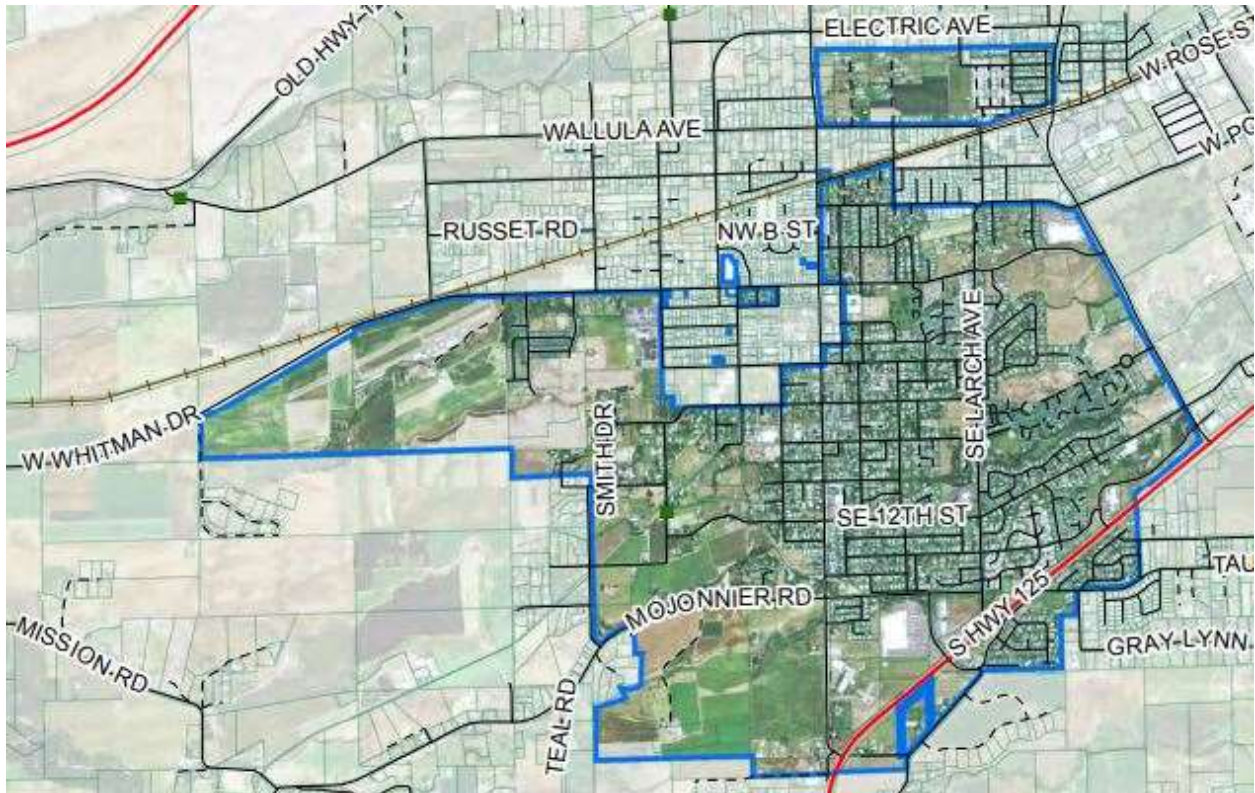




# Request for Proposal: Consolidation Feasibility Study Between Green Tank Irrigation District & the City of College Place, Washington



**Issued: December 10<sup>th</sup>, 2019**

**Request for Proposal Due: January 17<sup>th</sup>, 2020**

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## **Background/General Information**

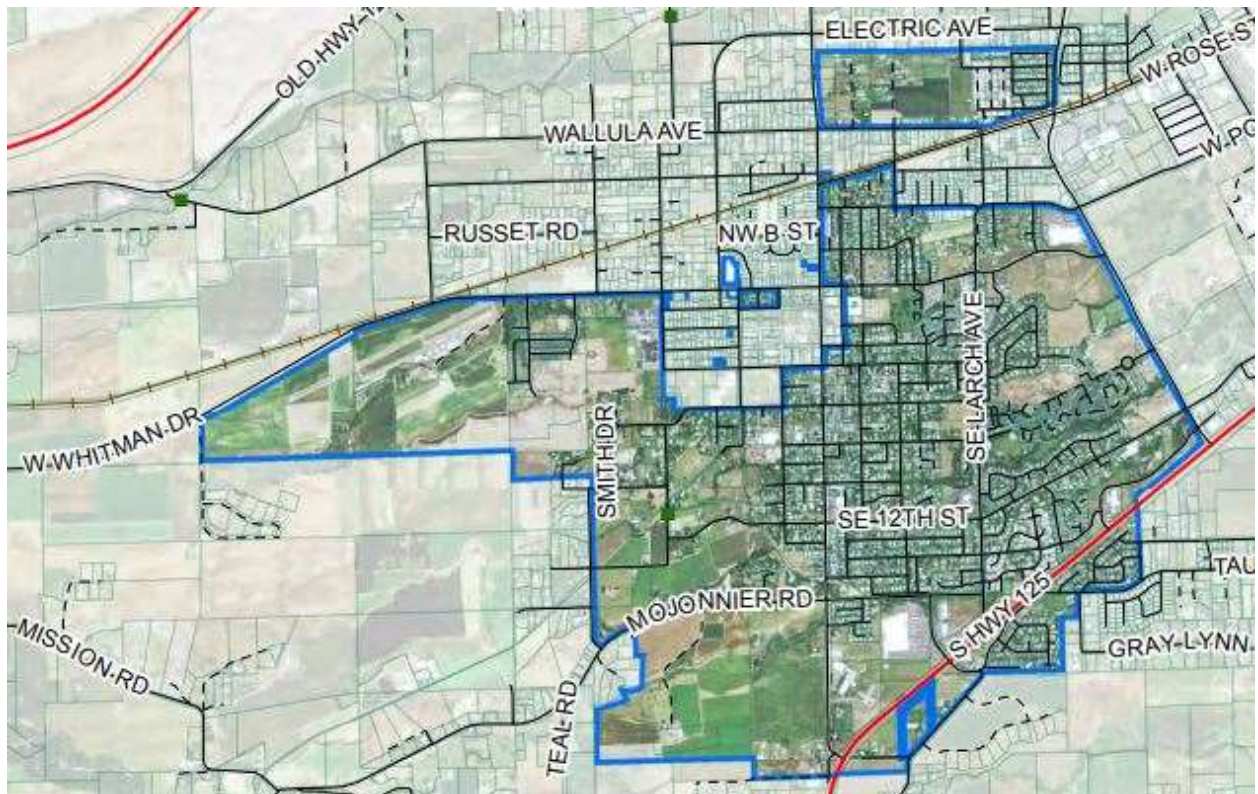
The City of College Place has been working with the Green Tank Irrigation District customers for years. Over half of the Green Tank customers reside within city limits and all of Green Tank property owners are served by City of College Place wastewater system. The City was awarded a State of Washington Drinking Water System Repair and Consolidation Feasibility Study Grant for \$30,000. This grant will allow College Place and Green Tank to better understand the costs associated with permanently consolidating Green Tank water system with College Place water system. Project activities include evaluation of existing Green Tank infrastructure, water rights, and water demands. Based on this information, costs will be developed for infrastructure improvements and transfer of water rights. Information will be shared at public meetings and public comment will be taken. The City of College Place is issuing this request for proposal for a qualified Engineering Firm with State of Washington licensure to conduct a study as to the feasibility of combining the Green Tank Irrigation District system within the City of College Place water system. Bidders should be familiar with and be able to satisfy general terms and conditions of a project funded by the State of Washington Department of Health Drinking Water Repair and Consolidation Grant Program.

## **Irrigation District Map**



The Green Tank Irrigation District serves an area bound by Wallula Avenue to the north, Myra Rd to the east, C Street to the south, and Damson/College Ave to the west. The District is bordered by the City of Walla Walla to the east. A number of properties south of NE Rose Street are within the incorporated city limits of College Place, Washington.

## **City of College Place Water System Area Map**



The City of College Place Water Service Area is in the map above.

### **Scope of Work**

1. Determining water demands and assessing existing infrastructure for Green Tank Irrigation District and the City of College Place including analysis of Green Tank's water rights to ensure rights cover the Irrigation District's customer base.
2. Evaluate water rights, market value, and potential for transfer to City of College Place in the event of a consolidation.
3. Assessing and projecting long-term basalt aquifer level trends against well depths and impeller set points.
4. Inventory of Green Tank water system facilities including description, age, condition, expected remaining life, and replacement cost.
5. Cost of bringing the Green Tank Irrigation System into Fire Flow compliance.
6. Upgrade analysis to meet compliance with State Department of Health (DOH) storage and conveyance standards.
7. Developing conceptual design and cost estimates for infrastructure improvements.
8. Propose a funding plan or cost sharing approach, may include forming a Utility Local Improvement District, Drinking Water State Revolving Loan Fund application, or other funding.
9. Prepare draft feasibility study for DOH review.

10. Present information to the water systems for public comment.
11. Produce final feasibility study incorporating DOH and public comments.

### **Additional Information**

1. City of College Place Comprehensive Plan:  
[http://cms6.revize.com/revize/cityofcollegeplace/CP\\_CompPlan\\_Final%2010-22-18%20with%20Ordinance.pdf](http://cms6.revize.com/revize/cityofcollegeplace/CP_CompPlan_Final%2010-22-18%20with%20Ordinance.pdf)
2. City of College Place Comprehensive Water System Plan (2014):  
[http://cms6.revize.com/revize/cityofcollegeplace/document\\_center/Public%20Works/Water/College\\_Place\\_March\\_2014\\_Water\\_System\\_Plan\\_Part\\_1.pdf](http://cms6.revize.com/revize/cityofcollegeplace/document_center/Public%20Works/Water/College_Place_March_2014_Water_System_Plan_Part_1.pdf)

### **Budget**

A maximum budget of \$30,000 for this project.

### **Deliverables**

1. Consolidation feasibility study report that includes assessment of existing infrastructure, identification of improvements, cost estimate of improvements, assessment of water rights, review funding opportunities, and potential rate structure to finance improvements. Report to be reviewed and approved by Eastern Regional Office Drinking Water staff. Final due date on the Consolidation Study is June 1<sup>st</sup>, 2021.
2. Copy of public meeting minutes for any public outreach event must be provided. The minutes must be provided by March 1<sup>st</sup>, 2021.
3. Quarterly reports must be submitted to Mr. Dennis Hewitt at the State Department of Health. The quarterly progress reports should document project accomplishments, existing and potential problem areas, suggestions for improvements, and any desired outcomes achieved. Reports should be a few paragraphs long with sufficient detail for DOH to understand the relative progress of the project since the last reporting period. The last quarterly report should serve as the final report and should include summary information about the project. Quarterly reports are due the last working day of each quarter.

### **Submittal Instructions**

Responses to this Request for Proposals should include:

- Firm/team information including, but not limited to, scope of capabilities, applicable resources, key personnel assignments, potential sub-consultants, qualifications and experience.
- Relevant experience with three similar projects (especially with State of Washington Department of Health Water System Consolidation Feasibility Study Grants) including project description, web link, client name and contact information, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.

- Your approach to the project while demonstrating a strong understanding of it, including any creative ideas for how to structure the work to accomplish the scope and deliverables described above.
- Proposed table of contents for the final report
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery
- Project budget including individual team members' names, hourly rates, time allocated by task, and the total hours anticipated to complete the project; and a project schedule including a statement that the project can be completed within 10 months from start date.

### **Questions**

Questions about the RFP must be submitted by January 14th, 2020 addressed to Mike Rizzitiello, City Administrator: [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us). Replies to all submitted questions will be posted on city website for bids by January 15<sup>th</sup>, 2020.

**Submittals are due Friday, January 17<sup>th</sup>, 2020 at 5:00 pm PST**

### **Submittals**

Submittals must be transmitted in pdf format by email as well as three paper copies to Mike Rizzitiello, City Administrator at [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us) located at College Place City Hall: 625 S. College Avenue, College Place, Washington, 99324.

### **Selection Process**

Written proposals will be reviewed by a team including City staff involved in the management of the municipal water system as well as representatives of the Green Tank Irrigation District. The selection team reserves the right to contact references and request clarification of information submitted or additional information from any proponent.

### **Selection Criteria**

- Credentials and experience of professional and support staff (30%)
- Innovative and energetic approach to undertaking the scope of work (25%)
- Organization/Communication skills (25%)
- Completeness and quality of proposal (20%)

### **Notification**

Notification to all proponents should be complete by February 28<sup>th</sup>, 2020 at 5:00 PM PST

## **Provisions**

1. The City assumes no contractual obligations by issuing the RFP, or by accepting and evaluating consultant responses.
2. The City reserves the right to accept or reject any or all responses, or parts of proposals, and to waive any minor irregularities.
3. Any costs incurred by the consultant in the preparation of a proposal will be borne solely by the consultant and the proposal will become the property of the City.
4. The City reserves the right to amend the RFP at any time prior to final consultant selection by transmittal of an addendum to all registered parties by January 17<sup>th</sup>, 2020.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.
6. All proposals submitted for the City of College Place are subject to public disclosure requests. Firms submitting a proposal under this Request for Proposal acknowledge and agree to the possible release of submitted material.
7. The City of College Place, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award