



CASCADE WATER ALLIANCE

Request for Proposals (RFP)

For

Cascade Supply Program Program and Engineering Support

Issue Date: June 25, 2025

Contact Person for Questions		
Questions should be directed only to: Brian Bartle Program Executive	Telephone number: (425) 998-5451 Email address: bbartle@cascadewater.org	
Deadline for Submission of Questions		
Questions must be submitted via email to the individual named above no later than: 07/11/2025 at 12:00PM		
Place and Deadline for Submission of Proposals		
Submit Proposals to: Cascade Water Alliance 11400 SE 8th Street, Suite 400, Bellevue, WA 98004 Attn: Brian Bartle	Date: 07/25/2025	Time: 3:00PM (Pacific Time)



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I. Notification of Request for Proposal

Pursuant to the Request for Qualifications (“RFQ”) issued on May 12, 2025 by Cascade Water Alliance (“Cascade”) for Program and Engineering Support (“PES”) services associated with the Cascade Water Supply Program (“CSP”) is notifying your firm of this Request for Proposals (“RFP”). All terms and conditions of the RFQ apply to this RFP, except as modified herein. To the extent of any conflict between the RFQ and the RFP, the RFP shall control.

This RFQ and RFP process is being performed to assure that Cascade obtains the services of a qualified engineering firm in the most effective and efficient manner.

The availability of this RFP is **via invitation only**, based on the successful submission of the statement of qualifications (“SOQ”) during the RFQ phase. The RFP and any related documents are available at Cascade’s website, www.cascadewater.org.

A. Pre-Submission Meeting

A pre-submission meeting was held during the RFQ process. No further meetings are being scheduled at this time.

II. Submittal and Evaluation Process

Each Proposer’s proposal must be organized into discrete sections corresponding to the evaluation criteria and in the order listed below. The proposal must abide by the required page limits corresponding to each criterion, and must include an index to assist Cascade in reviewing the proposal. Proposers are further advised that lengthy or wordy submissions are not necessary. 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

The proposal must include and will be reviewed and scored by Cascade based on the following weighted evaluation criteria. The proposal should be separated into sections as described below. While each section should be considered a stand-alone criterion, referencing to other sections is allowed.

Evaluation Criteria (Page Limitation, Page Size)	Maximum Points
<p>1) <u>Cover Letter (1, 8.5x11)</u>: Please submit a cover letter that summarizes your experience in providing the services described in this RFP, addressing, at a minimum, the following:</p> <ul style="list-style-type: none"> a) Summarize any changes to the Proposers' team from the RFQ, or note "no changes". b) A commitment to the schedule duration and timeline to meet the requirements of the Program. c) 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. d) Name, title, and signature of the individual in your firm authorized to sign this contract and future amendments. e) Acknowledgement that you have received any addenda issued to the RFP, or note that none were received, as posted on Cascade's website. 	5
<p>2) <u>Background of the Firm (2, 8.5x11)</u>: If there are no changes from your SOQ, do not submit Section 2. If there are changes or modifications to the proposed team, for new subconsultants or changes to the prime firm information, 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 diversity of the team.</p>	0
<p>3) <u>Organization Chart (1, 11x17; 1, 8.5x11)</u>: On the allotted 8.5x11, identify any changes from your SOQ and the reason why. Removing or changing key staff from your SOQ may result in a reduction of up to five (5) points from your overall proposal score.</p> <p>Provide an updated organizational chart (if applicable) showing the anticipated staff needed to deliver the project. Identify the key staff. The organization chart shall indicate the firm of the person, and key staff's anticipated availability for the first 2 years of the program.</p> <p>If there are no changes to the organization chart, do not submit the 8.5 x 11 page, but do submit your team organization chart from the SOQ.</p>	0

<p>4) <u>Change Management (6, 8.5x11)</u>: The PES contract may span multiple decades. Provide a description of your team's approach to successfully navigating changes, such as: succession planning, change management, program partner/subconsultant changes, regulatory and jurisdictional changes, and client team changes. To ensure knowledge transfer and reduce program downtime, provide the tools / processes used to successfully navigate personnel succession and change, particularly focused on the key roles identified in your SOQ.</p>	20
<p>5) <u>Program Approach (10, 8.5x11)</u>: This contract will be a task order nature; the general project subtasks are described in the RFQ. The Proposer should demonstrate solid understanding of the proposed scope of work with a clear, concise description of the services to be performed. Specific program approach sections are requested for:</p> <ul style="list-style-type: none"> • General approach to task-order style contracts. Include a discussion on how you will manage multiple work assignments simultaneously. (2 pages) • Project management (2 pages) • Program support and development of governance and KPI's (2 pages) • Collaboration and team work with Cascade (1 page) • Schedule, cost, and project controls (1 page) • Any other aspects of the program that you'd like to highlight or discuss that is not covered (2 pages) 	25
<p>6) <u>Technical Approach (12, 8.5x11)</u>: Similar to the program approach above, the Proposer should demonstrate solid understanding of the proposed scope of work with a clear, concise description of the technical services to be performed. Specific approach sections are requested for:</p> <ul style="list-style-type: none"> • Planning for major infrastructure projects (2 pages) • Obtaining franchise agreements, permanent and temporary easements (2 pages) • Discussion of the permits required and path to obtaining them (2 pages) • Discussion on stakeholder engagement and outreach (2 pages) • Providing third party constructability and design reviews (2 pages) • Construction Management of simultaneous projects in multiple locations (2 pages) 	20

7) <u>Question Responses (10 pages, 8.5x11)</u> : Provide responses to the following questions: <ul style="list-style-type: none"> • Do you see a place for collaborative delivery (such as GC/CM, Design Build, etc) in the CSP? If so, what types, where would you consider it, and why or why not would you use it? (2 pages) • Cascade indicated in the RFQ a preference for local staff, particularly at the leadership level. Please describe how your mixed team of local and non-local staff will work together to deliver the program and meet Cascade's desire of local and in-person meetings. (2 pages) • What do you see as the 2-3 biggest challenges to completing the CSP on budget and schedule? How will you mitigate these challenges? (2 pages) • What sources of funding are typical for this type of program and what is your familiarity with obtaining funding? (2 pages) • What aspects of the program do you believe should be retained by the Owner vs outsourced to a consultant? (1 page) • What software is needed to successfully manage this program? (1 page) 	20
8) <u>References (1 page)</u> : If there are no changes from your SOQ, do not submit Section 7. Update/replace any references identified in the SOQ. Include an explanation for the change.	0
9) <u>Resumes (not counted)</u> : Provide resumes, consistent with the RFQ, for any newly added staff. Do not repeat staff resumes that were received as part of the RFQ process.	0
10) <u>Member Agency Score</u> : A representative from participating member agencies will review and assign a ranking to the proposals. A first-place ranking will result in 10 points, second place will be 8 points, etc. The points from each participating member agency will then be totaled and then averaged.	10
Total Points	100

B. Format Requirements

- 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.

- Submit two (2) printed copies of the proposal 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.
- A graphical cover page may be included with the printed and electronic proposals which indicates the RFP 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.
- The bound proposals 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 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 proposals.
- Firms are encouraged 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.
- Include one USB-C thumb drive with a combined PDF of the proposal and individual files for each section identified above. The combined PDF shall be indexed and tabbed for easy review.

C. Evaluation Process

The evaluation process includes the past RFQ/SOQ phase, the current RFP/Proposal phase, and an interview phase. Cascade will not provide debrief interviews or release files related to the evaluation process until Cascade's Board has made a decision to execute the PES contract with the selected firm.

Cascade will shortlist up to three (3) Proposer(s) whose qualifications, in the sole judgment of Cascade: best meets the requirements set forth in this RFP; are the most advantageous to Cascade based on the evaluation criteria set forth herein; and are in the best interest of Cascade. The proposals will be reviewed by an evaluation committee and the highest-rated firms will be invited to an interview. 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 phases to determine the highest-rated firms.

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 a proposal.

A. Time and Place for Submittal

The proposal must be submitted to Cascade Water Alliance, 11400 SE 8th Street, Suite 400, Bellevue, WA 98004, Attn: Brian Bartle, no later than the deadline listed on page 1 of the RFP. Faxed or e-mail submittals will not be accepted.

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 the delivery of proposals due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Proposals may be delivered in person or by a delivery service. No oral, fax, electronic (e.g. e-mail), 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.

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

Date	Description
See page 1 of RFP	Notification of RFP
See page 1 of RFP	Proposal Submittal Date (Due Date)
September 08-10, 2025	Anticipated Dates of Interviews
September 11, 2025	Anticipated Notification of Selection
September – October 2025	Anticipated Scope Development
September 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 RFP, and must be submitted no later than the deadline listed on page 1 of this RFP. 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 RFP, 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 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. 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

The draft contract was provided with the RFQ.

G. Insurance

Insurance requirements were identified in the RFQ.

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. 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 business 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 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:

- None.

END OF RFP INSTRUCTIONS