



**CASCADE WATER ALLIANCE**  
**Request for Qualifications (RFQ)**  
  
**for**  
**Cascade Supply Program**  
**Program and Engineering Support**

**Issue Date: May 12, 2025**

Contact Person for Questions		
Questions should be directed at:  Brian Bartle Program Executive	Telephone number: (425) 998-5451  Email address: <a href="mailto:bbartle@cascadewater.org">bbartle@cascadewater.org</a>	
Deadline for Submission of Questions		
Questions must be submitted via email to the individual named above no later than:  05/19/2025 at 3:00PM		
Pre-Submission Meeting		
Pre-Submission Meeting Location: Cascade Water Alliance office	Date: May 28 and 29, 2025	Time: Contact Brian to schedule
Place and Deadline for Submission of Qualifications		
Submit Qualifications to: Cascade Water Alliance 11400 SE 8th Street, Suite 400, Bellevue, WA 98004 Attn: Brian Bartle	Date: June 06, 2025	Time: 3:00PM (Pacific Time)



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## I. Announcement of Request for Qualification

Cascade Water Alliance (“Cascade”) is soliciting Statements of Qualification (“SOQ”) for Program and Engineering Support (“PES”) services associated with the Cascade Water Supply Program (“CSP”). Proposers must demonstrate experience and satisfactory performance with engagements of similar scope by key personnel assigned.

This Request for Qualification (“RFQ”) will be used to identify qualified firms that may receive a subsequent Request for Proposal (“RFP”) for PES services. This RFQ and RFP process is being performed to ensure that Cascade obtains the services of an engineering firm most effectively and efficiently.

The availability of this RFQ was advertised on May 12, 2025, in the *Tacoma News Tribune* and the *Daily Journal of Commerce*. The RFQ and any related documents are 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 its members’ current and future water supply needs.

- 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 organizations. 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, City of Tacoma, and 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 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***

The CSP will provide a resilient water supply to our member agencies well into the future. This program is the largest undertaken by Cascade and involves the planning, design, and construction of transmission mains, distribution mains, storage tanks, a chlorination station, and future facilities. The PES contract is intended to support Cascade and the Program Executive with planning and managing the program.

## ***C. Scope of Work***

Cascade is seeking a consultant to help manage and plan the CSP. This program will connect Cascade's member agencies to Tacoma's water supply system. With an anticipated cost of \$1.0 billion, the CSP is the largest program that Cascade has undertaken. Cascade intends to select one firm based on this selection process to perform the services outlined below. The PES contract is planned to be a master services contract/task-order type contract to provide strategic and tactical programmatic support throughout the program. Anticipated task groupings are below and demonstrate the type of services anticipated. This is not an all-inclusive listing of services expected. The selected consultant/team will be issued work assignment packages that may include one or multiple tasks.

- **Task 1: Consultant Project Management.** This task will track the consultant team's costs related to managing the contract.
- **Task 2: Program Support.** This task will include items such as a project execution plan, project phasing, project governance and KPI development, project procurement plan, and other documents as required. Other tasks may include GIS mapping, risk management, website communications, cost estimating and scheduling support, and grant funding applications.
- **Task 3: Planning.** There are many planning documents needed, including an operations and flow allocation plan that identifies the amount of water and methods of transfer from the CSP to the member agencies' distribution systems. This plan forms the basis for the system requirements and the development of the facilities plan. The facilities plan will develop the requirements for project design. Hydraulic and surge analysis will be a component of this task as well. Other planning documents could include an update to the route study, an operations plan to assess future O&M needs, delivery methodology, condition assessment, geotechnical considerations, seismic design criteria, water quality, and more.
- **Task 4: Right of Way.** Franchise and right-of-way support services are needed to evaluate potential permanent and temporary real property needs and alternatives. Following environmental and permitting review, and before final

design, assist in acquiring real property rights that are needed for the project. Any legal support will be provided by Cascade.

- **Task 5: Permitting.** The PES consultant will provide an early plan for what permits are necessary to complete the program. Programmatic level permits will be completed and submitted through the PES team. Through the design and construction phases, this team will support Cascade by reviewing permit packages and coordinating submittals.
- **Task 6: Communications and Outreach.** Cascade will look to the PES consultant to assist in community outreach and engagement efforts, creating maps and figures, and providing assistance with all community outreach efforts.
- **Task 7: Design Support.** During the planning phases, provide support on the creation of design standards and assist with design concerns/issues that arise during route selection. Early design elements may include surveys of critical areas and crossings, cathodic protection, trenchless installation methods, seismic zone crossings, and more. Additionally, provide an approximate 10% level of design for certain project elements to use in obtaining ROW and easements. Provide design review professionals during the design phase.
- **Task 8: Construction Support.** Throughout the planning and design phases, Cascade will request constructability reviews by qualified senior staff. As the program progresses, construction management and inspection services may be requested for the transmission, distribution, and associated facilities and connections.
- **Task 9: Operations Support.** Through planning and design, provide operational insights and optimization strategies. During the construction phase, provide startup support and electronic operations and maintenance manuals.

The selected firm and all subconsultants participating in the PES program management contract will be prohibited from participating in future design contracts related to the CSP, subject to the following exception. Small businesses meeting certification criteria for size, ownership, control, and personal net worth adopted by the Office of Minority and Women's Business Enterprises in accordance with RCW [39.19.030](#), and who receive less than \$100,000 in fees under the PES contract, may pursue design work related to the CSP. Should an eligible small business subconsultant choose to pursue a CSP design contract, they must notify the prime consultant prior to the pursuit. Cascade will require the subconsultant to be removed from further work under the PES contract at that time. The prime consultant will provide alternative subconsultants for Cascade's review.

The selected firm will work primarily under the management of Cascade's Program Executive, Design Director, and/or Planning Director.

#### ***D. Pre-Submission Meeting (required)***

Those interested in responding to the Request for Qualifications (RFQ) as a Prime are required to participate in a pre-submission meeting during the time provided. Each firm will be offered a 1.5-hour individual meeting with Cascade staff to review the questions posed by the firm and provide time for discussion. All questions and responses discussed during the pre-submission meetings will be posted (without attribution to individual firms) on Cascade's website after all the pre-submission meetings are completed. Failure to attend the pre-submission meeting will be grounds for disqualification from further consideration.

## **II. Submittal and Evaluation Process**

Each Proposer's SOQ must be organized into discrete sections corresponding to the evaluation criteria and in the order listed below. The SOQ must abide by the required page limits corresponding to each criterion and must include an index to assist Cascade in reviewing the SOQ. 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. The SOQ should be separated into sections as described below, with page count and page size as shown. While each section should be considered a stand-alone criterion, referencing to other sections is allowed.

<b>Evaluation Criteria (Page Limit, Page Size)</b>	<b>Maximum Points</b>
1) <u>Cover Letter (2, 8.5x11)</u> : Please submit a cover letter that summarizes your experience in providing the services described in this RFQ, 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 a program of this size. c) Your firm's current workload and how this would impact your ability to perform the work as described by this RFQ. 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, and e-mail address.	5

<p>e) Name, title, and signature of the individual in your firm authorized to sign this contract and future amendments.</p> <p>f) Acknowledgement that you have received any addenda issued to the RFQ, as posted on Cascade's website.</p>	
<p>2) <u>Background of the Firm (2, 8.5x11)</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). Include similar information for any subconsultants included in your SOQ. See Section J regarding the diversity of the team.</p>	10
<p>3) <u>Organization Chart (1, 11x17)</u>: Provide an organizational chart showing the anticipated staff needed to deliver the project. Identify the key staff. The organization chart shall indicate the firm of the person, and their anticipated availability for the first 2 years of the program.</p>	10
<p>4) <u>Relevant Experience of the Team (6, 8.5x11; 1, 11x17)</u>: The project manager and task leads are critical to the delivery of the program. Provide a write-up demonstrating the relevant experience of the project manager and task leads. Describe relevant background, experience, and qualifications. Identify the location of all key staff (city and state). Identify any other key staff for your team to successfully deliver the program and include them in the write-up. Provide current workload/list of projects, percent of time on the existing project, and projected availability for the next 2 years for all key staff. The final page of this section should be the completed 11x17 Team Experience Matrix included herein as Appendix 1.</p> <p>Note there is a preference for local staff at the leadership level. Cascade will be requesting weekly meetings in the Cascade office for the project manager and task leads with active on-going work. No travel expenses will be included for these meetings.</p>	30
<p>5) <u>Project History (6, 8.5x11; 1, 11x17)</u>: Describe relevant projects completed by the proposed team, similar in scope and budget to the anticipated program. The first page (11x17) of this section should be the completed project experience chart included herein as Appendix 2. The remaining pages should document up to six projects that demonstrate the firm's experience with linear/pipeline projects, program management, and/or other similar program components. Include with each project: project summary, beginning year, end year/anticipated end year, beginning budget, final budget, staff from this SOQ that participated in the example project and their role, and a client reference with contact information.</p>	25



<p>6) <u>Sample of work (1 page)</u>: Provide a written sample of previous work on a planning study, preferably a pipeline routing study or pipeline facility plan. The document should be co-authored by members of the proposed team. Provide a signed letter or email acknowledgement from the client that you are authorized to share the report with Cascade, which must specify if the report is considered confidential (Section III.E. of this RFQ applies). This report and letter will NOT count toward your page count and should be included as a separate file/submittal in an appendix. One page should be included in the bound proposal documenting who on the team worked on the writing sample document, their role on that project, and their role on this program.</p>	<p>10</p>
<p>7) <u>Standard Contract Language (pages not counted)</u>: Cascade intends to utilize its 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. This should be provided as a separate section of the SOQ and will not count toward the page count.</p>	<p>0</p>
<p>8) <u>References (1 page)</u>: Provide three (3) references of clients who are familiar with the work of the proposed project manager. Cited references should include project name, project start date, project end date, reference name, title, project role, and current contact telephone number. References may be the same as those used above.</p> <p>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</p>	<p>0</p>
<p>9) <u>Resumes (not counted)</u>: Provide single-page resumes for project manager and task leaders, as well as any other key staff identified.</p>	<p>0</p>



Alphabetize resumes by last name. Resume shall include name, degrees, certifications, firm, location (city and state), and relevant projects (for projects included in Section 4/Project History, just list project name).	
10) <u>Member Agency Score</u> : A representative from participating member agencies will review and assign a ranking to the SOQs. The member agency rankings will be combined and used to rank the SOQs from first to last. Points will be allocated such that the top-ranking firm will receive 10 points, second place 8 points, third place 6, etc. If more than five SOQs are received, the sixth-place firm and below will not receive any points.	10
<b>Total Points</b>	<b>100</b>

### ***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.
- Submit three (3) printed copies of the SOQ in 3-ring binders, with tabs for each section identified above. Tabs may not have any text/photos/tag lines/etc., except for the section name/title/number. The sample report does not need to be printed and/or included in the binder.
- The bound SOQs should be in an 8 1/2" by 11" format, using a minimum 12-point type size. The only exceptions are the 11" by 17" pages mentioned above, which shall be single-sided.
- 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.
- Include one USB-C thumb drive with a combined PDF of the SOQ and individual files for each section identified above. The combined PDF shall be indexed and tabbed for easy review. The sample report shall be a separate file on the thumb drive; if the report is considered confidential, the file name of the report should include the word CONFIDENTIAL.

### ***C. Evaluation Process***

The evaluation process will include this RFQ/SOQ phase, a RFP/Proposal phase, and an interview phase. Cascade will not provide debrief interviews or release the SOQs or records created by the evaluation committee until Cascade's Board has made a decision to execute the PES contract with the selected firm.

The SOQs will be reviewed by an evaluation committee, which will identify up to three (3) Proposers whose qualifications, in the sole judgment of Cascade: best meet the requirements set forth in this RFQ; are the most advantageous to Cascade based on the evaluation criteria set forth herein; and are in the best interest of Cascade.

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

Cascade will notify up to three (3) Proposers that they are the highest-rated firms. Those firms will move forward in the evaluation process and will automatically receive the RFP. All remaining Proposers will be notified that they are not among the highest-rated firms that will automatically receive the RFP; however, within 24 hours of such notification, any Proposer may request further consideration during the proposal stage and will also receive the RFP from Cascade and be allowed to submit a RFP.

Points assigned to each Proposer's SOQ will be posted on Cascade's website on the same day that Proposers receive notification as to whether they will automatically receive the RFP. While SOQs solicited during the RFQ phase may be referenced by the evaluation committee, points assigned during the RFQ phase will not be aggregated with points assigned during the RFP or interview phase.

## **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***

The SOQ must be submitted to Cascade Water Alliance, 11400 SE 8<sup>th</sup> Street, Suite 400, Bellevue, WA 98004, Attn: Brian Bartle no later than the deadline listed on page 1 of the RFQ. Faxed or e-mailed 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.

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

<b>Date</b>	<b>Description</b>
See page 1 of RFQ	Issue Date of RFQ
See page 1 of RFQ	Deadline for Submission of Questions
See page 1 of RFQ	Pre-Submission Meeting (Please contact Brian to schedule your individual meeting)
May 30, 2025	Deadline for Cascade's Response to Questions Asked
See page 1 of RFQ	Statement of Qualifications Submittal Date (Due Date)
June 27, 2025	Anticipated Notification of RFP
July 25, 2025	Anticipated Proposal Submittal Date (Due Date)
September 08-12, 2025	Dates of possible interviews
September 15, 2025	Anticipated Notification of Selection
September – October 2025	Scope Development
October 2025	Recommendation to Cascade's Board for Award (Anticipated)
November 2025	Cascade's and Successful Firm's Execution of Contract (Anticipated)
December 2025	Commencement of Services Under the Contract (Anticipated)

***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, Member Agency Staff, or employee of Cascade in connection with this RFQ, the selection process, or the contract contemplated herein. Contact with anyone referenced above other than the Designated Cascade Contact Person may result in the firm being disqualified from further consideration.

***D. 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 Water Alliance

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.

#### ***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, 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.**

The selected consultant will be required to attend a performance review attended by the Cascade CEO and the selected firm's Regional Manager/Area Manager/Managing Principal on a 2-year recurring interval. Failure to attend the performance review meeting will be grounds for termination of the contract.

Cascade intends to utilize its 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 proposals from other firms.

#### ***G. Insurance***

Prior to the 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 the Consultant Agreement.

#### ***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 small businesses, minority business enterprises, women business enterprises, and veteran-owned businesses in its contracts through direct contracts with Cascade or sub-consulting. We strongly encourage the use of local businesses, however, no minimum level of participation by such firms will be required as a condition for entering into a contract. Should you intend to use small and minority businesses as part of your team, please indicate on your proposed organization chart the anticipated level of commitment you intend to meet if selected.

#### ***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:**

- **Appendix 1:** Team Experience Matrix, 11x17
- **Appendix 2:** Project Experience Chart, 11x17
- Consultant Agreement

**END OF RFQ INSTRUCTIONS**



Instructions:

- Key roles that Cascade has identified are listed. Please fill in the remaining columns.
- Include/add any other key roles you feel are needed.
- For each Category identified, list the information requested below by individual.

Category A: The total years of relevant experience, not including internships or careers outside consulting or public works.

Category B: The total years of experience involved in program management/support (not project management).

Category C: The total number of projects involved in program management/support (not project management).

Category D: The total years in a similar role to the proposed role. IE, if the person is proposed as the Task Lead: Planning, list years as a planning lead.

Category E: List the total length (in 1,000's of LF) of pipeline over 36-inches in diameter in a similar role to the proposed role. IE, if the person is the Project Manager, list the length of pipe this person has completed as a project manager.

Category F: List the total length (in 1,000's of LF) of pipeline over 36-inches in diameter the person has completed in a planning role in their career.

Category G: List the total length (in 1,000's of LF) of pipeline over 36-inches in diameter the person has designed/constructed in their career.

Category H: List the total length (in 1,000's of LF) of pipeline over 36-inches in diameter the person has completed in Washington State, in any role, in their career.

[illegible]

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6
Program Support						
Program Management						
Cost Development						
Scheduling						
Risk Management Planning						
GIS/Mapping						
Grant Funding Application Support						
Planning						
Route Selection						
Options Analysis						
Facilities Plan						
Operational Plan						
O&M Plan/Development						
Delivery Method Analysis						
Hydraulic Analysis/Planning						
Surge Modeling/Planning						
Seismic Review/Planning						
Trenchless Review/Planning						
Cathodic Protection Review/Planning						
Environmental Review/Planning						
Right of Way						
Route Planning/Alternative Review						
Railroad Coordination						
Utility Coordination						
Obtaining Franchises Agreements						
Obtained Permanent Easements						
Obtained Temporary Easements						
Permitting						
Project Review/Assess Permit Needs						
Environmental Documentation/Permit						
Develop Permit Packages						
Review Permit Packages						
Submit Permit Packages						
Communications and Outreach						
Conducting Public Meetings						
Community Concern Management						
Developing Graphics						
Website Development						
Social Media Outreach						
Collecting and Sorting Public Input						
Design Support						
Develop Design Standards						
Develop Preliminary Design						
3rd Party Design Review						
Cost Estimating or Review						
Construction Support						
Constructability Review						
Construction Phasing/Sequencing Plans						
Construction Management						
Construction Inspection						
Operations Support						
Constructability Review						
Training Development						
Commissioning Support						
Electronic O&M Creation						
Other						
Pipeline Project, 24" and below						
Pipeline Project, 25" through 48"						
Pipeline Project, 49" and above						
Project Location: Washington						
Project Location: Northwest (OR, ID, MT)						
Staff Involved						
Project Manager						
Task Lead: Program Support						
Task Lead: Planning						
Task Lead: Right of Way						
Task Lead: Permitting						
Task Lead: Communications						
Task Lead: Design						
Task Lead: Construction						
Task Lead: Operations						
Other Key Staff						
Other Key Staff						
Other Key Staff						
Other Key Staff						
Other Key Staff						

- Instructions:
- Fill in Key Staff Names and project names.
  - Place a closed dot in each box where a project is complete and meets the criteria.
  - Place an open dot in each box where a project is in progress that meets the criteria.



**RFQ ADDENDUM #1**  
Date of Addendum: May 20, 2025

**NOTICE TO FIRMS**

The Request for Qualifications for Cascade Supply Program: Program and Engineering Support is modified as set forth in this Addendum. The original Request for Qualifications and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Request for Qualifications. The Consultant shall take this Addendum into consideration when preparing and submitting its Statement of Qualifications, and shall acknowledge receipt of this Addendum in its cover letter.

**SUBMITTAL DEADLINE FOR STATEMENTS OF QUALIFICATIONS**

The submittal deadline for Statements of Qualifications remains the same and is not changed by this Addendum.

**1.0 – REQUEST FOR QUALIFICATIONS**

Item	Section No.	Description of Change
1.1	II.B	Add the following bullet to the end of the second bullet: <ul style="list-style-type: none"><li>A graphical cover page may be included with the printed and electronic SOQ's which indicates the RFQ you are responding to and your firm(s) name(s). The cover page does not count in the page count or scoring. No text will be reviewed.</li></ul>
1.2	II.B	Replace the third bullet with the following: <ul style="list-style-type: none"><li>The bound SOQ's should be in an 8 1/2" by 11" format. Main body text shall use a minimum 12-point type size. Graphics, figures, tables, captions, etc. shall use a minimum 11-point type size. The only page size exceptions are the 11" by 17" pages mentioned above, which shall be single sided.</li></ul>
1.3	Appendix 1	The Category F and Category G descriptions have "diameter" misspelled, Category E description has "length" misspelled in

		the instructions. Note that you may delete the “instructions” and only need to submit the table for both Appendix 1 and 2.
1.4	Appendix 2	The category Right of Way has “Obtaining Franchise Agreements” misspelled. The categories Construction Support and Operations Support have “Constructability Review” misspelled. Please correct your submitted file. Note that you may delete the “instructions” and only need to submit the table for both Appendix 1 and 2.
1.5	Appendix 2	Revise the instructions to read: <ul style="list-style-type: none"> <li>• Fill in Key Staff Names and project names.</li> <li>• Place a closed dot in each box where a project component is complete and meets the criteria.</li> <li>• Place an open dot in each box where a project component is in progress that meets the criteria.</li> </ul>

## 2.0 – INFORMATION AND CLARIFICATIONS

The following is provided as a matter of information and clarification only. To the extent that changes to the Request for Qualifications are required based on the following, the Request for Qualifications have been modified as noted above in this Addendum

Item	Section No.	Questions and Answers
2.1	I.C.	<p><u>Question:</u> Does CWA plan to issue future RFQs for construction management services? Or does the current RFQ (Task 8) cover construction management services for the program?</p> <p><u>Answer:</u> A future RFQ for construction management services is not anticipated at this time. Task 8 is intended to cover construction management and inspection services for the program.</p>
2.2	II.A.3	<p><u>Question:</u> Please confirm that availability percentage is required for only key staff listed and not for all staff identified the organization chart.</p> <p><u>Answer:</u> Correct. Availability percentages should be provided only for key staff, similar to Section II.A.4.</p>

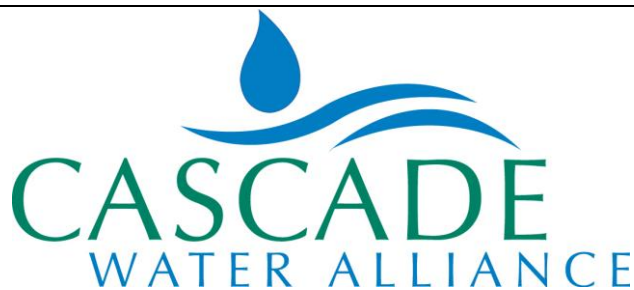
2.3	II.A.3 II.A.4	<p><u>Question:</u> The personnel availability is requested in both Section 3 (Organization Chart) and in Section 4 (Relevant Experience of the Team). Would you like that information in full in both places or, would it be acceptable to include the specific availability in section 4 and an icon with 25%/50%/75%/100% availability on the org chart (thinking about limited real estate)?</p> <p><u>Answer:</u> Please include the availability information in full in both sections. Each section should be considered stand-alone for evaluation purposes.</p>
2.4	II.A.4	<p><u>Question:</u> The Qualifications refer to the consultant's program manager as a Project Manager in several places, including Appendix 1. Does this role correspond to the Task 1 Consultant Project Management Lead? Would it be appropriate for the consultant's program manager to use Program Manager instead of Project Manager?</p> <p><u>Answer:</u> To avoid confusing titles between the overall lead of the program and the Task 2/Program Support Lead, we refer to the consultant's overall Program/Project Manager as the "Project Manager".</p>
2.5	II.A.5	<p><u>Question:</u> In evaluation criteria <i>Section 5) Project History</i>, the solicitation asks for relevant projects <i>completed</i> by the proposed team. Given the long-term program nature of this type of work and how long construction can take on large projects, program management can take many years and the design project history would likely be dated if the entire program needs to be fully constructed/completed. Further, Appendix 2 indicates to differentiate work that is in progress vs. completed. In this context can you please clarify "completed"? Does this mean work performed on a project is completed? Or does this mean the project is fully constructed?</p> <p><u>Answer:</u> In Section 5, we are asking for the beginning year, ending year/anticipated year. Work can be on-going. In Appendix 2, we have asked for a closed dot for completed/finished work, and an open dot for on-going work.</p>

2.6	II.B.	<p><u>Question:</u> May we include a proposal cover page in the binder preceding the cover letter that will not count against the page limits?</p> <p><u>Answer:</u> A cover page is acceptable to add per Addendum #1.</p>
2.7	II.B.	<p><u>Question:</u> Please allow text in graphics be smaller than 12-pt font. 10-pt font is requested.</p> <p><u>Answer:</u> Please see Addendum #1 for changes regarding font size in graphics and tables.</p>
2.8	II.B.	<p><u>Question:</u> 12-pt font is specified throughout the Qualifications. Would 10-pt be acceptable for graphics, figures, and tables?</p> <p><u>Answer:</u> Please see Addendum #1 for changes regarding font size in graphics and tables.</p>
2.9	II.C.	<p><u>Question:</u> Under sub section <b>C. Evaluation Process</b>, it is mentioned that after the SOQs are reviewed by an Evaluation Committee, '<i>Cascade will notify up to three (3) Proposers that they are the highest-rated firms. Those firms will move forward in the evaluation process and will automatically receive the RFP</i>'. However, it is further mentioned that '<i>all remaining Proposers will be notified that they are not among the highest-rated firms that will automatically receive the RFP; however, within 24 hours of such notification, any Proposer may request further consideration during the proposal stage and will also receive the RFP from Cascade and be allowed to submit a RFP</i>'.</p> <p>Please can above be clarified further and also whether all the RFPs, including those submitted by the proposers who may not qualify as highest rated firms, will be evaluated on an equal basis or whether extra weightage will be given to those who qualify as highest rated firms in the RFP evaluation process.</p> <p><u>Answer:</u> Per Section II.C, points are not aggregated between the RFQ and RFP phases. All firms in the future RFP phase will be scored and evaluated equally.</p>

2.10	Appendix 1	<p><u>Question:</u> Please consider adding a column to your Appendix 1 Spreadsheet to allow for an availability percentage for each key staff identified. This will allow for easy consideration and review by Cascade's review team.</p> <p><u>Answer:</u> Availability will be reviewed and scored per Section II.A.3 and II.A.4. Please provide this information as requested in those sections.</p>
2.11	Appendix 1	<p><u>Question:</u> Appendix 1 is requesting LF of pipeline for roles that won't have direct experience planning, designing, or constructing pipelines. For example, the Communications Lead and Right of Way Lead will not have direct experience designing or constructing LF of pipeline. Can you please clarify what is desired for entry for roles that do not have the applicable experience? Should we simply enter LF of pipeline where it is applicable for task leads and enter N/A for roles that do not directly perform this type of work?</p> <p><u>Answer:</u> For roles not directly involved with pipeline LF, You may answer "0" or "N/A" as appropriate. Category E, "LF in a similar role," may be more applicable to those lead roles.</p>
2.12	Appendix 2	<p><u>Question:</u> In Appendix 2, please consider revising your instructions to allow placement of a "closed dot" where the specific work element identified in the project column is complete. Because of the long duration for most major programs similar to Cascade Water Supply, some program elements may still be on-going.</p> <p><u>Answer:</u> That is acceptable and the intent. Please see Addendum #1.</p>

**END OF RFQ ADDENDUM # 1**





**RFQ ADDENDUM #2**  
Date of Addendum: May 30, 2025

**NOTICE TO FIRMS**

The Request for Qualifications for Cascade Supply Program: Program and Engineering Support is modified as set forth in this Addendum. The original Request for Qualifications and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Request for Qualifications. The Consultant shall take this Addendum into consideration when preparing and submitting its Statement of Qualifications, and shall acknowledge receipt of this Addendum in its cover letter.

**SUBMITTAL DEADLINE FOR STATEMENTS OF QUALIFICATIONS**

The submittal deadline for Statements of Qualifications remains the same and is not changed by this Addendum.

**1.0 – REQUEST FOR QUALIFICATIONS**

Item	Section No.	Description of Change
1.1	II.A.10	Replace Section with the following:  10) <u>Member Agency Score</u> : A representative from participating member agencies will review and assign a ranking to the SOQs. A first-place ranking will result in 10 points, second place will be 8 points, etc. If more than five SOQs are received, the sixth-place firm and below will not receive any points. The points from each participating member agency will then be totaled and then averaged.
1.2	II.C	Paragraph 3 states that the firms outside the top three may request to proceed into the RFP within 24 hours of notification that they are not a top-three finalist. This should read “within 1 business day”. The email that is sent to firms outside the top three will indicate the response deadline.

1.3	Appendix 1	Appendix 1 is replaced with the newly posted Addendum 2 – Appendix 1.
<b>2.0 – INFORMATION AND CLARIFICATIONS</b>		
The following is provided as a matter of information and clarification only. To the extent that changes to the Request for Qualifications are required based on the following, the Request for Qualifications have been modified as noted above in this Addendum		
Item	Section No.	Questions and Answers
2.1		<p><u>Question:</u> Confirming intent on additional work, would the potential for additional work mean the ability for consultants to add sub-consultants to the team?</p> <p><u>Answer:</u> Due to the length of the contract, and the ability for certain small business sub-consultants to switch to the design contract(s), we anticipate that Primes may add or change sub-consultants. Note that per Section IV of the contract, all sub-consultants must be approved by Cascade.</p>
2.2		<p><u>Question:</u> What is the current timing for CEO recruitment and other key staffing?</p> <p><u>Answer:</u> The Program Planning Director and the Program Design Director have been hired. The CEO recruitment is on track for late summer or early fall.</p>
2.3		<p><u>Question:</u> Has Cascade Water Alliance had any conversations with regulatory bodies or jurisdictions that may be within the route?</p> <p><u>Answer:</u> No substantial discussions have occurred to date.</p>
2.4		<p><u>Question:</u> What is the thinking behind the two-year executive check-in?</p> <p><u>Answer:</u> These check-ins provide a high-level opportunity for Cascade's CEO and the consultant's regional leadership team to discuss the progress on the program. These are aligned with our biennium funding cycle.</p>
2.5		<p><u>Question:</u> What is the current time to execute a contract? Do you envision any changes during program execution?</p> <p><u>Answer:</u> We do not have a specific timeframe for contract execution. However, per the schedule in the RFQ, we anticipate work starting on this contract in late 2025. Changes during program execution are possible but not currently defined.</p>

2.6		<p><u>Question:</u> Will there be a dedicated Cascade program staff member as a lead over each RFQ Task?</p> <p><u>Answer:</u> A Cascade team member will lead all task orders. However, staff assignments may not line up exactly with the tasks shown in the RFQ.</p>
2.7		<p><u>Question:</u> Can Consultants submit more than one work sample product?</p> <p><u>Answer:</u> Only one work sample will be reviewed and scored.</p>
2.8	Appendix 1	<p><u>Question:</u> In Appendix 1, Category E, Is Cascade asking for ongoing / newly constructed LF or allowing for more than recent work?</p> <p><u>Answer:</u> See Addendum 2, revised Appendix 1. Instructions include a statement that all listed work should be completed.</p>
2.9	Appendix 1	<p><u>Question:</u> In Appendix 1, Category C, Is Cascade looking for the count of projects the team members have involvement in or programs, which could include several “projects” under one program?</p> <p><u>Answer:</u> See Addendum 2, revised Appendix 1. Category C is about the number of programs.</p>
2.10	Appendix 1	<p><u>Question:</u> In Appendix 1, Category G, It mentions experience in design/construction. if the consultant has experience in one but not the other in a program, can they list the experience even if it references both?</p> <p><u>Answer:</u> See Addendum 2, revised Appendix 1. Category G has been revised to say “designed and/or constructed”. Note that Category H has also been revised.</p>
2.11	Appendix 2	<p><u>Question:</u> In Appendix 2, Can consultants add phases/segments of programs they have experience in as an expanded view to one program?</p> <p><u>Answer:</u> Please count this as one project/program example, and explain the different phases/segments you were involved with in the Project History write-up. Do not add additional columns in the appendix to separate out the phases of the same program/project.</p>

2.12	Appendix 1, 2	<p><u>Question:</u> Can consultants make cosmetic adjustments to the appendices? Such as adjusting colors or adjusting the appendix to fit the 11x17 requirement?</p> <p><u>Answer:</u> Yes, you may adjust colors, fonts, and formatting to align with your SOQ. However, the structure of columns and rows must remain unchanged.</p>
2.13		<p><u>Question:</u> How firm are the assumptions in the recently updated water system plan? is the plan the starting point for planning?</p> <p><u>Answer:</u> The Water System Plan represents our current knowledge and understanding. Member Agencies reviewed the information prior to the draft publication.</p>
2.14		<p><u>Question:</u> Is there an individual at Cascade who is authorized to approve land acquisitions? Sign off on easements?</p> <p><u>Answer:</u> Land acquisitions and easements currently require Board authorization to proceed.</p>
2.15		<p><u>Question:</u> Does Cascade have any GIS or spatial alignment of the potential route?</p> <p><u>Answer:</u> No additional information will be provided at this time.</p>
2.16	II.A.6	<p><u>Question:</u> The writing sample is stand-alone and not counted as part of the page count in the SOQ. Would Cascade accept an electronic file of the sample?</p> <p><u>Answer:</u> This is the intent of sections II.A.6 and II.B bullets 2 and 6. Per II.A.6, only one page is printed/bound into the SOQ.</p>

**END OF RFQ ADDENDUM # 2**

