



**LAKE STEVENS
SEWER DISTRICT**
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LAKE STEVENS SEWER DISTRICT

RFQ 2020-01

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES
FOR THE 2022 SANITARY SEWER COMPREHENSIVE PLAN

DUE DATE: August 17th, 2020 AT 10:30AM

RFQ REVIEW: August 18th – 26th

ISSUE REQUESTS FOR INTERVIEWS: August 26th

INTERVIEWS: September 7th, 8th, and 9th

AWARD: September 24th

RFQ SUBMITTALS SHALL BE SUBMITTED BY MAIL

THE DISTRICT'S OFFICE LOCATED AT:

1106 VERNON RD, SUITE A

LAKE STEVENS, WA 98258

Any and all questions must be submitted in writing to Tonya Christoffersen and Johnathan Dix at
Tonya.Christoffersen@lkssd.org and Johnathan.Dix@lkssd.org.

Overview:

The Lake Stevens Sewer District (District) is seeking a qualified, multifaceted consulting firm to prepare the District's 2022 Sanitary Sewer Comprehensive Plan. Some, but not all of the key elements of this plan that the firm should be prepared to evaluate and demonstrate in-depth knowledge of are:

- Evaluation of City of Lake Stevens and Snohomish County Land Use and Zoning Code
 - Schedule meetings with City and County staff to gather pertinent data.
 - Determine capital revenue potential.
 - Remaining buildable lands inventory and future capacity considerations.
- Wastewater Treatment Facility Evaluation
 - Evaluate current hydraulic and loading characteristics.
 - Compare current loading data to NPDES's 85% design threshold.
 - Estimate the population that the current treatment process can serve.
 - Estimate population served when 85% design threshold met.
 - Provide a condition-based equipment replacement and upgrade schedule.
 - Evaluate potential for smaller in-situ upgrades and progressive re-rating.
 - Identify incremental upgrades or changes to process.
 - Provide process and or equipment recommendations for nutrient reduction and or removal.
- Conveyance system evaluation and flow modeling
 - Identify capacity bottlenecks.
 - Identify condition-based rehabilitation / replacement projects.
 - Identify needed infrastructure to serve all areas in the City of Lake Stevens UGA.
- Capital improvement planning
 - Gather predictive data needed to make recommendations on growth and betterment projects.
 - Recommend, where feasible, in-situ rehabilitation projects.
 - Meet with City and County Public Works staff to coordinate CIP schedules.
- Financial analysis and capital revenue forecasting
 - Evaluate current rate and billing structure and provide alternative recommendations.
 - Evaluate current connection fee methodology and provide alternative suggestions.
 - Recommend connection fee(s) for adoption.

The above-mentioned elements are not intended to be a comprehensive list of all components of the District's Comprehensive Plan.

Background:

The Lake Stevens Sewer District is located in Snohomish county, Washington (the "County"), and approximately six miles east of the City of Everett and 30 miles northeast of the City of Seattle. The District was established in 1957 and has provided sanitary sewer service, both collection and treatment, since 1965.

In 2005, the District entered into the Unified Sewer Agreement with the City to operate and maintain all sewer collection and treatment facilities within the entire Lake Stevens Urban Growth Area ("UGA"), both unincorporated area and the City.

The District currently operates a 5 MGD WWTF, roughly 120 miles of collection system, 12 miles of interceptor and 30 lift stations. The District's treatment plant is located adjacent to 9th Street SE and Sunnyside Boulevard, above the Snohomish River floodplain. The new Sunnyside Treatment Plant facility was constructed to provide exceptional waste water treatment and disposal to the District's service area through 2028, with provisions for upgrades to serve build-out conditions.

RFQ Packet must include, but not limited to, information on the following evaluation criteria:

1. Title Sheet: The title sheet must provide name(s) of the team submitting with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the Principal in Charge, Project Manager, and support team.
3. Table of Contents.
4. Qualifications of the Firm: Provide a brief description of the firm including the number of years it has been in existence, the range of professional services, office locations, and staff size. Describe any unique qualifications the firm has related to this project, especially relating to long range planning for Districts similar to the Lake Stevens Sewer District. Provide any additional information that may be of benefit to the District.
5. Project Team Experience and Qualifications: Provide an organizational chart for the team that will perform the work, the individual qualifications and expertise of each member of the team, and the responsibilities to be fulfilled by each team member assigned to the project. Please include an estimated percentage of the total project that is to be completed by each individual team member.
6. Past and/or Current Projects: Provide a list of current and past projects, including the name, type of project, location, firm's role in the project, outside agency stakeholders, and status of the project.
7. Project Schedule: Provide a conceptual timeline for completion of the project within the estimated project completion time of 12 months from the project start date.

8. References: Provide a minimum of three (3) references from Districts for similar projects completed within the past five (5) years. Each reference must include the following information:
 - a. Project name and description and a written description of why this example is relevant to this comprehensive planning project.
 - b. Name, title and contact information of the primary contact.
 - c. Date of project involvement.
 - d. Probable cost and scope of the project.
 - e. Specific Services performed by the firm.
9. License(s): Evidence of professional licensing in Washington State.
10. Draft Professional Service Agreement: Draft of typical professional service agreement (PSA) terms and conditions (exclusive of pricing).
11. Fee schedule: Hourly rate and fee schedules for all project team staff who are proposed to work on this project. Fee schedules should include unit rates for all expenses, subconsultants proposed for use, etc. as part of this project.

RFQ packet shall not exceed 20 pages. Resumes of professionals and draft PSA are excluded from the page count. Please submit 10 paper copies as well as 3 digital copies on flash drive.

Criteria for Consideration of Qualifications:

1. Technical understanding of comprehensive planning for a District like Lake Stevens Sewer District;
2. Technical understanding of Wastewater Treatment and MBR facilities specifically.
3. Experience and knowledge in developing similar plans by consultant personnel who will be directly involved with the project;
4. Ability to complete the plan within the 12-month timeframe;
5. Ability to maintain communication on plan development;
6. Ability to involve partners and stakeholders in the planning process;
7. The ability of the firm to perform the proposed work;
8. Woman, Minority, and or Veteran Owned Business.
9. References.

Conditions and Limitations:

The Lake Stevens Sewer District expects to select a consulting firm from the qualifications submitted but reserves the right to request substitution of firms. The District also reserves the right to reject any or all responses to the RFQ, to advertise for new responses, or to accept any responses deemed to be in the best interest of the District. A response to this RFQ should not be construed as a contract or an indication of a commitment of any kind on the part of the District, nor does the District commit to pay for the costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed and a notice to proceed shall be issued before work is initiated. The District reserves the right to dismiss any

part or all of the contracted team when, in the District's opinion, the project is not moving as scheduled or is hindered in any way by the actions of personalities of team members.