



Request for Proposal Coastal Engineering Services Sea Level Rise Response January 26, 2011

PROJECT INFORMATION

Name: Sea Level Rise Engineering Analysis

Site Address: Downtown Olympia

Project Description: The City of Olympia is interested in better understanding the flood management implications and potential engineering responses for four feet of sea level rise within the downtown urban area. Strategically, the City intends to protect its downtown from the risk of inundation. The engineering analysis is expected to incorporate technical work completed in 2008 - 2010 that defines downtown land elevations, stormwater infrastructure systems, and simulates downtown storm and stream systems under various sea rise and precipitation scenarios. The past work begins to evaluate flooding mechanisms, risks, and volumes of flooding. The currently proposed engineering analysis will provide City staff, elected officials, and the community with conceptual engineering approaches for protecting downtown and associated areas from long-term sea level rise.

The following technical work related to the sea level rise project can be viewed online at the City of Olympia's website at: <http://www.ci.olympia.wa.us/city-government/rfp-and-rfq.aspx>

- Sea Level Rise PowerPoint presentation
- Clear Creek Solutions Hydrologic and Hydraulic Modeling Report
- Capitol Lake Alternatives Analysis Hydraulic Modeling Report
- Olympia Tidal Log Pearson Type III analysis

Schedule: The analysis is scheduled to begin mid-March 2011 and be completed by July 2011.

SCOPE OF SERVICES

The engineering firm shall provide the following services:

1. Working with existing City sea level rise information and evaluations, identify primary areas susceptible to flooding as well as the flooding mechanisms and traits.
 - a. Potentially delineate the areas of downtown, West Bay, and East Bay by degree of vulnerability (i.e, some areas are more vulnerable than others for any given rise in waters).
 - b. Identify how each area is most likely to flood and at what elevation (i.e., overland flow, stormwater backflow).
2. Develop a long-term progression of engineered flood responses by area and type of flooding.

- a. Develop a risk-based analysis of potential flooding. Potential compartmentalizing of susceptible areas in order to minimize overall risk may be appropriate.
- b. Define thresholds of sea rise and potential phased responses.
- c. Identify analytical needs that would help facilitate potential federal involvement in responses.
- d. Involve local stakeholders including the Port of Olympia, LOTT Clean Water Alliance, and Washington Department of General Administration
3. Identify and evaluate Olympia-specific technical/engineering concerns and opportunities.
 - a. Explain the potential dynamics between sea rise and identified concerns (e.g., hydraulic fill, groundwater, combined sewer system, proximity of development to shoreline).
4. Develop alternative flood management scenarios and associated conceptual designs.
 - a. Design parameters may include but not be limited to aesthetics, environmental implications, multi-purpose uses, access, costs, and level of service.
 - b. Potential conceptual designs may include, but not be limited to tide gates, valves, floodwalls, levees, pumps, and flood gates.
5. Prepare a written summary of findings and design schematics.

Given the relative uniqueness of the work effort, City staff will consider proposals that refine the above scope of services.

PROPOSAL REQUIREMENTS

Contents: Provide the following information in the sequence listed below:

Submittals shall be limited to a total of six (6) two-sided pages (excluding front and back covers). Four (4) copies of the consultant proposals and a CD-Rom with one (1) PDF electronic copy shall be submitted. ***Submittals that exceed the maximum number of pages or have less than two copies will be rejected.*** The format shall be as follows:

- A letter of interest, including a statement of availability to complete the work.
- Experience and qualifications, including any engineering certifications of the staff assigned to the project. Work experience shall be specific to the individual's actual tasks performed on other projects.
- Experience and qualifications of staff or sub-contractor assigned to perform necessary assessments.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- References including names and telephone numbers of previous clients with similar projects.
- Include confirmation that the firm will comply with the City of Olympia Equal Benefits ordinance. (See compliance form attached as Appendix A to this RFP).
- The insurance limits carried by the company for General Liability, Automotive Liability, Professional Liability, and other coverage the company may carry.

SELECTION CRITERIA

Consultant selection will be based on previous experience on similar projects, knowledge and expertise of individuals that will work on the project, and demonstration of an understanding of the project by description of proposed approach in accordance with the criteria weighting listed below. The City will also base its decision, in part, upon response of references. We will notify all consultants submitting a proposal of our selection. Please do not contact the City of Olympia for status on the selection process. Each proposal will be independently evaluated on factors 1 through 3.

<u>Factor</u>	<u>Weight Given</u>
1. Experience of similar projects.	40%
2. Knowledge and Expertise	30%
3. Understanding of project and approach	30%
Total Criteria Weight	<u>100%</u>

TERMS AND CONDITIONS

1. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The City reserves the right to award any contract to the next more qualified contractor, if the successful contractor does not execute a contract within fifteen (15) calendar days after the award of the proposal.
4. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrecoverable offer, for a period of forty-five (45) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
5. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specification contained in this RFP, and which is not approved by the City Attorney's office.
6. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
7. All bid documents are public record and subject to disclosure.
8. Proposals failing to comply with the requirements of this Request for Proposal may be considered non-responsive.

INSTRUCTIONS TO PROPOSERS

Delivery four (4) copies of the proposal to:

Andy Haub, P.E.
Planning and Engineering Manager
Public Works Water Resources
City of Olympia
837 7th Avenue, SE
Olympia, WA 98501

Or mail to:

Andy Haub, P.E.
Planning and Engineering Manager
Public Works Water Resources
City of Olympia
P.O. Box 1967
Olympia, WA 98507-1967

For questions about this RFP, please contact Andy Haub at ahaub@ci.olympia.wa.us or (360) 753-8475.

1. All proposals must be received by 4:00 p.m. on Friday, February 18, 2011, at which time they will be opened. No faxed or telephone proposals will be accepted.

APPENDIX A—Equal Benefits Compliance Declaration

Exhibit
EQUAL BENEFITS COMPLIANCE DECLARATION

Contractors on City contracts estimated to cost \$50,000 or more are required to comply with Olympia's Equal Benefits Ordinance, and must complete both pages of this Equal Benefits Compliance Declaration. Please note: No City contract can be executed until the contractor has completed this Declaration and submitted it to the City.

SECTION 1: Contractor Information

Name of Contractor: _____ Contact Person: _____
 Phone Number: _____ Fax: _____ Email: _____
 Approximate Number of Employees in the U.S.: _____ Project #: _____

SECTION 2: Compliance with Equal Benefits Ordinance

1. Does the contractor have any employees? YES NO

If the answer to Question 1 is "NO", the contractor qualifies for Option C on Page 2 of this Declaration.

If the answer to Question 1 is "YES", continue to Question 2.

2. a. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the spouses of employees?*
- YES NO
- b. Does the contractor provide, or offer access to, health insurance benefits to employees, or to the domestic partners of employees?*
- YES NO

* (Please Note: for 2(a) and (b), the answer must be "YES" even if the employees must pay for some or all of the cost of spousal or domestic partner benefits.)

If the answers to both Questions 2(a) and 2(b) are "NO", the contractor qualifies for Option B on Page 2 of this Declaration.

If the answer to either Question 2(a) or 2(b) is "YES", continue to Question 3.

3. **BENEFITS PROVIDED**

If the contractor provides employee health insurance benefits, please indicate so on the list below. If the contractor provides equal benefits, for each "Yes" marked in one column, there should be a corresponding "Yes" marked in the other column.

EMPLOYEE BENEFIT	FOR SPOUSES		FOR DOMESTIC PARTNERS	
	YES	NO	YES	NO
Health Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answers to Question 3 indicate that the contractor provides equal benefits, the contractor will be in compliance with the Equal Benefits Ordinance and qualifies for Option A on Page 2 of this Declaration.

If the answers to Questions 3 for any listed benefits are "YES" in the spouse column and "NO" in the domestic partner column, continue to Question 4.

4. Does the Contractor provide a cash equivalent of insurance benefits to the domestic partners of employees?
- YES NO

If the answer to Question 4 is "YES," the Contractor qualifies under Option D on Page 2 of this Declaration.

If in response to Question 3 for any listed benefit both a "YES" and a "NO" answer have been given, and in response to Question 4 the contractor DOES NOT provide a cash equivalent, the contractor is not in compliance with the Equal Benefits Ordinance.