



## Request for Proposals:

# College Place Regional Stormwater Plan Finalization

**Date of Release: Fri, September 11th, 2020 at 2 PM**

**Due Date: Thurs, September 17<sup>th</sup>, 2020 at 5 PM**

### Introduction

The City is home to 9,800 people and is two square miles. College Place lies within the greater Walla Walla Valley. Waterways which flow through the City include Garrison Creek, Stone Creek, Military Springs, Thompson Creek, and Doans Creek. The City received notification on October 25<sup>th</sup>, 2017 that the State of Washington Department of Ecology identified the City as under the coverage of the Eastern Washington Phase II Municipal Stormwater Permit and it had to abide by the National Pollutant Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) standards. The City created a Stormwater Utility in December 2018 that became affective in January 2019. The City received a grant through the State of Washington Department of Ecology Environmental Legacy Stewardship Account (Grant No. WQC-2017-CoPIED-00197) for the development of a Regional Stormwater Plan which was extended to December 31<sup>st</sup>, 2020. **\$18,000 is left in the grant to complete the work.** Roughly 90% of the Regional Stormwater Plan was put together by a past consultant. The City needs a consultant experienced in stormwater/environmental utility system planning to finish out the work for the Regional Stormwater Plan by the deadline of **December 18<sup>th</sup>, 2020**. All documents and geospatial information files that previous consultant will be provided to successful winner of award to complete this work. The work to complete and timeframe in which responses are due for this work is on a quick turnaround because the city staff person who was trying to take much of this work on unexpectedly passed away. While the State Department of Ecology is extending the grant deadline to the end of the year, it must be completed by this time. The City and procurement processes are being processed under the auspices of under local Resolution 20-009.1 Emergency Declaration for COVID-19 which was adopted by City Council on June 23<sup>rd</sup>, 2020.

### Additional Information

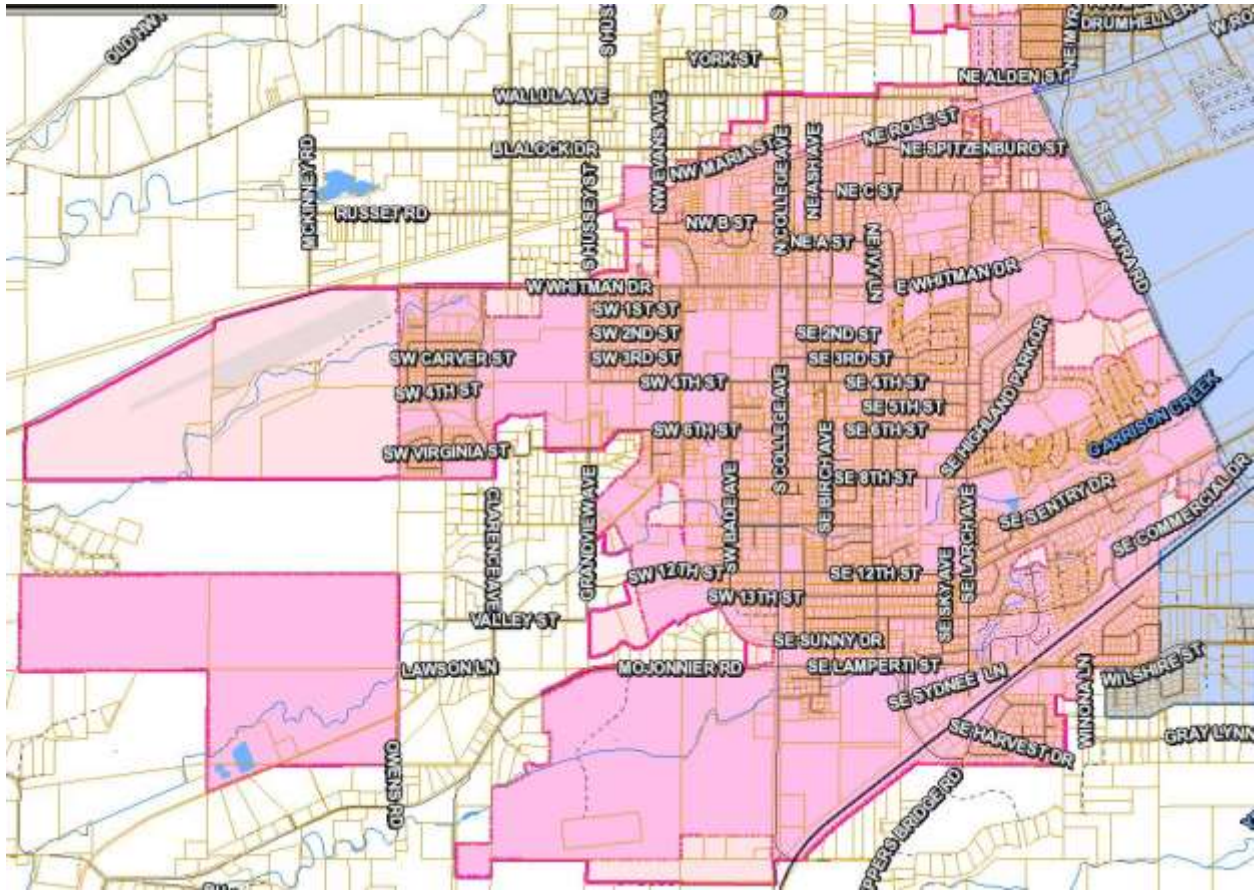
- City Stormwater Utility:  
[http://www.cpwa.us/departments/public\\_works/stormwater\\_utility.php#revize\\_document\\_center\\_rz316](http://www.cpwa.us/departments/public_works/stormwater_utility.php#revize_document_center_rz316)
- City Stormwater Facility Standards:  
[http://cms6.revize.com/revize/cityofcollegeplace/document\\_center/Engineering/Development/Stormwater%20Standards-Active.pdf](http://cms6.revize.com/revize/cityofcollegeplace/document_center/Engineering/Development/Stormwater%20Standards-Active.pdf)
- Stormwater Plan Webpage and Material:  
[http://www.cpwa.us/departments/public\\_works/stormwater\\_utility.php#revize\\_document\\_center\\_rz316](http://www.cpwa.us/departments/public_works/stormwater_utility.php#revize_document_center_rz316)

- City Standards and Specifications:  
[http://cms6.revize.com/revize/cityofcollegeplace/document\\_center/Engineering/Civil%20Standards-Active.pdf](http://cms6.revize.com/revize/cityofcollegeplace/document_center/Engineering/Civil%20Standards-Active.pdf)

## **Stormwater GIS Data City Has but Needs to Be Quality Controlled**

Addresses2019	File Geodatabase Feature Class
Addresses2020	File Geodatabase Feature Class
BUBB	File Geodatabase Feature Class
Bull_Trout	File Geodatabase Feature Class
CatchBasins	File Geodatabase Feature Class
CIPs	File Geodatabase Feature Class
CityLimits	File Geodatabase Feature Class
Contours2012	File Geodatabase Feature Class
Creek	File Geodatabase Feature Class
DrainageBasins	File Geodatabase Feature Class
Drywells	File Geodatabase Feature Class
Geologic	File Geodatabase Feature Class
ImperviousParcels	File Geodatabase Feature Class
Landuse2019	File Geodatabase Feature Class
ManholeCovered	File Geodatabase Feature Class
Manholes	File Geodatabase Feature Class
Monitor	File Geodatabase Feature Class
Monitor_Garrison_Creek	File Geodatabase Feature Class
NotSingleFamilyHomes	File Geodatabase Feature Class
Outfalls	File Geodatabase Feature Class
Parcels	File Geodatabase Feature Class
PrivateStormwaterFacilities	File Geodatabase Table
PrivateStormwaterFacilityTypes	File Geodatabase Table
PrivateUICs	File Geodatabase Feature Class
ProblemAreas	File Geodatabase Feature Class
PublicUICsEcology	File Geodatabase Feature Class
River	File Geodatabase Feature Class
RoadCenterlines	File Geodatabase Feature Class
SingleFamilyHomes	File Geodatabase Feature Class
Steelhead	File Geodatabase Feature Class
StormPipe	File Geodatabase Feature Class
Streets	File Geodatabase Feature Class
SudburyLandfill	File Geodatabase Feature Class
Summer_Steelhead	File Geodatabase Feature Class
SW_Structures	File Geodatabase Feature Class
SWFacilityTypes	File Geodatabase Feature Class
Tee	File Geodatabase Feature Class
TotalImperviousArea	File Geodatabase Table
Typeless	File Geodatabase Feature Class
UGACollegePlace	File Geodatabase Feature Class
UGAProposed	File Geodatabase Feature Class
UICfromParametrix	File Geodatabase Feature Class
USDAsoilsurvey	File Geodatabase Feature Class

## Map of Stormwater Utility Coverage Area (Colored in Pink)



## Scope of Work/Deliverables

1. Stormwater System GIS
  - a. Review and perform quality assistance/control activities on the collected stormwater system GIS data. GIS data will be provided by the City and areas of high concern will need to be field verified by chosen firm's staff.
  - b. Create and populate additional layers for ditches, culverts, ponds, and additional private facilities.
  - c. Set up a GIS feature class that outlines where potential infrastructure and regional facilities for stormwater may go in the City.
  - d. Upload and setup rest services for the Stormwater GIS data within the City's arcgis.com account.
2. Stormwater Plan
  - a. Perform cursory review/editing duties on Stormwater Plan to make sure it satisfies term of the Ecology Grant Agreement.
  - b. Perform cursory revision of Capital Improvement Plan and make sure it is complete. This includes cursory analysis
  - c. Provide detailed cost estimate for typical construction of Stormwater Management Manual for Eastern Washington (SMMEW) compliant outfalls.

- d. Refine quality of Monitoring Plan and TMDL Fecal Coliform Sampling Plan for Garrison Creek
- e. Ensure Stormwater Plan is complete and meets terms of the grant agreement
3. Stormwater Educational Webpage
  - a. Provide City with content for webpage
4. Standard Plans/Facility Standards
  - a. Provide standard plans of street sections (pdf and AutoCAD format) with treatment facilities based on City Standard Plans with dimensional matrix/factors for varying conditions (soil type, slope, available area, seasonal high groundwater elevation) that meets what is in most current condition of the Eastern Washington Stormwater Manual for current Phase II permittees.
5. Closeout Work
  - a. Filling out grant recipient closeout report.
  - b. Two-page outcome summary report.

### **Optional Elements City May Wish to Authorize (Via Contract Addendum)**

1. Provide recommended type, location, design, and scoping of regional stormwater facilities.
2. Complete memorandum discussing infrastructure alternatives (regional, development-wide, and lot-specific), cost associated with each, cursory sizing/design, and an analysis of the benefits to each approach.
3. Provide grant management administrative support (Ecology EAGL system)

### **Budget**

A maximum budget of **\$18,000** for this project.

### **Submittal Instructions**

Responses to this Request for Proposals should include:

- Firm information including, but not limited to, scope of capabilities, qualifications, and experience.
- Relevant experience with two similar projects pertaining to City Stormwater System Master Planning efforts (especially with Ecology 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.
- Signed statement by lead consultant that you have the ability/skillset to complete scope of work/deliverables within stated timeframe.
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery

### **Questions**

Questions about the RFP must be submitted by September 15<sup>th</sup>, 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 September 16<sup>th</sup>, 2020.



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

### **Submittals**

**Submittals must be transmitted in pdf format by email only to Mike Rizzitiello, City Administrator at [mrizzitiello@cpwa.us](mailto:mrizzitiello@cpwa.us).**

### **Selection Process**

Proposals will be reviewed by a team of City staff involved in City Administration, Community Development, and Public Works. The selection team reserves the right to contact references and request clarification of information submitted or additional information from any proponent.

### **Criteria for Selection**

- Credentials and experience of responding firm/consultant (20%)
- Detailed Scope of Work/Ability to Complete Outlined Scope (40%)
- Organization/Communication skills (20%)
- Completeness and quality of proposal (20%)

### **Notification**

Notification to all proponents should be complete by September 25<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 September 16<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.