

**CITY OF SUMNER
REQUEST FOR QUALIFICATIONS
Consultant Services
Update of Sanitary Sewer and Water
Comprehensive Plans Submittal Due Date:
August 31, 2016 at 4:00 PM**

The City of Sumner, Washington is soliciting a statement of qualification (SOQ) from individuals or firms interested in providing Consultant Services for the above project.

BACKGROUND

The City's current Sanitary Sewer Comprehensive Plan was written in 2000 and the Water Comprehensive Plans was written in 2009. Both need to be updated. The key elements to be addressed include a system analysis, capital facility plans, financial programs, operations and maintenance programs.

The City's Sanitary Sewer system has grown over the years as the City expanded and annexed more areas. The system currently consists of over 38.1 miles of sanitary sewer pipe (including laterals, mains, and trunks), with 3,300 customer connections (2,542 single-family residences, 389 Multifamily, with the remainder being commercial/industrial or government/education), sixteen lift stations, and one wastewater treatment plant. While the plant is owned and operated by the City, it also serves the sewage needs of the City of Bonney Lake. Bonney Lake has purchased an Allocated Capacity of Domestic Sewage in the amount shown in the table below. Bonney Lake has the right to discharge sewage up to its Allocated Capacity into the facility for the term of the Agreement. The allocations are as follows:

<u>Participants</u>	<u>Allocated Capacity</u>	<u>Percentage</u>
City of Sumner	2.51 MGD	41%
City of Bonney Lake	3.59 MGD	59%

Currently, the plant treats sewage from approximately 9,529 customer connections with 6,229 customer connections from Bonney Lake.

The City's Water system has grown over the years as the City expanded and annexed more areas. The system currently consists of over 90.3 miles of water lines, 3,804 customer connections (2,783 single-family residences, 348 Multifamily, with the remainder being commercial/industrial or government/education.) three wells, four springs, and storage capacity 5.07 million gallons among five water tanks.

PROJECT SCOPE

The work to be performed by the CONSULTANT shall consist of providing services to the Public Works Department in updating the City's Sanitary Sewer and Water Comprehensive Plans.

The Update will focus on the following elements of the City's Sanitary Sewer and Water System:

1. Planning Data and Demand
2. System Analysis

3. System Reliability
4. Regulatory Compliance with Washington State Department of Ecology and Department of Health
5. Operations and Maintenance Program
6. Capital Facility Plan
7. Financial Program
8. Updates to the existing models (may need full, partial or not necessary)

No questions, either written or oral will be taken by Sumner staff related to the technical components of this RFQ. The City's existing Sanitary Sewer and Water Comprehensive Plans can be accessed from the following website URL:

<http://sumnerwa.gov/government/city-services/administration/records/>

CONSULTANT QUALIFICATION

The Statement of Qualifications (SOQ) should include detailed information regarding the Consultant's experience on similar projects. Submit five (5) hard copies of the SOQ along with a PDF and please limit the SOQ to twenty (20) total pages without the optional brochure.

Please include a statement to the effect the consultant's project lead and key team members, as well as sub consultants, will not be replaced without prior approval of the City. The Consultant's qualifications should include the following information:

- a. List at least three (3) but no more than five (5) projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference.
- b. Provide resumes of no more than four (4) key members of the proposed project team and no more than four key members of each sub consultant who will work on this project. Each resume should be limited to no more than two (2) pages in length.
- c. Of the listed reference projects, list the involvement of proposed project team members for which resumes have been submitted.
- d. Familiarity with relevant codes and ability to coordinate projects with jurisdictional agencies.
- e. List sub consultants and specify their involvement on the project. List no more than three projects of similar complexity and magnitude undertaken by the sub consultant in the past five (5) years and provide references and phone numbers for each project. List your approach to this particular project.

- f. The consultant may submit a brochure or narrative discussion, not to exceed two (2) 8.5" x 11" single sided pages, that provides any further information describing the firm's qualifications for this project (not included in the 20 pages).
- g. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project (not included in the 20 pages).

Selection Procedure: After the deadline for acceptance of proposals, the City will evaluate the Technical Qualifications and will determine rankings based upon materials submitted. Oral interviews may be used in the selection process. If a contract cannot be negotiated with the top ranked firm, the City will contact the firm with the next ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Selection Criteria: The Consulting Team selected for this project should have demonstrated experience in Sanitary Sewer and Water Comprehensive Plans. Selection shall be based on the following:

- a. Consultant's understanding of the City's desires and general approach to the project as demonstrated in the project description and scope of work.
- b. Completeness of the work included in the Proposal.
- c. Consultant's experience with projects of similar complexity and function.
- d. Qualifications of the Consultant's staff assigned to this project.
- e. Demonstrated ability of the Consultant to perform high quality work, to control costs, to meet schedules, and approach to this project.
- f. Demonstrated understanding of relevant codes and ability to coordinate projects with jurisdictional agencies.

Interviews of the top firms may be conducted in person. References may be solicited and their feedback will be incorporated into the scores for the interview.

Written proposals will be reviewed and evaluated by an Evaluation Committee which may be comprised of, but not limited to, City staff, appointed or elected officials, and other planning or environmental professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed above.

Submittal Deadline: Five (5) hard copies and one (1) electronic copy of the Technical Proposal must be forwarded to the attention of Derek Barry, Public Works Manager, at the following address by 4:00 p.m. on August 31st, 2016:

City of Sumner
1104 Maple Street
Suite 260
Sumner, WA 98390

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

Proposal Contact Person: All questions regarding this solicitation should be directed to Derek Barry, Public Works Manager, at (253) 299-5714.

The City of Sumner in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all consultants that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit statement of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

