



CASCADE WATER ALLIANCE
Request for Qualifications
for
Wholesale Master Metering Evaluation and
On-Call Engineering for Wholesale Supply Connections

Issue Date: May 21, 2019

| Pre-Submission Meeting | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------|
| Pre-Submission Meeting Location: Cascade Water Alliance 520 112th Ave. NE, Suite 400 Bellevue, WA 98004 | Date: 5/29/2019 | Time: 8:30am to 9:30am |
| Contact Person for Questions | | |
| Questions should be directed only to: Henry Chen Capital Projects Director | Telephone number: (425) 283-0367 Email address: hchen@cascadewater.org | |
| Deadline for Submission of Questions | | |
| Questions must be submitted to the individual named above no later than: 06/10/2019 at 4:00 PM | | |
| Place and Deadline for Submission of Qualifications | | |
| Submit Qualifications to: Cascade Water Alliance 520 112 th Ave. NE, Suite 400, Bellevue, WA 98004 Attn: Henry Chen | Date: 06/28/2019 | Time: 4:00pm (Pacific Time) |



TABLE OF CONTENTS

- I. Announcement of Request for Qualification (“RFQ”)
 - A. Description of Cascade Water Alliance
 - B. Background
 - C. Scope of Work
 - D. Pre-Submission Meeting

- II. Submittal and Evaluation Process
 - A. Submittal Requirements and Evaluation Criteria
 - B. Format Requirements
 - C. Evaluation Process

- III. General Information and Instructions to Proposers
 - A. Time and Place for Submittal
 - B. Anticipated Schedule
 - C. Contact with Cascade
 - D. Addenda
 - E. Cost of Preparation
 - F. Contract
 - G. Insurance
 - H. Reservation of Rights
 - I. Public Disclosure
 - J. Diversity
 - K. Basic Eligibility
 - L. Approval of Sub-Consultants
 - M. Other Contracts
 - N. Funding Availability



I. ANNOUNCEMENT OF REQUEST FOR QUALIFICATION

Cascade Water Alliance (“Cascade”) is soliciting Statements of Qualification (“SOQ”) for engineering services related to evaluation and transfer of Member-owned wholesale master metering stations and on-call support for new, relocated, and/or upgrades to existing wholesale water supply delivery locations and connections. Proposers must demonstrate experience 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 May 21, 2019 in the Daily Journal of Commerce. The RFQ and any related documents are also available at Cascade’s website, 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
 - 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 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.

B. Background

Currently, Cascade delivers wholesale water to members through one of three means:

- 1) When supplied directly from Seattle Public Utilities (“SPU”), an SPU owned tap and wholesale meter
- 2) When supplied directly from a Cascade supply line, from a Cascade-owned and managed wholesale meter; or
- 3) When supplied from a member-owned master meter.

Cascade is evaluating ownership and management of existing wholesale master meter locations. Cascade is in the process of developing a policy establishing criteria for transfer of member-owned master meter stations to Cascade-ownership and maintenance (see Criteria and Considerations for Wholesale Master Meters, attached to this RFQ). In 2018, Cascade began evaluating transfer of one such metering station delivering water from Bellevue to Issaquah (South Cove) and is currently in the process of transferring that metering station from Bellevue to Cascade. Through that pilot project, Cascade developed an outline of specific standards and requirements to govern transfer of the South Cove metering station. Cascade considers the South Cove evaluation and assessment as a model for a broader transfer program of member-owned metering stations to ownership by Cascade.

Cascade has identified between five (5) and eight (8) member-owned master meter stations for additional evaluation and potential transfer to Cascade-ownership. Cascade wishes to engage an engineering consulting firm experienced in municipal water systems and demonstrating specific experience in system intertie metering, controls, facility evaluation condition assessment to support evaluation and potential transfer of the remaining master meter stations being considered for Cascade-ownership.

Additionally, Cascade desires for the same firm to be available for on-call engineering services related to review and oversight of new, relocated, or existing wholesale delivery locations and connections. From time-to-time, Cascade’s members desire new, relocated, or improved wholesale supply delivery points. Cascade typically requires such delivery points be metered, owned, and controlled by Cascade following construction (typically by the member or by SPU if the connection is to an SPU facility). Also, SPU-owned wholesale delivery points, including metering stations, to Cascade members pursuant to Cascade’s block contracts with SPU may be improved, reconstructed, or built anew from time-to-time. When any of these types of projects



arise, Cascade may require engineering services to evaluate Cascade member or SPU planned facilities.

C. Scope of Work

Cascade intends to select one firm through this RFQ process to provide engineering services related to evaluation and potential transfer of existing member-owned delivery points and metering stations, as summarized in the following four phases:

Phase 1: Planning and Coordination

- The selected firm will collect information and records related to the evaluation project, meet with Cascade and its member staff representatives at a kick-off meeting, and review the list of potential metering sites.
- The firm will develop a work plan for site inspection, condition assessment, and related engineering services.
- The firm will provide ongoing project reporting and coordination.

Phase 2: Metering Station Condition Assessment

- For each meter station Cascade decides to evaluate for transfer, the selected firm will conduct a facility evaluation and condition assessment, documenting age, equipment and infrastructure, site drawings, condition assessment, and evaluation of consistency with standards and policies identified by Cascade.
- The firm will submit a technical memo/report for each facility with the results of the evaluation, recommended improvements or revisions needed to meet Cascade standards, and estimated costs for those improvements.
- The firm will attend up to two Cascade meetings of Cascade staff, member staff, and/or Cascade's Board and its committees to present and review findings.

Phase 3: Documentation and Process Support

- The firm will develop, assemble, manage, and document all standards and policies that are applied to all meter stations, including but not limited to, Cascade's policies on Criteria and Considerations for Wholesale Master Meters and Standard of Care for Cascade and Member Operations of Wholesale Supply Interties.
- For each meter station evaluated in Phase 2, assemble documentation of the evaluation, memos, reports, and all briefing materials.

Phase 4 (Optional): Design and Construction Management

- At Cascade's option, the selected firm may be asked to provide design and construction management of proposed improvements at facilities to be transferred. This task is optional, as it is unknown whether members will undertake such improvements directly under their own procurement processes or



authorize Cascade to design and complete the improvements as a part of the transfer process.

- If authorized to design and specify facilities and equipment, the selected firm will advise Cascade on recommended approach to procure contractor services, consistent with state law and the Cascade Water Alliance code, appropriate forms of bid, construction and post-construction security, appropriate timeline and permits. The firm will prepare necessary bid documentation and coordinate with Cascade to manage the bid process.
- The selected firm will identify and secure necessary permits.

The selected firm may be also asked to provide on-call engineering services on a task-order basis related to new, relocated, or improved wholesale delivery locations and connections proposed by Cascade's members or at SPU-owned delivery points and metering facilities. Tasks may include, but are not limited to:

- Evaluate facilities proposed by Cascade member or SPU
- Determine appropriate configurations for such facilities
- Review plans for adequacy and propriety of design
- Monitor construction for such facilities
- Support Cascade's determinations of appropriate cost allocation for such projects
- If such facilities are to be transferred to Cascade, provide recommendations to Cascade on any conditions of acceptance

The successful firm will work primarily under the management of Cascade's Capital Projects Director.

D. *Pre-Submission Meeting*

Those interested in responding to the Request for Qualifications (RFQ) are strongly encouraged to participate in a Pre-Submission Meeting to be held on the date, time, and at the place indicated on page 1 of this RFQ. Failure to attend the Pre-Submission Meeting will not relieve the firm of any responsibility for information provided at that 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. 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.

| Evaluation Criteria | Maximum Points |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <p>1) <u>Cover Letter</u>: Please submit a cover letter of not more than two pages that summarizes your experience in providing the services described in this RFQ, addressing, at a minimum, the following:</p> <ul style="list-style-type: none"> a) A high level summary of your firm’s relevant qualifications. b) The size of your firm and discuss your firm’s capability to manage projects as anticipated by this RFQ. c) 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. d) Acknowledgement that you have received any addenda issued to the RFQ, as posted on Cascade’s website. | 5 |
| <p>2) <u>Background and Relevant Experience of the Firm</u>: 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). Address your firm’s demonstrated expertise and experience of the firm (and/or sub-consultants) in successfully completing similar projects as described in this RFQ, preferably in western Washington State, including your experience, if any, with Cascade’s facilities.</p> | 15 |
| <p>3) <u>Team Experience</u>: A description of the project manager and staff proposed (employees and/or sub-consultants) for performing any work as outlined in this RFQ that may be assigned, that demonstrates relevant experience from other projects. Include a copy of the resume of the firm’s primary contact person for Cascade activities and the resume for any other key personnel who will be assigned to perform work for Cascade. Describe their relevant background, experience, and qualifications.</p> | 25 |



| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 4) <u>Location and Availability of Key Personnel:</u> Identify the primary office for each staff member proposed to perform the work, as identified in criterion 3 above. Points will be assigned relative to staff proximity to the Puget Sound region. Additionally, identify your firm and each proposed staff member's historic and current workload and how this impacts their ability to perform work as contemplated by this RFQ. | 10 |
| 5) <u>Project Approach:</u> The Proposer should demonstrate solid understanding of the proposed scope of work with a clear, concise description of the services to be performed and a responsive schedule. | 35 |
| 6) <u>Proposed Schedule for Meter Evaluation:</u> Provide a proposed schedule for completion of Phases 1 through 3 in the scope of work, assuming a total of eight (8) master metering stations will be evaluated for transfer. | 10 |
| 7) <u>Potential Conflicts of Interest:</u> Consultant must identify any current or recent working relationships with member agencies. Cascade envisions no related conflicts of interest unless such activities would specifically include advocacy on behalf of Cascade's members with respect to potential metering facility transfer. | 0 |
| 8) <u>Standard Contract Language:</u> 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. | 0 |
| 9) <u>References:</u> 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 | 0 |



| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 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. *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 12 point type size.
- Cascade strongly encourages the use of recycled and recyclable materials in the submission of SOQs.
- Firms are encouraged 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.

C. *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. Time and Place for Submittal

One (1) original and three (3) bound 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: Henry Chen 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 receive 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.

B. Anticipated Schedule (Dates subject to change by Cascade)

| Date | Description |
|-------------------|-------------------------------------------------------|
| See page 1 of RFQ | Issue Date of RFQ |
| See page 1 of RFQ | Pre-Submission Meeting |
| See page 1 of RFQ | Deadline for Submission of Questions |
| June 21, 2019 | Deadline for Cascade's Response to Questions Asked |
| See page 1 of RFQ | Statement of Qualifications Submittal Date (Due Date) |
| July 8 or 9, 2019 | Dates of possible interviews |
| July 24, 2019 | Recommendation to Cascade's Board for Award |
| August 2019 | Cascade's and Successful Firm's Execution of Contract |
| September 3, 2019 | Commencement of Services Under the Contract |

C. 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.

D. Addenda



Oral communications and emails from Cascade, its staff, agents, employees, outside advisors, or any other person associated with this RFQ shall not be binding on Cascade and shall in no way modify any provision of the RFQ. Only formally issued addenda shall modify the terms of this RFQ. Any addenda issued for this RFQ will be posted on Cascade's website at www.cascadewater.org. It is the responsibility of the Proposers to check the website for any addenda to this RFQ before submitting their proposals.

E. Cost of Preparation

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

F. 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 Phases 1 through 3 in the scope of work is \$150,000.

The contract shall be for a term of three (3) years. Cascade shall have the option to renew or extend the contract term for up to two (2) additional years at its sole discretion.

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.

G. 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.

H. 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.

I. *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.

J. *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:

- Attachment 1 - Criteria and Considerations for Wholesale Master Meters (Draft Policy, 11/7/2017)
- Attachment 2 - Standard Consultant Agreement for Cascade Water Alliance

END OF RFQ INSTRUCTIONS

