle Ground are the Alliance Members with Allocated Capacity in these projects. Therefore these two Members would share in the direct responsibility to fund the projects through the Alliance.

The District anticipates contracting for the work described in this RFP according to the parameters as follows:

- Type of Contract: Master agreement/task assignment structure.
- Form of Contract: District standard form as indicated in Section 3.7.
- Duration of Contract: 2 years with option for 2 year extensions through project completion, to be further evaluated in the contract development process.

This approach is intended to provide flexibility through all phases of project development and delivery.

1.5 Project Schedule

2024

- RFP, consultant selection, contracting process.
- Basis of Planning (see above)
- Transmission System (alternative development and initial recommendations)
- Treatment System – Solids (alternative development and initial recommendations)
- Renew discharge permit with Ecology

2025

- Treatment System – Process and Site Plan Development
- SCTP Phase 6 Engineering Report Development Support Facilities Evaluation
- Basis of Planning
 - Update flow/loading/biosolids projections with GMA overlay
- Other Mandatory Sections

- Draft General Sewer Plan
 - Draft Phase 6 Engineering Report
- 2026
- Final General Sewer Plan/Phase 6 Expansion Engineering Report
 - Environmental review, regulatory review, approval processes, adoption

1.6 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* – June 14, 2024
- Proposals Due – July 19
- Evaluation of Proposals (*shortlist if required*) – July 22-27
- Interviews (*if required*) and Selection/Recommendation – August 5-9
- Contract development – August 10-30
- Proposer Notice to Proceed – September 11

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 this 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 shall comply with all applicable District policies and 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 generally 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 must provide a complete submittal for all services contemplated within the RFP. Partial proposals will be considered non-responsive.

It is the District's intent to select a Proposer or Proposers based on the qualifications 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 project.

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 District Staff Availability

No formal Pre-Proposal conference is planned for this RFP process. 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 pages, 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 Cover*

2. *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.

3. *Cover Letter*

4. *Table of Contents*

5. *Understanding, Approach, and Issues*

The Proposer shall indicate its overall understanding of the intent of the project, 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.

6. *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 the work contemplated.

7. *Appendix A Resumes*

Resumes for individuals proposed for the work shall be contained in Appendix A

8. *Page Counts*

Page counts for the Proposal sections described in Items 1 – 7 above shall be as follows:

Section	Maximum Page Count
Proposal Cover	1
Proposal Summary Form	1
Cover Letter	2
Table of Contents	1
Understanding, Approach, and Issues	25
Team, Experience, and References	10
Maximum Proposal Page Count	40
Appendix A: Resumes	2 pages/individual

3.7 Support Documents

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

- Member Agency Planning Documents Adopted by Alliance
 - Salmon Creek Wastewater Management System (SCWMS)
 - SCWMS Wastewater Facilities Plan / General Sewer Plan Amendment (Aug 2013) – Entire Plan
 - SCWMS Wastewater Facilities Plan / General Sewer Plan (July 2004) – Entire Plan
 - Ridgefield Treatment Plant and Outfall (RTPO)
 - City of Ridgefield General Sewer Plan (March 2013) – Relevant Portion of Plan
 - City of Ridgefield General Sewer and Wastewater Facility Plan (December 2007) – Relevant Portion of Plan
 - Battle Ground Force Main (BGFM)
 - City of Battle Ground General Sewer Plan (March 2011) – Relevant Portion of Plan
- Washington State Department of Ecology
 - NPDES Permit
 - Industrial Stormwater Permit
- Southwest Clean Air Authority Permit
- Recent Engineering Reports:
 - Salmon Creek Treatment Plant Phase 5A
 - Salmon Creek Treatment Plant Phase 5B Package 1
 - Salmon Creek Treatment Plant Phase 5B Package 2
 - Salmon Creek Treatment Plant Dewatering Equipment Replacement
 - Ridgefield Treatment Plant Secondary Treatment Process Improvements
- Salmon Creek Treatment Plant Outfall 001
 - Mixing Performance Study Report
 - Mixing Performance Study Report Addendum
- 2022 Alliance Capital Plan
- 2023-2024 Alliance Operating & Capital Budget
- Salmon Creek Staffing Study

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, or designee:

- District General Manager
- District Principal Engineer: Transmission and Treatment
- District Wastewater Operations Manager
- District Finance Director
- District Regulatory Compliance Manager

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.

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 #2024-Alliance-01

GENERAL INFORMATION

Legal Name of Applicant Firm _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

Email address _____

Tax Identification Number _____

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

_____ Yes _____ No If yes, describe. _____

CERTIFICATION

I certify that to the best of my knowledge there is no 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) has in our firm or proposed project.

I certify that to the best of my knowledge our firm is not debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension." I further certify that our firm will not contract with a subcontractor that is debarred or suspended.

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