



Request for Proposal
Consultant Engineering Services
For the
Sub-Basin 26 Phase II Watercourse Stabilization Project (WD721R)
City of Mercer Island, Washington
October 2008

The City of Mercer Island is requesting Proposals from qualified firms who are interested in providing engineering services for the design of Sub-Basin 26 Phase II Watercourse Stabilization Project (WD721R).

The full Request for Proposals is available on City of Mercer Island website at <http://www.mercergov.org/RFP.asp>.

The City plans to issue one design service contract with the maximum dollar value not to exceed \$60,000 for all design and contract document production related work as defined in the scope of work section which can be found in the full RFP on the City's website. This excludes the possibility of additional contracted services for new topographic survey, easements acquisition, construction management services or any other related professional services not included in the scope of work. The City reserves rights to award any of these additional services to other vendors.

Background:

Sub-Basin 26 is a small residential basin draining approximately 93 acres in the west central part of the Island. High streamflows in the subbasin have caused channel down-cutting in the reach between Island Crest Way and West Mercer Way. The Channel erosion is largely confined to an approximate 600 to 700-foot reach immediately west of Island Crest Way, including a significant headcut (up to nine feet in height) that has the potential to travel upstream during high flows.

This watercourse is non fish bearing. There are multiple residential houses and a church that are situated on top of the ravine. However these properties do not seem to be in immediate danger of earth movement.

Accessing the watercourse will require permission from private landowners. For this reason there will be a non-mandatory site visit organized by the City.

Project:

Phase I work was constructed in 2005 for the reach between West Mercer Way and Lake Washington. Currently the city is planning for Phase II work with construction scheduled for 2010. However if other factors allow, construction could begin in 2009. The project's goal is to protect Lake Washington from siltation and safely convey stormwater to the Lake while stabilizing the eroded watercourse. A preliminary design in 2005 suggested the application of bioengineering techniques including placement of woody debris, log weir, coir fabric, natural streambed rock material and riparian planting. The City is open to other design approaches as long as the selected approach is the most effective in terms of cost, meeting of the project goal and obtaining all necessary permits from permitting agencies.

A 2005 topographic survey of the site is available by contacting the City Contract below.

Scope of work:

1. SITE SURVEY- Inspect and compare current site condition against the 2005 topographic survey. Make adjustments if necessary to the topographic survey for use as base for the project.
2. PLANS AND SPECIFICATIONS- Design for the project has to meet all requirements set forth by the permitting agencies and address property owners' input. Prepare preliminary and final engineering drawings. Assume plan reviews at 30%, 60% and 100% design document production stages, include specification reviews and cost estimates. Prepare construction bid documents, including construction specifications and final cost estimate.

3. PERMITTING ASSISTANCE – Assist City in preparation of SEPA checklist, including all technical data and calculations. City staff will complete the SEPA process. Assist City in preparation of JARPA for both Washington State Department of Fish & Wildlife (WDFW) Hydraulic Project Approval (HPA) and US Army Corps of Engineers (Corps) Section 404 reviews, work including all technical data and calculations. City staff will submit and complete process. Meeting with the WDFW responsible Habitat Biologist is required to ensure design approach is acceptable prior to any design development work. By using existing biological evaluation from Phase I, modify to suit Phase II submission with the Corps' review. If the existing evaluation is found unusable for Phase II work, possible additional services may be added to this contract or the City will contract such work to other vendor. In addition, if the Corps could not issue a Nationwide Permit (NWP) under section 404 review then individual permit process assistance will be needed in order to obtain Washington Department of Ecology (Ecology) 401 Water Quality Certification.
4. PUBLIC INVOLVEMENT – Assist City staff in facilitating one open house to the public and landowners. Collect feed back and modify final design if necessary.

Site Visit:

A non-mandatory site visit is tentatively scheduled for Wednesday October 15, 2008 in the afternoon. Meeting time and place are to be determined. Interested parties must contact Fred Gu by end of Monday October 13, 2008. This is to allow coordination for accessing private properties. The City reserves the right to cancel this visit at anytime. If any person enters private property without permission, he/she and their associated firms will be disqualified.

Proposal responses:

Firms or teams desiring consideration must submit the following information. Submittals that do not address the items listed in the section, or exceed the 15-page limit, or contain information other than what is requested will be considered incomplete and will be deemed non-responsive by the City. All submittals shall be clearly marked: Sub-Basin 26 Phase II Watercourse Stabilization Project

A. Letter of Intent (1 page max.)

Addressed to Mr. Fred Gu, noted below.

The letter must contain a commitment to provide the services described herein with the personnel specified in the qualification submission.

B. Firm Qualifications

Provide a brief history of the firm, including the firm size, areas of expertise, and any other pertinent information applicable to this project. Provide evidence of relevant experience in watercourse stabilization design and construction (non fish bearing). Provide at least three (3) examples of similar projects completed by the firm or team within the last five (5) years, with brief descriptions that demonstrate the firm's/team's ability to complete projects of this type efficiently in terms of meeting deadlines and control of budget.

C. Team Qualifications

Provide a list of team members who will be working on this project. List the key personnel who will perform the various tasks, responsibilities and the amount of their labor involvement in each task presented as a percentage (%). Give their qualifications including specific roles in past projects. Include brief resumes of the team and if sub-consultants will be used, also include their qualifications.

D. Project Understanding and Approach

Describe your understanding of the project scope and the City's needs, and the approach your team will take to meet the City's needs. Provide details of how your team will execute and manage the project while applying value engineering. Describe how your team will work with City staff. Provide the City with a timeline for the completion of the design given your proposed staffing and the scope of the project. Identify milestones and/or critical tasks.

E. References (1 page max)

Provide a list of a minimum of three (3) references of past clients on similar projects. Supply names, addresses, phone numbers, and e-mail addresses. If sub-consultants will be used also include their references.

Please submit **Three (3) copies** to the City contact, noted below. City will accept electronic submissions in addition to hard copy submissions, but not in place of them. Faxes will not be accepted.

Evaluation Criteria and Selection Process

Criteria

Proposals and subsequent interviews will be evaluated on the following criteria (in no particular order):

- Understanding of and approach to the project
- Past performance/references
- Team experience with design of similar watercourse stabilization projects, permitting and working in environmentally sensitive area that is also close to residential dwellings.
- General team experience working with public entities, especially municipal government
- Quality of the proposal/interview in terms of content, organization and presentation
- Ability to adhere to the submittal requirements
- Identification of milestones and/or critical tasks

City Contact:

Fred Gu, CIP Capital Projects Coordinator
City of Mercer Island
9611 SE 36th Street
Mercer Island, WA 98040
Phone: (206) 275-7803
E-mail: fred.gu@mercergov.org

Schedule:

- Proposal Due: **October 31, 2008, 3:00 p.m.**
- Notification of Finalists: **November 10, 2008**
- Interviews: **End of November, 2008**

Date of publication in the:

Seattle Daily Journal of Commerce, October 2 and 9, 2008.
Mercer Island Reporter, October 8, 2008.