CASCADE WATER ALLIANCE
Request for Qualifications (RFQ)

for

TECHNICAL FEASIBILITY STUDY FOR ANCILLARY HYDROPOWER
RECOVERY AT THE WHITE RIVER – LAKE TAPPS PROJECT

Issue Date: April 3, 2015

Mandatory Pre-Submission Meeting

| Pre-Submission Meeting Location: Cascade Water Alliance 520 112th Ave. NE, Suite 400 Bellevue, WA 98004 | Date: 04/20/2015 | Time: 10:00 AM (Pacific Time) |
| Call-in option available, instructions provided on request |

Contact Person for Questions

| Questions should be directed only to: Ed Cebron Economist | Telephone number: (425) 283-0543 Email address: ecebron@cascadewater.org |

Deadline for Submission of Questions

Questions must be submitted to the individual named above no later than: 04/22/2015 at 4:00 PM

Place and Deadline for Submission of Qualifications

| Submit Qualifications to: Cascade Water Alliance 520 112th Ave. NE, Suite 400, Bellevue, WA 98004 Attn: Ed Cebron | Date: 4/30/2015 | Time: 4:00 PM (Pacific Time) |
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I. **ANNOUNCEMENT OF REQUEST FOR QUALIFICATION**

Cascade Water Alliance (“Cascade”) is soliciting Statements of Qualification (“SOQ”) for engineering consulting services to complete a technical feasibility analysis and cost estimates for a potential hydropower recovery system. Proposers must demonstrate experience in small to mid-sized (500kw to 40MW capacity) hydroelectric development and satisfactory performance with engagements of similar scope by key personnel assigned.

This Request for Qualification (“RFQ”) process is being performed to assure that Cascade obtains the services of an engineering firm in the most effective and efficient manner.

The availability of this RFQ was advertised on April 3, 2015 in the *Tacoma News Tribune* and on April 3, 2015 in the *Daily Journal of Commerce*. The RFQ and any related documents are also available at Cascade's website, [www.cascadewater.org](http://www.cascadewater.org).

A. **Description of Cascade Water Alliance**

Cascade is a municipal corporation organized under the authority of the Joint Municipal Utilities Services Act, chapter 39.106 of the Revised Code of Washington to provide wholesale water supply to meet the current and future water supply needs of its Members.

- **Members**: Members include the following:
  - City of Bellevue
  - City of Issaquah
  - City of Kirkland
  - City of Redmond
  - City of Tukwila
  - Sammamish Plateau Water and Sewer District
  - Skyway Water and Sewer District

- **Governance**: Cascade is governed by a Board of Directors represented by each of its Members. All Board Members are elected officials of their respective Member organization. Day-to-day management is provided by Cascade’s Chief Executive Officer.

- **Water Supplies and Facilities**: Cascade currently utilizes a combination of local groundwater supplies owned and operated by its Members and regional water
supplies. Cascade operates and maintains certain infrastructure on behalf of its Members (e.g. the Bellevue Issaquah Pipeline). In addition, Cascade has wholesale water contracts with the City of Seattle and the City of Tacoma, as well as ownership of the White River/Lake Tapps Reservoir Project purchased from Puget Sound Energy ("PSE") in 2009 ("Project"). The Project, constructed in 1911, consists of facilities once utilized in hydro-power generation via water diverted from the White River near the town of Buckley, Washington. The Project is comprised of the Lake Tapps Reservoir, as well as numerous dikes, inlets, fish screens, a diversion dam and approximately 7.5 miles of pipes, flume and canal. Cascade owns and maintains the Project for the primary purpose of serving as a future source of municipal water supply for its Members, although Cascade has not yet determined when the municipal water supply system will be put into use.

- **Project Operations:** Cascade’s operation of the Project deviates substantially from prior use by PSE. Historically, PSE maximized diversions from the White River, up to 2000 cubic feet per second (cfs), to support hydropower generation. Discharges from Lake Tapps were of comparable scale when available, and often scheduled on an intermittent basis to maximum revenue potential. PSE typically lowered Lake Tapps significantly during the winter to reduce weather impacts on dikes.

Cascade now manages the Project consistent with its water rights and a set of operational agreements that establish the following management priorities: (1) in-stream flow requirements, (2) diversion and discharge constraints, (3) municipal water supply, and (4) recreational use of Lake Tapps. Hydropower recovery, if developed, would be ancillary to Cascade’s primary purpose of operating the Project for long-term municipal water supply and subordinate to these other priorities.

A “snap shot” of the operational parameters for the Project is included as an attachment to this RFQ. Maximum diversions from the White River are now limited to a rate of 1,000 cfs; in practice, diversions are far lower than this maximum rate. Cascade presently manages diversions to maintain seasonal reservoir levels at Lake Tapps. Discharges from the Lake Tapps reservoir are also greatly reduced from historic levels. Consistent with Cascade's water rights and related operational agreements, Cascade’s discharge through the Project tailrace cannot exceed 50 cfs except during the major drawdown of Lake Tapps that occurs in the fall. Fall drawdown is accomplished through an extended discharge period at relatively high flows on the order of 500 cfs, with a maximum discharge capacity of 1,000 cfs maintained for emergency drawdown. Once
Cascade develops a municipal water supply system, at least 20 years in the future, Cascade’s municipal consumptive water right of 85 cfs would likely extend and increase diversions conveyed from the White River to Lake Tapps, while reducing discharges from Lake Tapps.

B. Background

Cascade has observed that departure from historic operations of the Project for hydropower generation has caused accelerated wear and shortened useful life on Project infrastructure and increased operational noise levels due to the absence of energy recovery within the system. Initial evaluation by Cascade has indicated that re-introduction of hydroelectric power generation as a tool for energy dissipation and noise reduction could address these operational and infrastructure problems at the Project, with the collateral benefit of revenue generation.

Cascade now wishes to more thoroughly develop and explore the option of hydropower as an operating and economic solution. Cascade has identified three potential locations for hydropower recovery within the Project system. Cascade considers all three as potentially viable options individually or in combination, subject to technical and economic evaluation. The three potential hydropower recovery locations identified to date are:

1) **Existing Powerhouse** – At the existing powerhouse, water from the Lake Tapps reservoir is conveyed via two, eight-foot diameter penstocks with an elevation drop of roughly 430 feet. The powerhouse still contains one existing 27 MW generator and turbine. Rehabilitation of this equipment and other improvements, primarily electrical, would be needed to make this unit functional. A minimum flow of roughly 100 -150 cfs is needed to operate this equipment, which would likely limit its operation to periods of major discharge such as annual drawdown in the fall. Annual drawdowns could be structured to enhance power generation (for example longer duration at lower volumes) subject to the available discharge volumes.

2) **New In-line Generator at Powerhouse** – The availability of moderate flow (up to 50 cfs) for extended periods has led to consideration of a new in-line turbine in one of the two operating eight-foot diameter penstocks. Such a unit would be intended to generate power when discharge flows continue but are insufficient for the larger existing turbine. The unit could be sized for a range of flow conditions. Initial estimates are that a capacity of 5 MW would relate to flows up to 150 cfs.
3) **Upper Conveyance Valve House** – Above Lake Tapps, diversions into the reservoir pass through a pair of pipelines with diameters ranging from 5 to 10 feet. Approximately 100 feet of elevation drop occurs through these pipes prior to release at an existing valve house. Initial consideration suggests that a generation capacity of up to 5 MW could be viable based on available head and typical refill flows. Originally designed for potential energy recovery, the facility could support in-line or stand-alone equipment.

Cascade has conducted a preliminary analysis of economic feasibility based on rough cost estimates to determine threshold viability, and any or all of the three identified locations justify further evaluation. Additionally, Cascade has initiated the FERC licensing process through submittal of a preliminary permit application. The preliminary permit application provides greater detail on geographic location and physical context for potential hydroelectric generation at the Project. The preliminary permit application will be available at the Pre-Submission Meeting or upon request.

Cascade has identified three potential phases of work:

1) **Phase 1: Technical Feasibility and Cost Estimates**
   Phase 1 will involve technical feasibility analysis of the three identified energy recovery locations. General goals include assessing power generating potential, evaluating and making recommendations on potential hydropower configurations and technologies, and developing cost estimates sufficient for further economic and financial evaluation by Cascade.

2) **Phase 2: Hydropower Project Delivery Options and Evaluation**
   Phase 2 will evaluate alternate project delivery and financing options that may be available to Cascade, including development by Cascade via traditional or alternative procurement methods, public-private partnerships, and various hybrids of public and private development and ownership.

3) **Phase 3: Hydropower Project Execution**
   Phase 3 will include procurement for project execution, the content and structure of which dependent on the project delivery method pursued by Cascade. Phase 3 will include facility design, construction, energy sales agreements, financing, facility management and operation strategies, and initial operation of the constructed facilities.
C. Scope of Work

At this time, Cascade wishes to undertake Phase 1 to evaluate technical, economic, regulatory and financial feasibility. Cascade intends to select one firm based on this RFQ process to perform engineering consulting services for Phase 1. The level of detail for Phase 1 is expected to be planning level, sufficient to support reasonable cost estimation and related economic/financial analysis. Substantive project design is not expected or desired for Phase 1.

The successful firm will develop and submit a scope of work and task plan that identifies the work products that would result from the study. The task plan shall incorporate the following elements:

1. Data Collection – Identify data requirements and sources, specifically identifying information required from Cascade.
2. Hydropower Analysis – Identify hydropower recovery potential for all three identified locations. Consider continuation of Cascade’s operational strategies and potential enhancement of existing operations within specified diversion and discharge constraints.
3. Hydropower Concept – Identify basic equipment and facility layout for each of the three hydropower recovery locations, including equipment and facility choices. For the new in-line generators at the powerhouse and valve house, at least two sizing options will be required to support Cascade’s decision analysis.
4. Operations and Interconnection – Identify basic electrical and operational requirements for each of the three hydropower recovery locations.
5. Cost Estimates – Provide planning level cost estimates for each development location and sizing option. Cost estimates must include capital costs for infrastructure and equipment, as well as annual operational costs.
6. Regulatory Requirements – Identify federal, state, and/or local regulatory requirements and provide technical information necessary to support initiation of required licensing and/or permitting. Cascade has separately initiated the FERC preliminary permit process using its own contract legal services; consultant will support Cascade and their legal advisors but will not be responsible for licensing and permitting activities as a part of this scope of work.
7. Economic Feasibility – Document potential power sales options available to Cascade, including preliminary revenue estimates. Identify and evaluate potential funding assistance opportunities consistent with planned development. Cascade will have primary responsibility for economic and financial feasibility analysis, relying on cost and revenue information provided by the consultant.
8. **Technical Memorandum** – Summarize results in a technical memorandum including preliminary recommendations for sizing and configuration of facilities and equipment for each of the identified locations. Related drawings, tables or schematics will be included in the memorandum or an appendix.

The successful firm will work primarily under the management of Cascade’s Economist.

Cascade expects to award the contract for Phase 1 in May 2015 with the draft Technical Memorandum to be submitted no later than September 30, 2015. **The firm selected for Phase 1 shall be eligible to conduct the scope of work for Phase 2 or Phase 3.**

Following completion of Phase 1 and evaluation of Phase 1 findings and recommendations by Cascade’s Board, Cascade may select a firm to conduct Phase 2 as described in Section I.B. of this RFQ. Subject to mutual agreement by Cascade and the firm selected for Phase 1, the agreement to be executed based on this RFQ may be amended to include a more detailed scope for the implementation of Phase 2. Cascade further reserves the right to conduct a separate selection process to obtain services for Phase 2. **The firm selected for Phase 2 and any subconsultants that participate in the Phase 2 scope of work will not be eligible to conduct the scope of work for Phase 3.**

The successful firm selected for the Phase 1 scope of work may decline an offer by Cascade to conduct Phase 2 work without prejudice and shall remain eligible for Phase 3 work.

Selection of a firm for Phase 2 would likely occur in late 2015, with completion of the Phase 2 scope of work during the first half of 2016. Cascade’s decision to proceed with Phase 3 shall be dependent on findings of the prior two phases and Board approval, with schedule for procurement and completion to be determined at such time.

**II. SUBMITTAL AND EVALUATION PROCESS**

Each Proposer’s SOQ must be organized by discrete sections corresponding to the evaluation criteria and in the order listed below, and must include an index to assist Cascade in reviewing all SOQs received. Proposers are further advised that lengthy or wordy submissions are not necessary (maximum page counts apply, as set forth below). Nevertheless, SOQs that do not respond completely or sufficiently to the evaluation criteria in this RFQ may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the SOQ not scoring high enough to be considered further.
### A. Submittal Requirements and Evaluation Criteria

The SOQ must include and will be reviewed and scored by Cascade based on the following weighted evaluation criteria.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td><strong>1) Cover Letter (2 pages maximum):</strong> Please submit a cover letter that summarizes your experience in providing the services described in this RFQ, addressing, at a minimum, the following:</td>
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<tr>
<td>a) A high level summary of your firm’s relevant qualifications.</td>
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<td>b) The size of your firm and discuss your firm’s capability to manage projects as anticipated by this RFQ.</td>
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<td>c) Your firm’s historic workload and how this would impact your ability to perform work as contemplated by this RFQ.</td>
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<td>d) The name and contact information of the individual in your firm that Cascade should contact regarding questions about your SOQ. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, e-mail address.</td>
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<td>e) Acknowledgement that you have received any addenda issued to the RFQ, as posted on Cascade’s website.</td>
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<td>f) Include any time limitations on the validity of the SOQ.</td>
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<td><strong>2) Description of the Firm (2 pages maximum):</strong> Provide a brief description and history of your firm (the number of years it has been in business, areas of specialization(s), number of employees, location of offices, and other applicable services offered). List the experience and history of any subconsultants included in your statement. Discuss your firm’s financial and organizational stability.</td>
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<td><strong>3) Proposed Team, Availability, and Qualifications:</strong> Provide the following sets of materials.</td>
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Cascade Water Alliance  
RFQ for Technical Feasibility Study For Ancillary Hydropower Recovery At The White River – Lake Tapps Project  
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34647
a) *(2 pages maximum)*: Identify key staff (employees and/or sub-consultants) who would perform significant portions of the scope of work outlined in this RFQ, the services or role each staff member would provide, and each staff member’s participation and role (if any) on projects described under Relevant Experience (Evaluation Criterion no. 4). Indicate each staff member’s availability for the duration of the Proposed Schedule. Also, indicate the primary office location for each key staff member, as follows: (1) Local (within 40 miles); (2) Regional (within 200 miles), or; (3) Out-of-Area (more than 200 miles). Distances should be with respect to Cascade Water Alliance’s office in Bellevue, Washington.

b) *(2 pages maximum per team member)*: Include a copy of the resume of the firm’s primary contact person for Cascade activities and the resume for all key staff who will be assigned to perform work described in this RFQ. Describe their relevant background, experience, qualifications, and availability (including their ability to respond on an emergency basis). **Resumes should be collated as an Appendix to the SOQ.**

4) **Relevant Experience of the Proposed Team (5 pages maximum):** Demonstrated expertise and experience of the proposed team (employees and/or sub-consultants) in successfully completing similar assessments as described in the scope of work for this RFQ on other small to mid-sized (500 kw to 40MW capacity) hydroelectric development. On each project described, cross-reference participation by key staff identified for the proposed team. Also include the proposed team’s experience, if any, with Cascade’s facilities.

5) **Understanding of Project Goals (2 pages maximum):** Proposals should reflect careful consideration of the proposed scope of work in relation to the background described in Section II.B. of this RFQ. Strong proposals will exhibit: solid understanding of operational and system constraints of the Lake Tapps Project, an innovative approach, and clearly defined work products.

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Cascade Water Alliance
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6) **Proposed Approach (6 pages maximum):** The Proposer should provide a clear, concise description of the proposed approach to accomplish the task plan elements described in the scope of work for this RFQ. Include an estimate of professional hours by task as an indication of Proposer’s expectations for level and distribution of effort.

**Optional Submission (50-page maximum):** One sample technical report developed for similar projects as described in this RFQ may be submitted. The sample technical report is not required as part of the SOQ, and may be subject to public disclosure as set forth in Section III.I. of this RFQ. The optional sample report may only be submitted electronically, as a separate file in one of the formats identified in Section III.B. Do not provide a hard copy of the sample report.

7) **Proposed Schedule (1 page maximum):** Assuming a June 1, 2015 notice to proceed and completion of the draft Technical Memorandum by September 30, 2015, propose timeframes for completion of the task plan elements described in the scope of work for this RFQ.

8) **Standard Contract Language:** Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFQ. Each firm must affirm in its SOQ that the terms and conditions of this Agreement are acceptable, or if the firm takes exception to any of the proposed language in the Agreement, the firm must specifically describe the reasons for the exceptions and propose in its SOQ alternative language for review and consideration by Cascade.

9) **References (1 page maximum):** Provide three (3) references of clients who are familiar with the work of the firm, and for whom work was performed that closely resembles the work described in this RFQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Cascade reserves the right to conduct reference checks as part of evaluating SOQs as well as in evaluating the suitability of the firm for a particular work assignment. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform work required by Cascade, Cascade may, at its sole discretion, not
select a firm. In conducting reference checks, Cascade may include itself as a reference if the firm has performed work for Cascade, even if the firm did not identify Cascade as a reference. Likewise, Cascade reserves the right to check references for the firm from other clients, even if they were not identified by the firm as references in the SOQ submitted.

| Total Points | 100 |

B. **Optional Submission - Qualifications for Phase 2**

Proposers may submit additional qualifications applicable to Phase 2, as described in Section I.B., which will address project delivery and financing options for hydropower recovery including various forms of public-private partnerships. Submission of qualifications for Phase 2 is not required as part of the SOQ for Phase 1 and will not be considered in awarding the Phase 1 work identified in this RFQ. Qualifications submitted for Phase 1 and Phase 2 will be kept on file by Cascade and may be used to select a firm for the Phase 2 scope of work without issuance of a new request for proposals. Qualifications for Phase 2 may not exceed 4 pages.

C. **Format Requirements**

- Statements of Qualifications and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the firm and should be marked with the name of this RFQ as indicated on page 1 of the RFQ.
- The bound SOQs should be in an 8 1/2” by 11” format, using a minimum 10 point type size. No plastic covers or binders will be accepted.
- Cascade strongly encourages the use of recycled and recyclable materials in the submission of SOQs, including no less than 50% post-consumer recycled content.
- Firms are required to “double side” the printing of their SOQs; however, for the purposes of any page limitations of the SOQ outlined in the RFQ, one side of a printed page is considered one page. Cascade will not review or evaluate pages in an SOQ that are in excess of any RFQ page number limitation for a specific section of the SOQ.

D. **Evaluation Process**

Cascade will select, if at all, one Proposer whose qualifications, in the sole judgment of Cascade: best meets the requirements set forth in this RFQ; is the most advantageous
to Cascade based on the evaluation criteria set forth herein; and is in the best interest of Cascade. The SOQs will be reviewed by an evaluation committee and the highest rated firms may be invited to an interview. The selected firm will be invited to enter into negotiations with Cascade. If Cascade and the selected firm cannot agree on terms that are fair and reasonable, Cascade may terminate negotiations and enter into negotiations with the next highest rated firm.

Grounds for rejecting SOQs as non-responsive include late submittals, missing information or addenda, qualifications that do not meet the minimum requirements or do not address all areas identified by Cascade.

III. GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

By submitting a response to this RFQ, the Proposer certifies that the SOQ and any additional materials are genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Proposer has not induced or solicited others to submit a sham SOQ, or to refrain from submitting an SOQ.

A. Mandatory Pre-Submission Meeting

A Pre-Submission Meeting will be held on the date, time, and at the place indicated on page 1 of this RFQ. Attendance in-person or by phone is acceptable. Attendance by Proposers is required and firms not in attendance will be ineligible to submit a SOQ.

B. Time and Place for Submittal

One (1) original and three (3) copies, as well as one (1) electronic copy (CD or USB), of the SOQ and any additional materials must be submitted to Cascade Water Alliance, 520 112th Ave. NE, Suite 400, Bellevue, WA 98004, Attn: Ed Cebron no later than the deadline listed on page 1 of the RFQ. Faxed or e-mail submittals will not be accepted.

Firms are responsible for ensuring receipt of the SOQ at the designated place and by the deadline stated above. Submittals received after the deadline will not be accepted. Cascade will not be liable for delays in delivery of SOQs due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Statements of Qualifications may be delivered in person or by a delivery service. No oral, fax, electronic (e.g. e-mail), or telephonic SOQs will be accepted. Firms are responsible for ensuring that Cascade receives the SOQ at the designated location by the deadline set forth above.
C. **Anticipated Schedule** *(Dates subject to change by Cascade)*

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>See page 1 of RFQ</td>
<td>Issue Date of RFQ</td>
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<td>See page 1 of RFQ</td>
<td>Pre-Submission Meeting</td>
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<tr>
<td>See page 1 of RFQ</td>
<td>Deadline for Submission of Questions</td>
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<tr>
<td>April 24, 2015</td>
<td>Deadline for Cascade’s Response to Questions Asked</td>
</tr>
<tr>
<td>See page 1 of RFQ</td>
<td>Statement of Qualifications Submittal Date (Due Date)</td>
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<tr>
<td>May 27, 2015</td>
<td>Recommendation to Cascade’s Board for Award</td>
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<tr>
<td>May 29, 2015</td>
<td>Cascade’s and Successful Firm’s Execution of Contract</td>
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<tr>
<td>June 1, 2015</td>
<td>Commencement of Services Under the Contract</td>
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D. **Contact with Cascade**

All questions or requests for clarification must be made only to the Designated Cascade Contact Person identified on page 1 of this RFQ, and must be submitted no later than the deadline listed on page 1 of this RFQ. Other than the Designated Cascade Contact Person, Proposers shall not directly or indirectly contact any Cascade Board Member or employee of Cascade in connection with this RFQ, the selection process, or the contract contemplated herein. Contact with anyone at Cascade other than the Designated Cascade Contact Person may result in the firm being disqualified from further consideration.

E. **Addenda**

Cascade will issue addenda to this RFQ to respond to any questions received by Cascade and/or to modify the terms of the RFQ. All addenda will be posted on Cascade’s website at [www.cascadewater.org](http://www.cascadewater.org). It is the responsibility of the Proposers to check the website for any addenda to this RFQ before submitting their SOQ.

F. **Cost of Preparation**

Cascade will not reimburse Proposers for any costs involved in the preparation and submittal of a response to this RFQ.

G. **Contract**

The successful Proposer will be asked to provide Cascade with a schedule of hourly rates on a time spent basis plus reimbursement for direct non-salary expenses, such as reproduction expenses, out of town travel costs, long distance telephone costs and outside consultants. The schedule of hourly rates and expenses, if acceptable to...
Cascade, will be incorporated into a contract between the successful Proposer and Cascade. The contract will be subject to a “not to exceed” amount acceptable to both parties. **The schedule of hourly rates and expenses should not be included in Proposer’s submittal.**

Cascade’s estimated budget for the work is $60,000.

Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFQ. Cascade Board action may be required to authorize the Chief Executive Officer to execute the contract. Cascade reserves the option, based on any dissatisfaction with the successful Proposer’s performance, to solicit qualifications from other firms.

H. **Insurance**

Prior to execution of a Contract for services under this RFQ, the successful firm will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in Cascade’s standard Consultant Contract and referenced on Cascade’s website as applying to this RFQ, unless this RFQ includes different insurance requirements.

I. **Rights Reserved by Cascade**

This RFQ does not obligate Cascade to accept or contract for any expressed or implied services. Cascade reserves the following rights:

1. To waive as an informality any irregularities in SOQs and/or to reject any or all SOQs.
2. To extend the date for submittal of responses and to change or modify the RFQ schedule at any time.
3. To request additional information and data from any or all firms.
4. To supplement, amend, or otherwise modify the RFQ through addenda issued.
5. To cancel this RFQ with or without the substitution of another RFQ.
6. To reissue the RFQ.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the SOQs.
8. To reject any SOQ in the event that Cascade’s analysis of the firm’s financial status and capacity indicates, in Cascade’s judgment, that the firm is not able to successfully perform the work.
9. To cancel the RFQ process in the event only one SOQ is received by the deadline.
10. To establish a revised deadline for submission of SOQs in the event only one SOQ is received by the deadline.

J. **Public Disclosure**

1. **Property of Cascade:** Statements of Qualifications submitted to Cascade shall become the property of Cascade and shall not be returned to the firm.

2. **Statements of Qualifications are Public Records:** Pursuant to Chapter 42.56 RCW, SOQs submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, SOQs shall be considered public documents and available for review and copying by the public after an award of contract is made by Cascade.

3. **Public Records Exemption:** Any proprietary information included in the SOQ that the firm wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as “Confidential” in the SOQ. In addition, the firm must provide the legal basis for the exemption to Cascade.

4. **Statements of Qualifications Not Marked as Confidential:** If an SOQ does not clearly identify the confidential portions, Cascade will not notify the firm that its SOQ will be made available for inspection and copying.

5. **Process for Disclosing Information:** If a request is made for disclosure of material or any portion marked “Confidential” by the firm, Cascade will notify the firm of the request and allow the firm ten (10) business days to take appropriate action pursuant to RCW 42.56.540. If the firm fails or neglects to take such action within said period, Cascade may release the portions of the SOQ deemed subject to disclosure.

6. **Indemnification by Firm:** To the extent that Cascade withholds from disclosure all or any portion of firm’s documents at firm’s request, firm shall agree to fully indemnify, defend and hold harmless Cascade from all damages, penalties, attorneys’ fees and costs Cascade incurs related to withholding information from public disclosure.

7. **No Claim Against Cascade:** By submitting an SOQ, the firm consents to the procedure outlined in this section and shall have no claim against Cascade because of actions taken under this procedure.
K. **Diversity**

Cascade is committed to providing the maximum practicable opportunity for participation by minority business enterprises, women business enterprises, and veteran owned businesses in its contracts through direct contracts with Cascade, or sub-consulting. However, no minimum level of participation by such firms will be required as a condition for entering into a contract.

K. **Basic Eligibility**

The successful firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with Cascade.

L. **Approval of Sub-Consultants**

Cascade retains the right of final approval of any sub-consultant of the selected firm who must inform all sub-consultants of this provision.

M. **Other Contracts**

During the original term and all subsequent renewal terms of the contract resulting from this RFQ, Cascade expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.

N. **Funding Availability**

By responding to this RFQ, the firm acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.

**Attachments:**

- Lake Tapps Operational Parameters “Snap Shot”
- Standard Consultant Agreement for Cascade Water Alliance

**END OF RFQ INSTRUCTIONS**