CASCADE WATER ALLIANCE
Request for Proposals (RFP)
For
FEASIBILITY STUDY FOR SOLAR POWER DEVELOPMENT AT THE WHITE RIVER – LAKE TAPPS PROJECT

Issue Date: May 28, 2020

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<tr>
<th>Optional Pre-Submission Meeting</th>
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<tbody>
<tr>
<td>Call-In Number: (571) 748-4021</td>
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<tr>
<td>Password: 4441943#</td>
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By 6/15/20, Cascade will post notice at www.cascadewater.org if an on-site meeting will occur at the following location. If so, call-in will remain available.
Cascade Water Alliance
520 112th Ave NE, Suite 400
Bellevue, WA 98004

<table>
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<tr>
<th>Contact Person for Questions</th>
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<tbody>
<tr>
<td>Questions should be directed only to:</td>
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<tr>
<td>Edward Cebron</td>
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<tr>
<td>Chief Economist/Treasurer</td>
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<th>Deadline for Submission of Questions</th>
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<td>Questions must be submitted to the individual named above no later than:</td>
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<tr>
<th>Place and Deadline for Submission of Proposals</th>
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<tr>
<td>Submit Proposals to:</td>
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<tr>
<td>Cascade Water Alliance</td>
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<tr>
<td>520 112th Ave. NE, Suite 400</td>
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<tr>
<td>Bellevue, WA 98004</td>
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<tr>
<td>Attn: Paula Anderson</td>
</tr>
<tr>
<td><a href="mailto:panderson@cascadewater.org">panderson@cascadewater.org</a></td>
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</tbody>
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I. ANNOUNCEMENT OF REQUEST FOR PROPOSAL

Cascade Water Alliance (“Cascade”) is soliciting Requests for Proposals (“RFP”) for study of feasibility for potential solar power generation at the White River/Lake Tapps Reservoir project. Proposers must demonstrate experience and knowledge regarding evaluation and development of small to mid-sized solar development and satisfactory performance with engagements of similar scope by key personnel assigned.

This Request for Proposal (“RFP”) process is being performed to assure that Cascade obtains the services of a qualified professional services firm in the most effective and efficient manner.

The availability of this RFP was advertised on May 28, 2020 in the Tacoma News Tribune and on May 28, 2020 in the Daily Journal of Commerce. The RFP and any related documents are also available at Cascade’s website, https://cascadewater.org/water-supply/projects-rfqs-rfps/.

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.

- **Project Operations:** Cascade now manages the Project consistent with its water rights and a set of operational agreements in advance of municipal water supply development, likely to occur...
roughly 20 years in the future. Recognizing both current and future costs and energy needs for the project, Cascade wishes to examine ways to enhance our use of available resources. Cascade wishes to examine the potential for solar power development using available sites within the White River/Lake Tapps reservoir system. Cascade has identified five potential sites for such development, and wishes all of them to be considered for technical and economic feasibility and, if feasible, prioritized for development.

B. **Background**

Cascade’s interest in energy recovery is consistent with its principles of resource and financial stewardship. This solar feasibility evaluation will determine whether Cascade’s real property, including land and structures, provides opportunities for solar energy generation. Criteria for feasibility will include technical feasibility, cost and cost-effectiveness, risk, consistency with current and future site uses, ability to finance effectively and efficiently, and net environmental benefit of solar development. Cascade has previously investigated hydropower development, and remains interested in hydro, solar or wind power generation as part of its resource management.

Cascade has identified five sites (locations) to be considered for solar development. In each case, use of undeveloped property (land) and/or existing structures for solar development is under consideration. Cascade’s White River/Lake Tapps system may also provide other opportunities for solar development; the consultant is free to expand the site inventory if potentially viable locations are identified. Regardless, any development should occur recognizing that current uses and planned future use of each site for water supply will take higher operational priority. Included in such consideration will be how Cascade’s potential future water supply development needs could impact current solar development, either as a conflicting use or for on-site use of power. The five initial sites are summarized below and identified on the attached area and site maps. The order listed does not indicate priority; it sorts the sites geographically from the project source to discharge, roughly east to west.

1) **Existing Fish Screen** – This site is located on the upper conveyance channel below Dingle Basin, near the intersection of the Sumner-Buckley Highway and Mundy Loss Road. The site is roughly 1.5 acres in size, with some existing buildings and structures related to an operating fish screen. It is generally flat and open.

2) **Upper Conveyance Valvehouse** – The upper conveyance valvehouse is located just above Prinz Basin near Barkubein Road. The site is roughly 10 acres in size, with the existing valvehouse structure and related ingress/egress. It is moderately flat with some vegetation. Visual screening of nearby residential areas may limit opportunities to clear sitelines.

3) **Printz Basin** – Printz Basin is a ponding area between the valvehouse and Lake Tapps. The site is roughly 100 acres in size, including ponded areas, and closed to public use. Solar development would be likely need to be sited on water on pilings, floats or barges.

4) **Water Treatment Plant Site** – The water treatment plant site is a vacant 35 acre parcel reserved for future development. It is located near the Sumner – Tapps Highway on the west side of Lake Tapps. The site is partially timbered and generally flat. Use of this site would require further site planning by Cascade to facilitate future water supply development, and possibly development consistent with conversion or modification at the time of future development.
5) **Power House/ Penstocks** – The discharge from Lake Tapps to the Kent valley goes westward in penstocks down a steep hillside to the existing powerhouse located on the valley floor at the E Valley Highway. It continues from the powerhouse down a canal to the White River. The powerhouse-penstock area is a potential development site including roughly 60 acres of hillside, and 5 acres at the powerhouse and administrative building site.

Cascade’s specific objectives in this feasibility assessment include:

- Determine the viability of each potential site for potential solar development
- For each site, determine the consistency of solar development with existing and planned future facilities and improvements and with allowed site use(s)
- Determine the basic financial feasibility and cost/benefit of solar development for each viable site
- Assess the potential project impact on Cascade’s net carbon and energy footprints.
- Prioritize the sites based on technical and financial feasibility
- For each viable site, identify and recommend a site development strategy addressing ownership, financing and operation to best apply available resources and assistance.
- Present recommendations to the Cascade Board of Directors for consideration and action, explaining criteria and findings related to site recommendations.

Toward this end, Cascade has identified two major tasks of work:

1) **Task 1: Technical Feasibility and Cost Estimates**
   Task 1 will involve technical feasibility assessment of the five identified energy recovery locations. General goals include assessing power generating potential, evaluating and making recommendations on potential solar configurations and technologies for each site, and developing cost and revenue estimates sufficient for basic cost-effectiveness analysis. Cascade will provide access for guided site visits and further information on each site as and if available.

2) **Task 2: Solar Project Delivery Options and Evaluation**
   Task 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, land leases, and various hybrids of public and private development and ownership. Goals would include optimizing use of assistance programs including grants, low cost loans and tax credits in order to generate positive cash flow for Cascade. Cascade will provide input on availability and cost of traditional public financing via revenue bonds.

C. **Scope of Work**

Cascade intends to select one firm based on this RFP process to perform the following tasks:

1. Evaluate Solar Feasibility for each of five (5) sites based on criteria developed by the consultant in consultation with Cascade.

2. For sites found to be viable for development, evaluate and recommend a development strategy addressing project delivery, ownership, operation, risk and financing in order to best provide
Cascade a successful project. The consultant is free to expand the scope to consider conjunctive hydro- or wind power generation if such expansion might enhance project viability.

3. Provide written reports documenting findings at each stage for review and comment by Cascade staff and finalize those reports based on Cascade input.

4. Review findings with Cascade staff at up to three (3) work sessions and present findings to Cascade Board and committees at up to three (3) meetings.

The proposal should include a task plan breaking down the consultant approach to the exercise, as well as a workload and budget plan that is structured based on that task plan.

The successful firm will work primarily under the management of Mike Brent, Cascade’s Water Resources Manager.

D. **Pre-Submission Meeting**

Those interested in responding to the Request for Proposals (RFP) 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 RFP. 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 proposal 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 proposals received. Proposers are further advised that lengthy or wordy submissions are not necessary (30 page maximum including cover letter and resumes). Nevertheless, proposals that do not respond completely or sufficiently to the evaluation criteria in this RFP may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the proposal not scoring high enough to be considered further.

A. **Submittal Requirements and Evaluation Criteria**

Each Proposer’s proposal 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 proposals received. Proposers are further advised that lengthy or wordy submissions are not necessary (maximum page counts apply, as set forth below). Nevertheless, proposals that do not respond completely or sufficiently to the evaluation criteria in this RFP may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the proposal not scoring high enough to be considered further.

The Proposal 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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Cascade Water Alliance
RFP for Solar Power Feasibility Study
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1) **Cover Letter (2 pages maximum):** Please submit a cover letter that summarizes your experience in providing the services described in this RFP, addressing, at a minimum, the following:

   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 RFP.

   c) Your firm’s historic workload and how this would impact your ability to perform work as contemplated by this RFP.

   d) The name and contact information of the individual in your firm that Cascade should contact regarding questions about your Proposal. 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.

   e) Acknowledgement that you have received any addenda issued to the RFP, as posted on Cascade’s website.

   f) Include any time limitations on the validity of the Proposal.

2) **Description of the Firm (2 pages maximum):** 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.

3) **Proposed Team, Availability, and Qualifications:** Provide the following sets of materials.

   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 RFP, 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...
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 RFP. 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) **Proposed Approach (6 pages maximum):** The Proposer should provide a clear, concise description of the proposed approach to accomplish the scope of work for this RFP.

Optional Submission (50-page maximum): One sample technical report developed for similar projects as described in this RFP may be submitted. The sample technical report is not required as part of the proposal, and may be subject to public disclosure as set forth in Section III.I. of this RFP. **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.**

6) **Proposed Schedule (1 page maximum):** Assuming an August 1, 2020 notice to proceed, propose timeframes for completion of the scope of work for this RFP.

7) **Proposed Budget (1 page maximum):** Provide a proposed budget including separate budgets for Task 1 and Task 2 including all proposed labor and direct expenses. Include an estimate of professional hours by task as an indication of Proposer’s expectations for level and distribution of effort. Budget evaluation will be based on consistency with work plan and value of proposed work products.

8) **Standard Contract Language:** Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFP. Each firm must affirm in its Proposal 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 proposal 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 RFP. 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 proposals 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 proposal submitted.

| Total Points | 100 |

**B. Format Requirements**

The following format is specified for the Proposal. Delivery of hard copies is acceptable, and five copies are requested along with an electronic copy of the submittal (CD, thumb drive or via email). Electronic submittal in lieu of printed copies is also acceptable, to be provided in a readable format (e.g. pdf) that conforms to these same formatting rules.

- 30 page maximum length, including resumes and cover letter but excluding optional sample report, if submitted.
- Proposals 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 RFP as indicated on page 1 of the RFP.
- The bound proposals 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 proposals, including no less than 50% post-consumer recycled content.
- Firms are required to “double side” the printing of their proposals; however, for the purposes of any page limitations of the proposal outlined in the RFP, one side of a printed page is considered one page. Cascade will not review or evaluate pages in a proposal that are in excess of any RFP page number limitation for a specific section of the proposal.
- If instead submitted electronically, the document will be submitted in a readable and generally non-alterable form, such as a .pdf format. It is expected that such submittal, if printed, will generally conform to the above requirements. Electronic transmittal should be clearly marked with the name and address of the firm, and should be marked with the name of this RFP as indicated on page 1 of the RFP.

**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 RFP; is the most advantageous to Cascade based on the evaluation criteria set forth herein; and is in the best interest of Cascade. The proposals will be reviewed by an evaluation committee and the highest rated firm or firms may be invited to an interview prior to final selection. 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 proposals as non-responsive include late submittals, missing information or addenda, proposals 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 RFP, the Proposer certifies that the proposal 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 proposal, or to refrain from submitting an proposal.

A. Pre-Submission Meeting

A Pre-Submission Meeting will be held on the date, time, and at the place indicated on page 1 of this RFP. At this time, attendance may be limited to telephone conferencing. Attendance by Proposers is not a requirement. Minutes or notes will not be distributed; however, any materials offered by Cascade in response to questions will be posted on the Cascade website for review by all prospective submitters.

B. Time and Place for Submittal

Proposals must be submitted to Cascade Water Alliance, 520 112th Ave. NE, Suite 400, Bellevue, WA 98004, Attn: Paula Anderson or by e-mail to the following address: panderson@cascadewater.org no later than the deadline listed on page 1 of the RFP.

Firms are responsible for ensuring receipt of the proposal 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 proposals 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, or telephonic proposals will be accepted. Firms are responsible for ensuring that Cascade receives the proposal at the designated location by the deadline set forth above.

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

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<th>Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>See page 1 of RFP</td>
<td>Issue Date of RFP</td>
</tr>
<tr>
<td>See page 1 of RFP</td>
<td>Pre-Submission Meeting</td>
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<tr>
<td>See page 1 of RFP</td>
<td>Deadline for Submission of Questions</td>
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<tr>
<td>June 26, 2020</td>
<td>Deadline for Cascade’s Response to Questions Asked</td>
</tr>
<tr>
<td>See page 1 of RFP</td>
<td>Proposal Submittal Date (Due Date)</td>
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D. **Addenda**

Cascade will issue addenda to this RFP to respond to any questions received by Cascade and/or to modify the terms of the RFP. 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 RFP before submitting their proposal.

E. **Cost of Preparation**

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

F. **Contract**

Cascade’s estimated budget for the work is $50,000. This estimate is provided to allow proposers to anticipate the scale of effort expected, and while budget is an important factor, adherence to Cascade’s estimate is not as important as consistency with the work products and fulfillment of Cascade objectives being provided by the proposer.

The contract shall be for a term of up to 1 year.

Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFP. 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 proposals from other firms.

G. **Insurance**

Prior to execution of a Contract for services under this RFP, 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 RFP, unless this RFP includes different insurance requirements.

H. **Rights Reserved by Cascade**

This RFP 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 proposals and/or to reject any or all proposals.
2. To extend the date for submittal of responses and to change or modify the RFP schedule at any time.
3. To request additional information and data from any or all firms.
4. To supplement, amend, or otherwise modify the RFP through addenda issued.
5. To cancel this RFP with or without the substitution of another RFP.
6. To reissue the RFP.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the proposals.
8. To reject any proposal 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 RFP process in the event only one proposal is received by the deadline.
10. To establish a revised deadline for submission of proposals in the event only one proposal is received by the deadline.

I. **Public Disclosure**

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

2. **Proposals are Public Records:** Pursuant to Chapter 42.56 RCW, proposals submitted under this RFP 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, proposals 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 proposal 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 proposal. In addition, the firm must provide the legal basis for the exemption to Cascade.

4. **Proposals Not Marked as Confidential:** If a proposal does not clearly identify the confidential portions, Cascade will not notify the firm that its proposal 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 proposal 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 a proposal, 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. **Sub-Consultants**

The successful firm may not use sub-consultants on this engagement unless prior approval is received from Cascade.

M. **Other Contracts**

During the original term and all subsequent renewal terms of the contract resulting from this RFP, 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 RFP.

N. **Funding Availability**

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

**Attachments:**

- Area and Site Maps
- Standard Consultant Agreement for Cascade Water Alliance

**END OF RFP INSTRUCTIONS**