



REQUEST FOR QUALIFICATIONS (RFQ)

2011 Landscape Irrigation System Auditor

The City of Olympia is seeking submittals of qualifications from qualified environmental consulting firms with experience assessing residential and commercial landscape irrigation systems in the Olympia area.

Due Date: Thursday, February 17, 2011

PROJECT INFORMATION - 2011 Landscape Irrigation Assessments

Project Description:

The consultant will conduct residential and commercial landscape and irrigation system assessments for City of Olympia water customers. The City is also requesting the consultant to be available for technical assistance as requested by the City, that may include, but not limited to, an initial assessment of the program, presenter at a landscape workshop, normalizing weather data and development of a landscape water management plan for City properties.

Project Schedule:

Assessments could possibly begin as early as May 2011. The Consultant will develop a detailed summary report showing trends of participants in the assessment program and estimated water savings if all recommendations are followed by the end of December 2011. As for technical assistance, it will be at the request of the City.

Scope of Work:

- The Consultant will arrive on site at the agreed upon time scheduled by the City and walk through the landscape with the customer.
- A series of questions will be asked per the Landscape Irrigation Assessment form as used in past seasons or changed by mutual agreement.
- The customer will be shown how to use the slow leak indicator on their meter. Note: irrigation system leaks are often not detectable if located beyond a system valve. If such a leak is suspected, the Consultant will recommend that the customer contact one of several local firms specializing in underground leak detection. This service is outside the program parameters and the customer is responsible for contacting the service provider and paying for the service.
- Several soil cores will be taken to observe soil texture and depth. The customer will be shown the cores. Options for soil improvements will be discussed if improvements are necessary.

- If an in-ground automatic irrigation system is in place, each zone will be activated to check for coverage and problems (i.e. broken heads, heads out of adjustment, overspray onto hard surfaces, etc.) and to estimate average precipitation rates. If necessary, one turf zone or turf area will be selected for a catchment test to calculate application rate and distribution uniformity. If portable sprinklers are used instead of an in-ground system, a catchment test will be conducted for the sprinklers or other distribution devices.
- Current irrigation scheduling will be noted.
- The manufacturer and model of the current controller will be noted.
- Calculations will be completed by the Consultant at the time of the site visit to determine optimal irrigation scheduling, which is based on assessment calculations, types of plants irrigated, exposure, and soil conditions.
- Other recommendations will be made by checking off options on a separate form and/or by filling in specific comments in a space provided at the end of the assessment form. Most recommendations deal with, but are not limited to, above ground system corrections and soil improvements.
- The Consultant will distribute City provided informational materials to customers including a letter from the City describing the incentive program the City provides for participating in the program. Incentives primarily offer rebates for a portion of the cost of equipment upgrades. The Consultant will talk about the incentive program with the customer at the time of the assessment.
- The Consultant will have the customer initial a waiver of claims statement on the assessment form and retain a copy for City records.
- The customer will receive from the Consultant the completed Recommendations Form/Customer Report and City handouts (including a customer comment and evaluation form) at the time of the assessment, or shortly thereafter depending on system size. Copies of all Recommendations Forms/Customer Reports will be sent to the City for their records.
- The Consultant will develop a detailed summary report showing trends of participants in the assessment program and estimated water savings if all recommendations are followed.

Consultant Selection Criteria:

Consultant selection will be based on:

1. Firm's approach to, quality control, project management and product delivery;
2. Previous project experience on similar types of work;

3. Previous municipal work experience, including on-call contract work;
4. Knowledge and expertise of individuals that will work the projects;
5. Readiness, availability, and familiarity with the area; and
6. Response of references.

A short list of a minimum of two (2) consultants will be made within fourteen (14) days of the submittal deadline. All consultants submitting qualifications will be notified of our selection.

Please do not contact the City of Olympia for status on the selection process during this fourteen day period.

The short listed consultants may be asked to participate in a short interview process. The interview process will be coordinated with the short listed consultants upon selection.

Contract:

The selected consultant will be required to enter into a contract with the City. The contract will not exceed \$20,000; with duration of one year. The contract amount and/or duration may be supplemented, if needed.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. A copy of the PSA may be requested for review. All prospective consultants are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

Qualification Requirements:

Contents:

- Submittals shall be limited to a total of four (4) two-sided pages (excluding cover letter, front and back covers).
- Three hard copies and an electronic PDF file of the consultant proposals shall be submitted. Submittals that exceed the maximum number of pages or have less than three copies will be rejected.

Provide the following information in the sequence listed below:

1. A letter of interest signed by a company principal with a statement of availability to complete the work.
2. General information about the company's experience, capabilities, and geographic service area.
3. Content that addresses selection criteria.
4. Two references including names and telephone numbers of current and previous clients with similar contracts.
5. Include confirmation that the consultant will comply with the City of Olympia Equal Benefits ordinance. (See Equal Benefits Compliance Declaration Review Form attached as Appendix A to this RFQ).

Terms and Conditions:

1. The City reserves the right to reject any and all submittals, and to waive minor irregularities in any submission.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The contract resulting from acceptance of a submission by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFQ. A copy of the City's contract or PSA is available for review. The City reserves the right to reject any proposed agreement that does not conform to the specification contained in this RFQ, and which is not approved by the City Attorney's office.
4. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
5. All bid documents are public record and subject to disclosure.

Instructions for Submitters:

The deadline for submission of qualifications is **4:00 p.m., Thursday, February 17, 2011**. No faxed or electronic proposals will be accepted.

Mail-in submittals must be post-marked no later than **Tuesday, February 15, 2011**.

For questions about this RFQ, please contact Erin Conine, Water Conservation Program Coordinator, at econine@ci.olympia.wa.us.

1. Deliver three copies of the submission and an electronic PDF file to:

City of Olympia Water Conservation
Attn: Erin Conine
837 7th Ave. SE
Olympia, WA 98501

Or mail to:

City of Olympia
Public Works Department
Attn: Erin Conine
P.O. Box 1967
Olympia, WA 98507-1967

2. The City will evaluate the submissions and notify the short listed firms by March 3, 2011.

3. *Please do not contact the City of Olympia for status on the selection process during this fourteen day period.*

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	
Health Care	☐ YES	☐ NO	☐ YES	☐ NO
Dental Care	☐ YES	☐ NO	☐ YES	☐ NO
Vision Care	☐ YES	☐ NO	☐ YES	☐ NO

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.

End of Request for Qualifications