

# **REQUEST FOR PROPOSALS (RFP)**

## **Professional Engineering Services for the Dungeness Off-channel Reservoir Project**

### **SUMMARY OF WORK:**

Clallam County (County) invites engineering firms to perform activities within the scope of the general definition of professional practice in chapters 18.08, 18.43, or 18.96 RCW (Consultant) to submit Proposals for civil engineering support services. These services will include analysis, design, permitting, and preparation of plans, specifications, and cost estimates to construct a reservoir with approximately 1,600 acre-feet of storage capacity, an infiltration area for overland flow or extra reservoir water, and irrigation infrastructure upgrades. The reservoir and infiltration area are proposed for a 319-acre parcel off of River Road in the Sequim area of Clallam County, WA.

Clallam County hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals 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.

An engineering services contract may be awarded by Clallam County to the most qualified Proposer for the Description of Services Required described within this RFP. Funding from an existing Washington State Department Ecology Streamflow Restoration Grant will pay for contract services under this RFP. Certain requirements from the Ecology grant will flow through to the successful Proposer and will be included in the Contract to be executed between the successful Proposer, as Contractor, and the County.

### **RFP DETAILS:**

- A. This Request for Proposals (RFP) contains the information necessary to understand the consultant selection process and identifies the documentation a Proposer must submit to be considered for this procurement.
- B. By submitting a proposal, the Proposer represents that it has carefully read the requirements of this RFP and agrees to be bound by them.
- C. Proposers are expected to conduct themselves with professional integrity and to refrain from lobbying activities. During the procurement process commencing with the issuance of the RFP and continuing until the award of a contract for the project (or cancellation of the procurement)—no employee, member, agent, vendor, advisor or consultant of any Proposer shall have ex-parte communications, directly or indirectly, regarding this procurement with any representative or elected official of the County involved in this procurement, except for communications permitted by this RFP.

- D. Any verified allegation that a Proposer or team member has engaged in such prohibited communications or attempted to unduly influence the selection process may cause the County to disqualify a Proposer or a member of a Proposer's team from participating in this process, all at the sole discretion of the County.
- E. All work by consultants shall be prepared by or under the direction of a Professional Engineer licensed with the Washington State Department of Licensing and all final drawings must be stamped by professionals licensed in Washington.
- F. Clallam County is an Equal Opportunity Employer and actively encourages proposals from all qualified persons/companies regardless of race, religion, gender, age, national origin, marital status or ancestry. Certified Minority-owned (MBE) and Women-owned (WBE) business owners are encouraged to participate in the RFP process. If you are claiming certified MWBE status, please furnish us with information regarding the type of business and status being claimed; the MWBE must be an integral part of the Project team.

#### **REQUIRED PROPOSAL ELEMENTS:**

Proposals must include *all* required elements listed in Section III of this RFP or be rejected as non-responsive.

#### **QUESTIONS:**

Specific questions concerning this RFP should be submitted via email to the Reservoir Project Manager, Carol L. Creasey, Clallam County Hydrogeologist in the Public Works Department ([ccreasey@co.clallam.wa.us](mailto:ccreasey@co.clallam.wa.us)). Please no telephone inquiries. Questions and answers submitted to Creasey will be posted on the RFP website <http://www.clallam.net/PublicWorks/>

#### **PRE-PROPOSAL TOUR (optional):**

Note that an optional pre-proposal tour of the proposed Reservoir location and current irrigation infrastructure will be held on site for interested parties on **April 7, 2021**. COVID precautions will be taken for the pre-proposal tour. Details of the tour will be available on the Clallam County website at <http://www.clallam.net/PublicWorks/>

#### **INTENT:**

It is important that you inform Carol Creasey of your intent to submit a proposal so you may be apprised by e-mail of any updates to the RFP and Pre-proposal Tour.

#### **SUBMITTAL:**

Proposals must be received at 223 East 4<sup>th</sup> Street, Suite 4, Port Angeles, Washington by **10 a.m., Tuesday, April 20, 2021**.

The sealed proposals must be clearly marked on the outside of the envelope, "**Proposal – Dungeness Reservoir Design**". Submit five (5) hardcopies of the proposal. Address proposal to Board of Clallam County Commissioners, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington.

Proposals delivered to other offices and received late by the Commissioners' Office will not be considered nor will proposals received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

The RFP, background information, and other project related materials will be available on the Clallam County website at <http://www.clallam.net/PublicWorks/>

**Proposals received to the Board of County Commissioners after 10:00 AM, Tuesday, on April 20, 2021 will not be eligible to propose.**

Clallam County reserves the right to reject any or all proposals, or to withhold the selection of Consultants for any reason it may determine, or to waive or decline irregularities in any submittal.

Any cost incurred by the Consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the Consultant.

## **I. BACKGROUND**

Low flow in the Dungeness River is a significant limiting factor for four ESA-listed species of Salmonid and Steelhead. Low flows are primarily a seasonal challenge, occurring in the late summer and early fall. Around mid to late August, human needs for irrigation water intensify, Chinook and Pink salmon return to spawn, the snowpack feeding the river is depleted and the river levels decline. In all but the wettest years with ample snowpack, these low flows are insufficient to meet the needs of salmonids. Aside from any federally reserved water rights held by the S'Klallam Tribe, the largest and most senior established water rights in the basin belong to the Dungeness irrigators. For more than a century the Dungeness Valley has been irrigated with water directly from the Dungeness River. In the last 20 years Dungeness irrigators and basin partners have invested considerable resources to conserve and enhance flow in the River. However, in low snowpack years there is still not enough flow in the river to support salmon and meet out-of-stream water needs. The solution is an off-channel reservoir to store water during winter and spring when flows are plentiful, saving this water for use in late summer when river flow is low. Stored water would replace out of stream diversions in late season for three irrigation districts/companies, resulting in significant streamflow retention at a fish critical period. In addition to improving flows in late season, this is a multi-benefit project which will capture overland flow to prevent flooding in the City of Sequim, expand aquifer recharge, create a new County park with river access and recreational opportunities, and ensure the sustainability of agriculture in the Dungeness Valley – all providing climate resiliency for people, farms, and fish.

### **Community Benefits:**

**--Stream Flow Restoration for Salmon:** The project will retain up to 20 cubic feet per second (cfs) of flow in the Dungeness River by reducing Dungeness River irrigation diversions and potentially achieving the target flow-restoration goal of 105 cfs in most years, benefiting ESA-listed Salmon and Steelhead.

--**Long-Term Agricultural Viability:** Securing access to water for irrigation is critical to maintaining agriculture in the Dungeness Valley; this project will ensure that fish can thrive and irrigation can continue.

--**Aquifer Recharge:** In years with adequate snowpack, stored winter high flows and/or overland runoff can be used for aquifer recharge to augment flows in small streams, enhance groundwater levels, and possibly generate mitigation credits for the Dungeness Water Exchange.

--**Stormwater Management:** The project will alleviate flooding on roads and properties in the County and City of Sequim by intercepting storm flows (overland flows) before they reach infrastructure and pollution-generating urban areas.

--**Climate Resiliency:** Decreasing water supplies is the biggest climate concern for the region and this project provides a solution for healthy flows for salmon, reliable irrigation supply for agriculture during drought years, and enhanced aquifer recharge for drinking water supply and aquifer restoration over time.

--**Recreation:** The project site, currently owned by the Washington Department of Natural Resources (DNR), will eventually be owned by Clallam County as a new public park with hiking, biking, wildlife viewing, picnicking, and river access opportunities.

Figure 1-Project location map

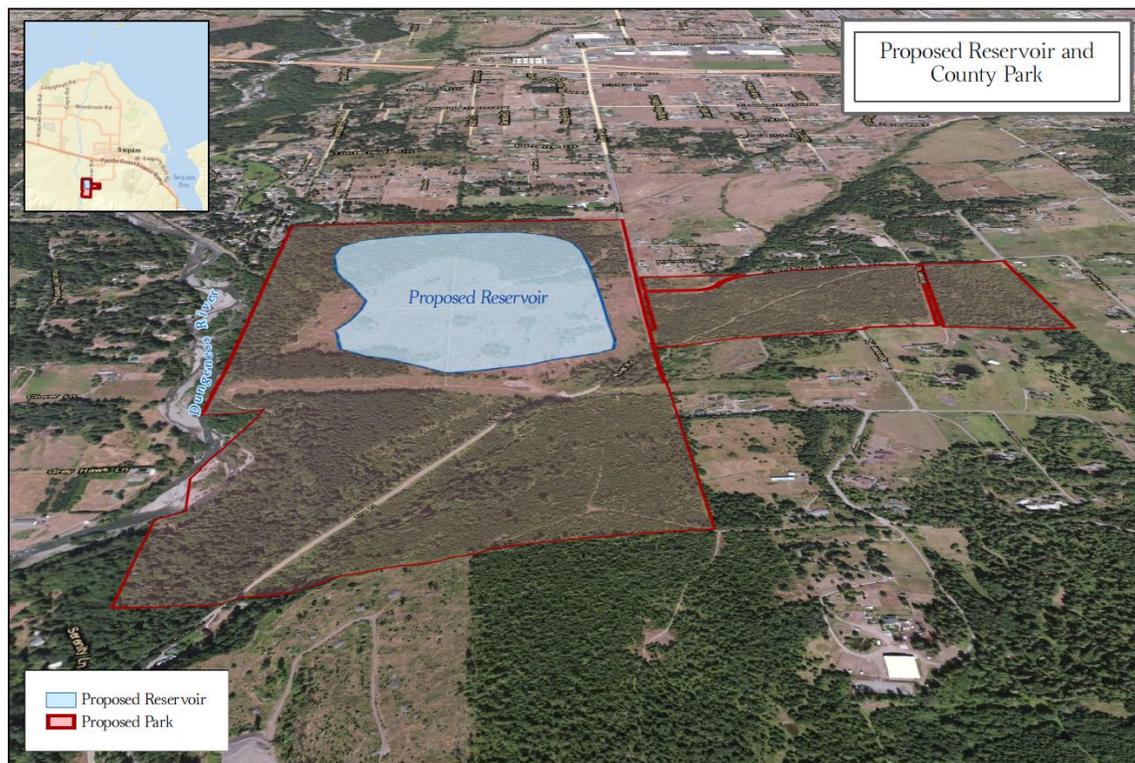


Figure 1

Dungeness Flow Restoration and Aquifer Recharge Off-Channel Reservoir



0 0.05 0.1 0.2 Miles

N  
October 29, 2016  
Data Sources:  
Clallam Conservation  
District, 2008; ESRU, 2008

## **Background Documents**

There are several documents that may aid you in developing your proposal. The following documents are downloadable from our website at <http://www.clallam.net/PublicWorks/>

Anchor QEA, May 22, 2013, Dungeness River Flow Enhancement Project, Designs and Supporting Analyses, Technical Memorandum Attachment D-3, River Road Storage Project, Preliminary Drawings.

Anchor QEA, May 23, 2014, Dungeness River Flow Enhancement Project, Designs and Supporting Analyses, Technical Memorandum Attachment D-2, River Road Storage Project, Preliminary Geotechnical Memorandum.

Anchor QEA, January, 2016, Executive Summary and Project Proposal, Dungeness Off-Stream Reservoir Project.

Anchor QEA, January, 2021, Phase 1 Environmental site Assessment DNR River Road Properties, prepared for Clallam County, WA.

DNR, September 19, 2014, Site Management Plan for CA00524, CA00725 and CA00730, Old Sequim Dump, Happy Cat Debris Scatter, Happy Cat Timber Sale, M.I.L. Stilson.

Dudek, January 2021, Cultural Resources Inventory of the Dungeness River Streamflow Restoration Off-channel Reservoir Project, Clallam County, WA. (Not yet available.)

Earth Economics, March 2019, Stormwater Capture for the Dungeness Off-channel Reservoir, prepared for the City of Sequim, WA.

PanGEO, December 2020, Geotechnical Engineering Feasibility Report Review, Dungeness Off-Line Storage Facility, River Road, Clallam County, WA.

Shafer, Ana, Geologist, Forest Resources and Product Sales & Leasing Division, June 29, 2019, Proposed “River Road Transfer” Property Transaction – Geologic Review Summary, DNR Olympic Region, Clallam County, WA.

## **Project Goal**

This phase of the project is to design infrastructure to build a reservoir with approximately 1600 acre-feet of capacity, an infiltration facility, as well as irrigation diversion and irrigation infrastructure upgrades on a 319-acre parcel currently owned by the Washington State Department of Natural Resources (DNR). The reservoir would hold water diverted from the Dungeness River via Highland Irrigation District’s (HID) point of diversion and conveyed by their canals. Water would be diverted and stored during the winter, spring, and early summer, when flows in the river are high and surplus water is available. The reservoir would also capture overland flow that is currently intercepted by irrigation ditches, contributing to flooding in the City of Sequim. Overland flow from Happy Valley will be re-directed to a settling basin before

being diverted to the reservoir to provide additional reservoir fill or diverted to an infiltration facility. Stored water would be released to meet irrigation needs in the late summer. Stored water could also be used for shallow aquifer recharge, pending high flow availability, as a secondary priority.

Due to the estimated cost of the project, the Dungeness Reservoir partners are interested in possible approaches to phase the project so that water diversion, storage, and infiltration benefits could be realized with partial funding and expanded when more funding is awarded.

## **II. DESCRIPTION OF POSSIBLE SERVICES**

### **SUGGESTED LIST OF TASKS**

The County is interested in Consultant proposals regarding all aspects of the project. The list of tasks below is intended to provide a general but not all-inclusive outline for the Consultant proposals. The actual scope of work will be negotiated with the Consultant following selection and award.

#### **TASK 1 DATA COLLECTION/VALIDATION OF CONCEPT**

- a. Review all background documents pertinent to the project
- b. Review the Project Goal and existing concept. Suggest additional tasks and potential alternatives including a phased approach to construction and cost savings measures. Following review with the County, prepare a Technical Memo with findings. Present the Technical Memo to the Board of County Commissioners and Dungeness Off-channel Reservoir Work Group
- c. Field Investigation
  - Conduct Topographical Survey and Boundary survey\*
  - Conduct Additional Geotechnical Investigation and Recommendations
  - Conduct Additional Cultural Resource Survey and ESA work, if needed
  - Conduct Wetland study, if needed

#### **TASK 2 PROJECT MANAGEMENT**

- a. Manage budget
- b. Manage timeline
- c. Participate in up to 3 public meetings
- d. Participate in up to 3 meetings with Dungeness Off-channel Reservoir Work Group
- e. Coordination with County or assigns
- f. Provide good communication with County or assigns
- g. Invoicing and reporting
- h. Other duties as assigned

#### **TASK 3 DESIGN**

- a. Design approach to include multiple phases of construction assuming not all construction funding is available
- b. Develop Preliminary Design Drawings and Cost Estimates (30%)

- Sampling and Modeling for water quality (reservoir, irrigation diversions and ditches, and overland flow) \* including
  - a. Temperature
  - b. Ecoli bacteria, nutrients, algae, sediment
  - c. Other water quality concerns (e.g. pesticides/herbicides, metals, petroleum hydrocarbons)
- Treatment Alternatives for Water Quality Concerns
  - a. Irrigation water
  - b. Stormwater
- Hydrologic Modeling
- Material Options for Liner and Liner Protection Options
- Infrastructure
  - a. Reservoir of approximately 1600 acre-foot capacity
  - b. Irrigation Intake Improvements for 25 cfs including fish screening improvements at the point of diversion
  - c. Reservoir Inlet including settling pond and Reservoir Outlets
  - d. Stormwater/Overland flow Infrastructure including a catch basin at the Highland Irrigation District canal crossing Happy Valley Road, ditch or pipe conveyance (gravity) to a settling pond and the reservoir site or alternatively to an infiltration facility
  - e. Assist County and Reservoir Partners with conceptual ideas for delivery among irrigation entities.
- Participate in public meetings at 30% design stage
- Present to the Board of County Commissioners and Reservoir Work Group at the 30% stage
- 60% Design Drawings, Develop Specifications and Prepare Cost Estimates
- 90% Design Drawings, Specifications and Cost Estimates
- Prepare Construction Level Final Bid Documents including Plans, Specifications, and Cost Estimates
- Develop Reservoir Fill and Water Release guidance document
- Coordinate with Dungeness Off-Channel Reservoir Work Group and Flow Advisory Committee

#### TASK 4 OPERATIONS AND MAINTENANCE

- a. Provide estimate of Operations & Maintenance (O & M) needs and cost estimates
- b. Provide feasibility of options for energy and revenue generation (i.e. in-line hydro, solar, etc.) as O & M cost savings
- c. Provide an O & M plan
- d. Estimate life cycle costs and capital replacement costs

#### TASK 5 PERMITTING

- a. Perform a permitting fatal-flaw evaluation to identify likely permits required and potential environmental constraints as a part of the 30% design
- b. Final permits identified for required construction as a part of 60% design
- c. Assist County in securing all permits

- d. Assist County and Reservoir Partners with storage project application to comply with WAC 173-518-095 of the Elwha-Dungeness Water Rule

#### TASK 6 CONSTRUCTION SERVICES

- a. Material Testing\*
- b. Construction Inspection\*
- c. Construction Staking\*

#### TASK 7 PROPOSED SCHEDULE

**Note:** \*These activities may be conducted by Clallam County Public Works, if time and staff capacity allow.

### III. PROPOSAL CONTENTS

Proposals must be concise and typewritten on letter-sized pages. No more than 30 single-sided pages and no less than 11pt font will be allowed. Appendices are not included in the page count. Elaborate packaging of the response is neither necessary nor desired. Five (5) hardcopies of the proposal are to be submitted. Proposals must include all of the following information or will otherwise be rejected as non-responsive:

#### 1.0 Consultant Information

A. The Name of the Consultant Firm, identifying its Principal Shareholders, Partners or Members. It should state the period of time the Firm has been operating its business offering professional services.

B. Name, resume, project list, educational background, and five (5) project references (with phone numbers) of key staff that will be assigned to this project. Identify how many years this staff member has been employed by your firm and other firms. For key staff that would be assigned to this project, list any other projects in which they are, or may be, involved. Include resumes for Project Manager and key personnel in an appendix. Appendices are not included in the page count.

C. Provide an estimate of the percentage of time that the Project Manager and each key person will devote to the project.

D. The Consultant must provide proof of insurance in accordance with the County Personal Services Agreement and licensure in the form of current copies.

E. Answer if the firm has ever:

- been party to any litigation, or arbitration with any government client.
- filed for bankruptcy or foreclosure.

## **2.0 Submittal Information:**

### **A. ABSTRACT**

Include a concise description of the Consultants proposed scope of work and methodology and how the Consultant intends to organize its resources to complete the required work. If the project is a joint venture, explain the role of each firm in accomplishing the work.

### **B. KNOWLEDGE**

Demonstrate your understanding and/or experience with designing reservoirs, infiltration facilities, and irrigation infrastructure, including any innovative approaches that apply.

Name the Project Manager and key personnel and describe their prior related experience. The Proposer must demonstrate that the Project Manager and key personnel have the expertise and availability to successfully complete the project. Include a complete and concise description of experience that is directly relevant to the responsibilities assigned to each individual listed as key personnel. The contract with the successful Contractor will stipulate key personnel assigned to the project.

Include other Consultant Information stipulated in 1.0

### **C. APPROACH**

Provide a description of the specific approach employed to accomplish each of the project tasks including consideration of a phased construction. Anticipated project tasks are described Section II. Due to the estimated construction cost of the project, the Dungeness Reservoir partners are interested in possible approaches to phase the construction so that water diversion benefits could be realized with partial funding and expanded when more funding is awarded. Provide the rationale for the proposed work and analysis method. Identify the tasks the Proposer believes will constitute the greatest challenges to successful project completion, and describe how the Proposer will successfully address those challenges.

Outline the specific activities for each proposed task including, but not limited to:

- a) Steps you will take to complete each task;
- b) A project schedule and milestones for each task (and subtask, if appropriate);
- c) The specific outcome you expect for each task;
- d) Data, information sources, and methodology you will use in each task, including the generation of any original data or information;
- e) The services and participation you expect of County and Dungeness Reservoir Work Group Partners for each task; and
- f) Describe your approach to ensuring coordination and communication with all team members, including sub-consultants, to ensure efficient delivery of project deliverables that meet the County's and Dungeness Reservoir Work Group Partners' needs.

D. **EXPERIENCE** Provide examples and descriptions of prior reservoir experience with projects of this size and budget that the Consultant has designed. Also provide a list and examples of water quality, irrigation, and hydrologic modeling projects. Provide examples for the firm(s), subconsultant(s), and individuals assigned to the project. For each prior project identified, please indicate the name of the client, name and telephone number of a reference person for each client, the relevancy of the project to this scope of work, and current status of the project. Examples of relevant project experience will strongly influence Consultant selection.

Provide any additional information reflecting the Proposer's ability to complete projects within established schedules and budgets. Provide any additional information to demonstrate the ability of the Proposer to perform the tasks described in this RFP.

Additionally, identify any potential conflicts of interest.

#### **IV. SHORT LIST/FINAL SELECTION PROCEDURES**

All submittals received in accordance with the deadline listed above will be reviewed and ranked by the County. No more than five (5) of the highest ranked firms will be notified and invited to participate in a short list/final selection phase. It is intended that this phase will include the following steps:

A. Notification: Written notification to top ranked Consultants.

B. Interview Discussion/Presentation:

A two hour discussion/question and answer period will be scheduled and conducted at Clallam County Public Works Department at the Courthouse in Port Angeles. The Consultant will be provided one hour for presentation. The remaining time will be reserved by the County and Reservoir Partners for questions.

The Consultant should illustrate the design and delivery strategy for this project and identify what attributes and unique qualifications their firm offers the County and Reservoir Partners. It should emphasize measures and control methods used to assure efficiency, quality, and schedule and budget conformance.

C. Final Ranking:

After discussions are completed, the County will rank the firms interviewed. The following criteria will be used for ranking:

- Key personnel/Qualifications
- Proposal Content

- Knowledge
- Experience: Design, Permitting, and Construction
- Demonstrated Quality of Work
- Approach: especially any innovative approaches
- Design efficiency and cost effective solutions
- Presentation/Discussion
- Familiarity with Army Corp, Ecology, other agencies, potential state and federal funding requirements, and all relevant permits, codes and standards

**The date for the interviews has been tentatively set for the week of May 10, 2021.**

Any in-person meetings will follow State COVID guidance on business meetings.

D. Negotiation/Scope Development:

The top ranked Consultant will be notified in writing and will be asked to meet and submit their prospective scope of services, schedule, and refine their fee (may be broken down by task, if appropriate).

If, after negotiation and consideration, the County is unable to reach an acceptable agreement with the top-ranked Consultant, the County will terminate negotiations with the top-ranked Consultant and, at the County's sole discretion, may: enter into negotiations with the second ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit a new Request for Proposals.

E. Final Selection:

When the County reaches an acceptable agreement with the preferred Consultant, the Clallam County Public Works Department will then make a recommendation to the Board of Clallam County Commissioners to award a contract to the Consultant and the Board's decision will be final.