



## **REQUEST FOR PROPOSALS #2019-01**

Release Date: April 22, 2019

# **Capital Program On-Call Engineering and Professional Services**

**PROPOSALS DUE: May 13, 2019, by 4:00 PM Pacific Time**

Submit Proposals to:  
Heath Henderson, PE  
District Engineer  
Clark Regional Wastewater District  
PO Box 8979  
Vancouver, WA 98668-8979  
360.993.8815

OR

Submit a "PDF" via email to:  
[hhenderson@crwwd.com](mailto:hhenderson@crwwd.com)

**Request for Proposals (RFP):** Proposals in response to this RFP must include the qualifications of the proposed project team members, including assigned office location and relevant project experience and expertise. Firms shall submit one proposal clearly identifying the service areas for which they are submitting on the cover sheet provided with this Request for Proposals (RFP). Proposals shall be limited to 25 pages in total length; with no more than three pages per service area.

PROPOSAL forms may be obtained by going to the District’s online plan center at <https://plans.i2b.com/>. This online plan center provides free of charge access with the ability to email, download, and view proposal documents. Access requires the user to create a free user account.

**Introduction:** Clark Regional Wastewater District (District) is a special purpose district located in Clark County in southwest Washington. The Capital Program provides for the planning, alternatives analysis, development, delivery, and construction management of new sewer infrastructure projects and restoration & replacement projects, including pump station/force mains, gravity mains, and spot repairs. Some projects require specialty design for pipe bursting, cured-in-place pipe, and other trenchless rehabilitation methods. The District service area includes the City of Ridgefield. A list of the District’s 2019-2024 Capital Program is available at <https://www.crwwd.com/documents/Projects-6-YearCapitalProgram.pdf>. This program represents to primary work associated with this RFP. The six-year program is updated on an annual basis, which may result in changes to the overall program.

The District intends to select firms to provide the range of engineering expertise and capacity it needs to cost-effectively deliver projects. Firms of all sizes, depth, and capabilities are encouraged to submit proposals. The District’s project delivery needs are best suited to firms that are well oriented to local permitting requirements and the local contracting climate. Many of the District’s projects are associated with City and County road projects and experience with local regulatory and permitting processes are extremely beneficial.

**Categories:** The objective of this solicitation is to evaluate, select and enter into on-call professional services contracts with several firms for each service area category listed below on an as needed basis:

Category	Service Area
1	Engineering Services (i.e. municipal gravity, pressure, pump stations)
2	Construction Management and Inspection
3	Land Surveying and Mapping
4	Materials Inspection and Testing
5	Electrical/Instrument and Controls/Supervisory Control Data Acquisition (SCADA)
6	Geotechnical Engineering
7	Environmental Permitting
8	Real Property Acquisition

**Category 1: Engineering Services (i.e. municipal gravity, pressure, pump stations)**

- Prepare engineering alternative analyses, plans, specifications and cost estimates, and engineering reports in accordance with applicable laws and standards;
- Provide utility coordination, QA/QC, value engineering;
- Support construction with site visits and review of submittals;
- Provide Project Management support;
- Provide stakeholder engagement technical support, or;
- Provide basic drafting (CAD) services.

## **Category 2: Construction Management and Inspection**

- Oversee contractor operations for compliance with contract, plans, specifications and related documents through providing on-site inspection services and/or overall construction management;
- Manage change conditions, claims and protests including documentation and District response;
- Prepare contractor pay requests;
- Maintain project documentation;
- Coordinate utilities; and
- Proactively, review and recommend changes to design plans and specifications to address constructability, staging, access, or other issues.

## **Category 3: Land Surveying and Mapping**

- Provide construction staking;
- Prepare topographic survey maps and records including topographic, record-of-survey, right-of-way, survey control, and LCR's;
- Provide all field notes, records, adjustment data, and both raw and final measurements and coordinates; and
- Have knowledge of Washington State Plane Coordinate System and coordinate transformation techniques and parameters.

## **Category 4: Materials Inspection and Testing**

- Making and processing of concrete test cylinders, slump tests, air tests, unit weight tests, various laboratory tests, coring and visual inspection of forms, reinforcing steel, and placement procedures as required;
- Making and processing of mortar and grout specimens, masonry units and prism testing, inspection of reinforcing steel placement, workmanship, mortar preparation and grouting;
- Fill placement supervision, compaction density tests, soil investigations and various laboratory related tests;
- Asphalt placement supervision, asphalt coring, asphalt densities, asphalt mix designs and various related laboratory tests;
- Shop and field inspection for anchor bolts, bolt torque, paint thickness testing and non-destructive testing as well as welder certification; and
- Other miscellaneous materials inspection and testing needs.

## **Category 5: Electrical/Instruments and Controls/Supervisory Control and Data Acquisition (SCADA)**

- Provide services related to designing, repairing, building and maintaining sewer system/pump station electrical systems, automation and instrumentation;
- Troubleshoot system issues and recommend and/or develop and implement solutions, and
- Radio communications.

## **Category 6: Geotechnical Engineering**

- Identify slope stability hazards, hydrogeological hazards (for Critical Aquifer Recharge Areas), and review existing information and maps to characterize soil conditions;
- Prepare exploration plans, perform borings and samplings, acquire necessary permits, prepare and implement traffic control plans;
- Measure and monitor groundwater elevations;

- Test soil samples for engineering properties;
- Prepare reports with findings, conclusions and recommendations;
- Complete geotechnical design for retaining walls, foundations, and trench shoring;
- Design dewatering systems and trench foundation systems;
- Perform seismic risk analyses and analysis of subsidence due to construction; and
- Evaluate geotechnical considerations for trenching, pipe-jacking, and micro-tunneling.

#### **Category 7: Environmental Permitting**

- Provide scoping, scheduling and environmental documentation and permitting support;
- Develop permit application narratives, and documents and exhibits; meet with agency personnel, property owners, and other consultants as required in obtaining permits;
- Conduct wetland delineations, critical/sensitive area assessments, and biological assessments, if applicable;
- Ensure local, state and federal procedures are followed during planning and designing phase of projects including the State Environmental Policy Act (SEPA);
- Conduct applicable assessments and other specialized environmental discipline reports as necessary;
- Develop mitigation plans using applicable local, state, and federal guidelines, along with developing planting plans for wetland and habitat mitigation; and
- Develop permit application submittals and narratives to comply with agency critical areas ordinances.

#### **Category 8: Real Property Acquisition**

- Provide real property services as needed to acquire land, easements, temporary easements and other property owner documentation necessary to build and maintain projects; and
- Provide appraisal services, as needed.

**Evaluation:** In determining the most highly qualified firms, the District will consider the following criteria as stipulated in District code section 2.28.050:

- A. Experience: Specialized experience, technical competence, and professional qualifications, including but not limited to education, certification, and registration, of the firm and all persons who will perform and supervise the work. The experience and technical competence of the firm shall be judged, in part, on the proposed structure of and persons assigned to the project and the work.
- B. Performance: Performance of the firm and the persons who will perform or supervise the work on previous projects or work. The analysis of the performance shall be based on the similarity, complexity, scope, and size of the previous projects or work.
- C. Capacity: Capacity to complete the project or work on time, as demonstrated by completion of projects of similar size and work of similar nature on time, and as predicted by the availability of key persons in key disciplines.
- D. Locality: Knowledge of the locality of the project or work, including geological features, local construction methods, local agencies, and unique or unusual site conditions.

The District reserves the right to include and consider information readily available in the public domain in its selection process. Prior to selection, consultants may be requested to be interviewed by District staff during the RFP review period. The District intends to select firms for Board approval on or before the end of 2019.

**Contracts:** The execution of an agreement is not a guarantee of work or that the District will hire the consultant to perform work. Each contract will be on a task assignment basis for a total contract amount not to exceed between \$50,000 and \$300,000, depending on the category. Initial contract amounts may be limited to \$100,000. The initial contract term will be for three (3) years, with three (3) possible one (1) year extensions.



# Submittal Cover Sheet

(Required)



**Request for Proposals (RFP) #2019-01**

**RFQ Name: Capital Program On-Call Engineering and Professional Services**

**Release Date:** April 22, 2019

**Submittal Due Date:** May 13, 2019, 4:00 PM

Submittal Information

Company Name: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Submittal Service Areas (check all that apply)

Check	Category	Service Area
	1	Engineering Services (i.e. municipal gravity, pressure, pump stations)
	2	Construction Management and Inspection
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	4	Materials Inspection and Testing
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	6	Geotechnical Engineering
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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date