



CASCADE WATER ALLIANCE

Request for Proposals (RFP)

For

On-Call Minor Construction, Repair and Maintenance Projects

Issue Date: November 18, 2025

Contact Person for Questions		
Questions should be directed only to: Dave Roberts, P.E. White River Lake Tapps Program Director	Telephone number: (253) 820-8537 Email address droberts@cascadewater.org	
Deadline for Submission of Questions		
Questions must be submitted to the individual named above no later than: 12/11/2025 at <u>4:00 P.M.</u>		
Place and Deadline for Submission of Proposals		
Submit Proposals to: Cascade Water Alliance 11400 SE 8th St, Suite 400 Bellevue, WA 98004 Attn: Dave Roberts	Date: <u>12/19/2025</u>	Time: <u>4:00 P.M.</u> (Pacific Time)



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I. ANNOUNCEMENT OF REQUEST FOR PROPOSAL

Cascade Water Alliance (“Cascade”) is soliciting Requests for Proposals (“RFP”) for firms to perform on-call minor construction, repair, and maintenance projects. Proposers must demonstrate experience 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 qualified firms in the most effective and efficient manner.

The availability of this RFP was advertised on November 18, 2025, in the *Tacoma News Tribune* and on November 17, 2025, in the *Daily Journal of Commerce*. The RFP and any related documents are also available at Cascade’s website, www.cascadewater.org.

A. Description of Cascade Water Alliance

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

- **Members:** Members include the following:
 - City of Bellevue
 - City of Issaquah
 - City of Kirkland
 - City of Redmond
 - City of Tukwila
 - Sammamish Plateau Water
 - Skyway Water and Sewer District
- **Governance:** Cascade is governed by a Board of Directors represented by each of its Members. All Board Members are elected officials of their respective Member organization. Day-to-day management is provided by Cascade’s Chief Executive Officer.
- **Water Supplies and Facilities:** Cascade currently utilizes a combination of local groundwater supplies owned and operated by its Members and regional water supplies. Cascade operates and maintains certain infrastructure on behalf of its Members (e.g. the Bellevue Issaquah Pipeline). In addition, Cascade has wholesale water contracts with the City of Seattle and the City of Tacoma, as well as ownership of the White River/Lake Tapps Reservoir Project purchased from Puget Sound Energy in 2009 (“Project”). The Project, constructed in 1911, consists of facilities once utilized in hydro-power generation via water diverted from



the White River near the town of Buckley, Washington. The Project is comprised of the Lake Tapps Reservoir, as well as numerous dikes, inlets, fish screens, a diversion dam and approximately 7.5 miles of pipes, flume and canal.

B. *Background*

Cascade does not employ its own agency forces to perform day-to-day operations at the Project and relies on general contractors and construction firms for minor construction, repair, and maintenance at the White River/Lake Tapps Reservoir Project. In the event of emergencies, Cascade also relies on contractors and construction firms to perform emergency work. This RFP is for the purpose of selecting multiple firms to perform on-call minor construction, repair, and maintenance on the Project and other infrastructure owned by Cascade. Cascade and the selected firms will each sign an on-call contract with a general scope of work and a contract maximum of \$150,000 for one-year. All work will be subject to prevailing wages, and payment will be determined by task order as specific work arises. Task orders also may be issued to perform public works in the event of an emergency declared by Cascade pursuant to RCW 39.04.280 in excess of the contract maximum amount.

C. *Scope of Work*

Cascade intends to select multiple firms to be available to perform a variety of work on an as needed, task order basis. The general scope of work is to repair and replace equipment, structures, and systems associated with the White River/Lake Tapps Reservoir Project and other infrastructure owned by Cascade and perform related minor improvements of the same. Tasks may include, but not be limited to, maintenance and improvements for valves, pumps, electrical and control systems, HVAC, plumbing, lighting, carpentry, general site civil work, and additional features and equipment commonly associated with a dynamic utility infrastructure project. Potential work issued by task order also includes public works necessary in the event of an emergency declared by Cascade pursuant to RCW 39.04.280.

Firms need not have all required disciplines in-house and will be evaluated on their ability to perform their discipline specific work as well as their relationships and work history with sub-contractors, further detailed in the evaluation criteria.

The successful firms will work primarily under the management of Cascade's White River Lake Tapps Program Director.

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 (5 page maximum plus 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

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

Evaluation Criteria	Maximum Points
1) <u>Cover Letter</u> : Please submit a cover letter of not more than one page that summarizes, at a minimum, the following: a) A high level summary of your firm's relevant qualifications. b) The size of your firm and capability to manage projects as anticipated by this RFP. 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) Acknowledgement that you have received any addenda issued to the RFP, as posted on Cascade's website.	15
2) <u>Background and Relevant Experience of the Firm</u> : Provide a brief description and history of your firm (the number of years it has been in business, areas of specialization(s), number of employees, etc. Include expertise and experience of the firm in successfully completing similar projects as described in this RFP, preferably your experience, if any, with Cascade's facilities.	20
3) <u>Staff Experience</u> : Provide brief resume(s) for the project superintendent(s) proposed to be used on this project. The resumes should include any direct experience working on Cascade's White River Lake Tapps Reservoir Project or similar projects and the individual's role in completing the work. Provide a list of subcontractors (if any) proposed to support this project and primary contact information. If they've supported prior project work with Cascade, please list the project the sub was involved in and their role.	35



4) <u>Location and Availability of Personnel and Equipment:</u> Provide the location for the firm's primary office and equipment yard and shop facilities. Points will be assigned relative to proximity to the Lake Tapps-White River Reservoir Project's Powerhouse Facilities located in Sumner Washington.	30
5) <u>Standard Contract Language:</u> Cascade intends to utilize the contract included as an attachment to this RFP for this project. Each firm must affirm in its proposal that the terms and conditions of this contract are acceptable, or if the firm takes exception to any of the proposed language in the contract, the firm must specifically describe the reasons for the exceptions and propose in its proposal alternative language for review and consideration by Cascade.	0
6) <u>References:</u> Provide three (3) references of clients who are familiar with the work of the firm, and for whom work as 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 proposals submitted.	0
7) Total Points	100

B. *Format Requirements*

- The proposals must be submitted by email. Email submittals should include the name of this RFP in the subject line. Proposals attached via email cannot exceed 25 MB. Proposals that exceed this file size may be sent via a secure FTP or cloud-based site, with instructions for how to access the Proposal in the body of the email.
- Hard copy submittals will not be accepted.
- The proposals should be in an 8 1/2" by 11" format, using a minimum 12-point type size.



- Cascade will not review or evaluate pages in a proposal that are in excess of any RFP page number limitation specified above in Part II.

C. *Evaluation Process*

Cascade will select multiple Proposers 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 firms may be invited to an interview. The selected firms will be invited to enter into a contract with Cascade.

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 shall be submitted by email no later than the deadline listed on page 1 of the RFP. Hard copies or faxed submittals will not be accepted.

Firms are responsible for submitting the proposal via email or other secure electronic method if the Proposal is in excess of 25 MB by the deadline stated above. Submittals received after the deadline will not be accepted.

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

Date	Description
See page 1 of RFP	Issue Date of RFP
See page 1 of RFP	Deadline for Submission of Questions
See page 1 of RFP	Deadline for Cascade's Response to Questions Asked
See page 1 of RFP	Proposal Submittal Date (Due Date)
January 2026	Cascade's and Successful Firm's Execution of Contract
January / February 2026	Commencement of Services Under the Contract



C. *Contact with Cascade*

All questions or requests for clarification must be made only to the Designated Cascade Contact Person identified on page 1 of this 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 or employee of Cascade in connection with this RFP, the selection process, or the contract contemplated herein. Contact with anyone at Cascade other than the Designated Cascade Contact Person may result in the firm being disqualified from further consideration.

D. *Addenda*

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*

Cascade's estimated contract maximum for the work is \$150,000. Specific payment under the contract will be determined by individual task orders, on either (1) a lump sum basis or (2) time and materials basis with an estimated maximum.

The contract shall be for a term of one-year, however Cascade shall have the option to enter into annual contract renewals at its sole discretion.

Cascade intends to utilize the contract included as an attachment to this RFP for this project. Cascade Board action may be required to authorize the Chief Executive Officer to execute the contract.

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 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. RESERVED

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:

- Task Order Construction Contract – posted on November 17, 2025

END OF RFP INSTRUCTIONS

