
REQUEST FOR PROPOSAL

CITY OF REDMOND WATERSHED MANAGEMENT PLANNING PROJECT

The City of Redmond is seeking consultant services to assist the city in developing a watershed management planning document, a watershed management planning process template, and to perform pilot analyses for the Willows Creek and City Center Watershed Management Areas (Figure 1). The process and plan produced by this project will address various regulated and unregulated municipal operations and programs that could have an impact on, protect, or enhance water resources in Redmond (groundwater and surface water bodies).

PROJECT DESCRIPTION

The Watershed Management Planning Project will result in a document/plan and a process that will illustrate Redmond's commitment and core value of water resources protection and enhancement. The core value of environmentally responsible government is consistently expressed by the citizens and business owners of Redmond. This plan and process will focus on how Redmond can most efficiently and effectively operate, retrofit, and progress into the future while intentionally focusing on water resource needs and protection.

Ultimately, the City would like to establish watershed management plans for each Watershed Management Area, citywide. However, the City wishes to begin by developing a process template and watershed plans for two pilot areas: Willows Creek and City Center Watershed Management Areas. If the pilot areas results are satisfactory to the City, then the consultant may be asked to apply the developed process template to the remaining Watershed Management Areas as resources and priorities allow.

The envisioned plan produced from this project will follow the outline developed by the City using *The EPA Handbook for Developing Watershed Plans to Restore Our Waters* (Attachment 1). Using the outline's sectioning, the following provides further discussion of how the City currently sees the overall plan organized. Sections 1 -5 will be focused citywide. Sections 6 – 9 will be focused on specific Watershed Management Areas, and will be repeated for each Management Area.

Citywide Element

1. Executive Summary – This section will discuss the plan as a citywide document.
2. Purpose and Process Used – This section will include the scope and overall goals of creating watershed plans, the process template developed to create plans for each Management Area, watershed management team description, and a description of the public involvement process.

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3. Watershed Description – This section will provide information in citywide maps with tabular and short narrative summaries by Management Area.
 4. Watershed Condition – Redmond has biological, chemical, physical (including in-stream habitat), and flow data for many water resources in Redmond. This section will provide information in citywide maps with tabular and short narrative summaries by Management Area.
 5. Pollution Source Assessment – Point and non-point pollution sources will be identified. This section will provide information in citywide maps with tabular and short narrative summaries by Management Area.

The citywide element will also illustrate any management strategies (section 8 below) that apply citywide. Management Area specific modifications of citywide management strategies will be detailed in Watershed Management Area specific elements of the plan.

Watershed Management Area Specific Element (repeated for each Management Area)

6. Pollutant Loading and Water Quality – This section will involve WQ modeling and model output analysis to determine current and future pollutant loading based on current land use and zoning for future build out conditions.
7. Goals and Objectives – Establish Management Area specific goals and load reduction targets to achieve goals. Goals will also include water resource habitat and beneficial usage goals that recognize practical constraints and opportunities in a relatively built out urbanized setting.
8. Management Strategies – This section will discuss what we’re currently doing as well as additional strategies proposed to achieve Management Area specific goals. This includes structural and nonstructural strategies. Examples of structural strategies include stormwater infrastructure retrofits, source reduction strategies (LID/source control), and habitat restoration/in-stream habitat projects. Examples of non-structural strategies include stormwater management programs (NPDES Phase II Municipal Stormwater Permit).
9. Implementation Plan –This section will be a Management Area specific implementation plan crafted to identify various management strategies sequencing to achieve the desired future conditions. The implementation plan will include a prioritized list of milestones, and an effectiveness monitoring plan.

The Watershed Management Plan will be a “Master Plan which will allow for consideration of water resource impacts/improvements in all aspects of municipal governance. The Plan’s implementation program will set management strategies, a schedule, milestones, and identify indicators to measure effectiveness. The implementation plan will focus on the city’s abilities to reach desired conditions of water resources. Three different grouping of implementation strategies are envisioned, they include:

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- City Functions and Programs – City departments, and associated programs, will be included to determine how water resource impact reductions can be achieved and a schedule for when those changes will be made.
 - Coordination of Natural Resources Division Programs – recommend Division goals and an implementation plan to coordinate projects, programs, and actions to optimize water resources and associated habitat benefits.
 - Development/Redevelopment Regulations – this includes stormwater management, municipal code, Redmond Comprehensive Plan, Shorelines Master Plan, and Redmond Community Development Guide.

The Watershed Management Planning process will include an internal, city staff, input process and a public input and review process. The public process will be sufficient to incorporate various views into the development of the plan and meet or exceed the watershed management planning public involvement processes required by the State of Washington and U.S. Environmental Protection Agency (EPA). The internal process will involve bringing affected department and program representatives into the processes of developing Watershed Management Plans.

REGULATORY GUIDANCE

The U.S. EPA and Washington State Department of Ecology have developed various guidance documents to help local jurisdictions apply a watershed management approach to municipal functions and governance. Using a watershed management approach to address impaired water body listings (303(d)/TMDL's) and NPDES Phase II Municipal Stormwater Permit requirements, the City expects to achieve more efficient and higher quality management strategies to address regulatory requirements and improve/protect water resources. The following are selected documents that frame what Redmond is expecting will be addressed in the Watershed Management Plan.

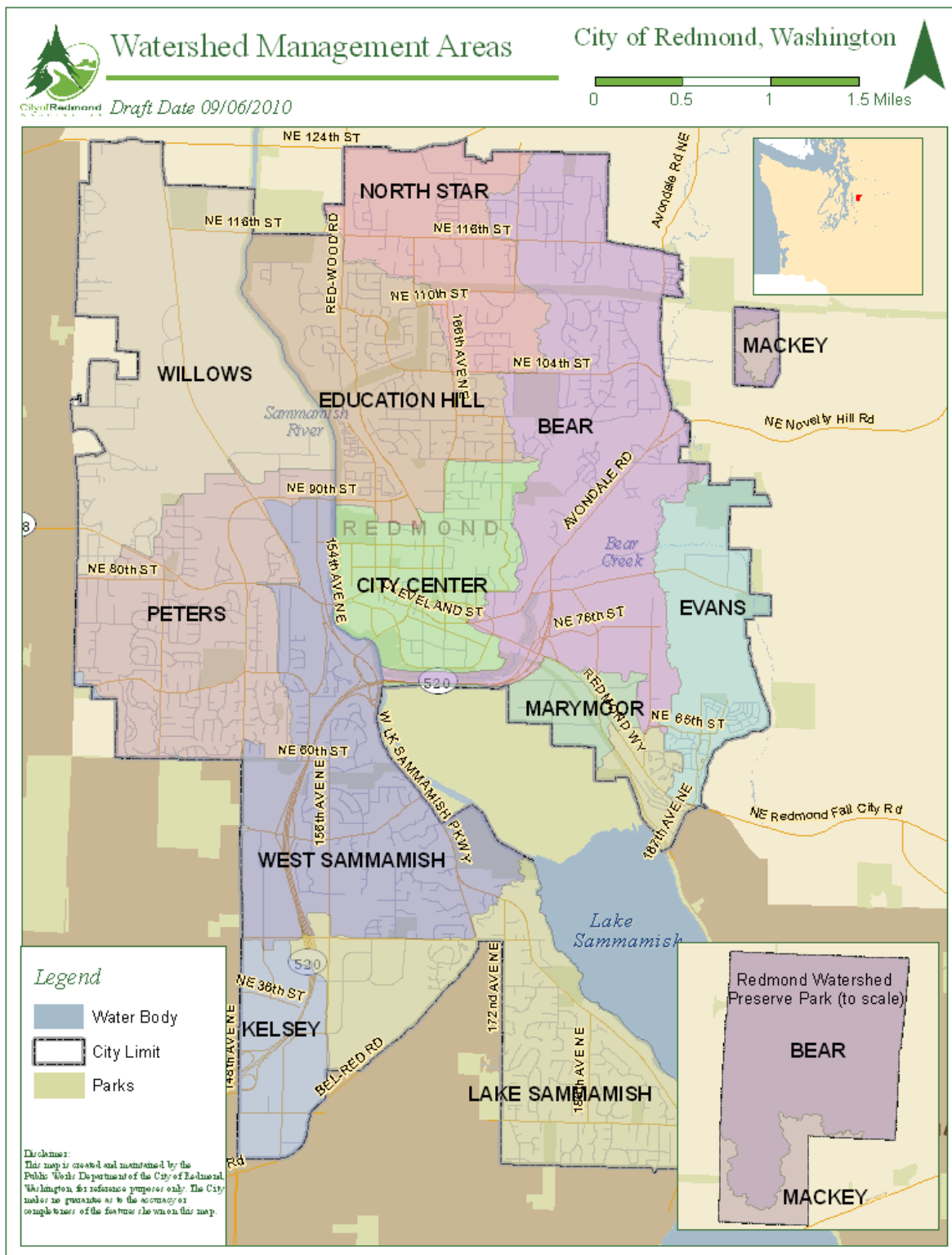
- EPA requirements of a watershed plan that addresses impairments and protects surface waters. http://water.epa.gov/polwaste/nps/handbook_index.cfm
- Category 4B approach to 303(d) listed water bodies within Redmond. <http://www.ecy.wa.gov/programs/wq/303d/WQAssessmentCats.html>
- Appendix 1 NPDES Phase II Stormwater Permit, section 7. <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/phaseIIww/MODIFIEDpermitDOCS/Appendix1ww.pdf>
- LID Requirements Using “sub basin analysis.” <http://www.ecy.wa.gov/programs/wq/stormwater/municipal/LID/LIDjointMTGmaterials081210.pdf>

ADDITIONAL REDMOND DOCUMENTS

Redmond has developed various documents and projects that are anticipated to integrate or inform the Watershed Management Plan. In addition to these documents online, Redmond has performed

additional studies and hydrologic/hydraulic modeling in portions of both the City Center Management Area and the Willows Creek Management Area.

- Redmond Watershed Management Website.
<http://www.redmond.gov/insidecityhall/publicworks/environment/WatershedManagement/defaultwatershed.asp>
- Redmond Urban Watersheds Initiative
<http://www.redmond.gov/insidecityhall/publicworks/environment/WatershedManagement/RedmondWatersheds.asp>
- NHC Hydrology Modeling, Citywide
<http://www.redmond.gov/insidecityhall/publicworks/environment/WatershedManagement/PDFs/streamflowmodelingreport.pdf>
- Redmond's NPDES Phase II Municipal Stormwater Permit Stormwater Management Plan.
<http://www.redmond.gov/insidecityhall/publicworks/stormwater/pdfs/RedmondSWMP2010Final4262010.pdf>
- Redmond City Council Resolution on the WRIA 8 Chinook Salmon Recovery Plan.
http://www.govlink.org/watersheds/8/planning/chinook-plan/Resolutions/REDMOND_RESOLUTION.pdf
- Redmond's Regional Facilities Plan Website.
<http://www.redmond.gov/insidecityhall/publicworks/stormwater/regionalfacilities.asp>
- Redmond Stormwater CIP Program
<http://www.redmond.gov/insidecityhall/publicworks/stormwater/cipstormwater.asp>



CONCEPTUAL SCOPE OF WORK

The following conceptual scope outlines in overall terms the work required to complete this project and shows the anticipated major work phases. Your proposal should expand upon the scope as necessary to meet project goals.

Task 1 – Project Management –Administer and manage the project, schedule work, coordinate with city staff, prepare monthly invoices and (1-page bulleted) progress reports.

Task 2 – Assist City in reviewing existing data and developing citywide sections of the Watershed Plan, as discussed previously. The city will provide existing data, maps, draft narrative descriptions, and tabular summaries. The successful candidate will provide review and editing of City produced materials and identify new/missing data.

Task 3 – Work with City staff to refine the document outline previously discussed. Develop Watershed Management Plan content and formatting.

Task 4 – With City staff support and direction, develop goals and objectives of the Watershed Management Plan, to frame the purpose of the overall Plan.

Task 5 – Develop a watershed management planning process template to be used for each Watershed Management Area. The documented process will illustrate how Redmond developed watershed plans for each management area. The process will include, but not limited to, how the City prioritized management strategies, include cost benefit analysis, and the prioritization of strategies based on logical sequencing and practical constraints.

Task 6 – Facilitate/participate in internal meetings to assist core staff interact with city staff involved in affected programs and departments.

Task 7 – Public Involvement Process - Develop and potentially facilitate a public involvement process. Both the EPA and WSDOE require a public involvement process for watershed management plans to address impaired waters.

Task 8 –Water quality modeling of existing and future conditions. Select and use a continuous hydrologic model to generate data to estimate current and future pollutant loadings ranges for the pilot Management Areas. For existing conditions, model inputs will be generated by the City from current land use data. Future condition model input will be generated by the City from zoning data. Some additional modeling may be necessary to estimate stormwater infrastructure retrofit needs, such as low impact development. Some areas within the Willows Creek and Down Town pilot Management Areas have had extensive modeling and analysis already performed.

Task 9 – Establish Management Area specific goals and objectives for Willows Creek and Down Town Management Areas. Develop area specific goals and objectives to achieve pollutant loading reductions, and water resource enhancement, and protection. Work with City staff, and potentially the public, to establish goals and objectives.

Task 10 – Management Strategies. Select structural and non-structural management strategies to achieve pilot Management Area goals. This could include capital improvement projects, refinement of existing programs to provide better results/water resource protection, and proposed additional programs or city functions to achieve goals (tree retention, source control program, etc).

Task 11 – Implementation Plan. Develop an implementation plan with cost estimates and management strategy sequencing to establish expectations for when management strategies will be implemented.

Task 12 - Develop an effectiveness monitoring plan, citywide or Management Area specific that can be used to measure the effectiveness of the Watershed Plans at achieving goals.

CONSULTANT SELECTION SCHEDULE

Task	Start	end
RFP Advertised	09/27/2010	09/29/2010
Consultant Proposals Due		10/14/2010
Review Proposals and schedule consultant interviews if needed	10/15/2010	10/20/2010
Select Consultant	10/25/2010	10/25/2010
Scope and Fee development with successful consultant	10/26/10	11/09/10
Council Memo Due	11/09/2010	11/05/2010
Council Meeting - Request Contract Award	12/07/2010	12/07/2010

PROPOSAL REQUIREMENTS

A complete proposal will include the following:

- A narrative discussion of your approach to this project including potential project obstacles/challenges and possible solutions.
- A brief synopsis of the firm or team member firms including the number of employees, location and areas of expertise.
- Identification of your firm's key team members that would actually work on this project, their qualifications, their experience with watershed management type planning, and relevant experience on closely similar projects. Identify the project manager, as well as key personnel from any sub consultants.

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- Project descriptions for recent similar projects performed by the project manager and/or project team. For each of the projects identified, please provide references, estimated fee, and year the work was completed. Also list the key staff involved. Indicate the specific responsibilities or involvement of your firm/team. Indicate specific outcomes from that work, including actions taken by the agency, projects implemented, etc.
 - Experience in planning, prioritizing, and implementing projects associated with a watershed plan that incorporate LID, grey to green, sustainability. etc.
 - A proposed draft scope of work, with proposed schedule for each task. Note that the above scope is a conceptual outline and needs to be refined.
 - A breakdown of the total estimated hours for key personnel to reflect the level of effort required to complete the project. This breakdown will be by task.
 - Proposals should be limited to ten double-sided pages (20 pages total), including the cover letter, proposed scope of work, and all text and graphics (front and rear cover sheets or dividers do not count in the page limitation).
 - Proposals should be constructed of recycled and recyclable materials (i.e. no spiral bindings and plastic covers).

PROPOSAL DUE DATE/TIME

4:00 p.m. (PST) on Thursday, October 14th, 2010. The City of Redmond – Division of Natural Resources must receive proposals no later than said date and time. Please provide five (5) copies. Proposals received after said time will be returned. Responses may be mailed or delivered to the City of Redmond, Division of Natural Resources, MS: 2NPW, 15670 NE 85th Street, Redmond, WA 98052, Attention: Andy Rheume, Senior Planner.

CONSULTANT SELECTION PROCESS

The information provided in the proposal should demonstrate clear, concise ideas and address the critical issues related to this project. The successful consultant will demonstrate ability to: create a plan that fulfills the project goals; address the needs of the City; perform the analysis needed to effectively support the project; meet the schedule deadline; and work with commissions, public and stakeholders.

Proposals will be reviewed and ranked based upon the following criteria:

- A. Understanding of project, desired results, potential project obstacles
- B. Experience with similar projects
- C. Team qualifications
- D. Scope of work
- E. Personnel breakdown by task
- F. Creativity
- G. Overall quality of proposal
- H. References

SELECTION AND AWARD

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given. The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the listed evaluation criteria (receives the highest score) as determined by the City's selection committee. The City reserves the right to interview a short list of candidates, if necessary, to complete its evaluation. Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A current City of Redmond business license is required to commence work.

ANTICIPATED FUNDING AND SCHEDULE

The City has funds budgeted in the FY 2009- 2010 budget and has additional funds allocated in the 2011-2012 budget. The City will select the consulting firm, or team of firms, before the end of 2010. The City anticipates that this project will kick off prior to the end of 2010 and could take up to six months to conclude. No set date of completion is currently required.

CONTACT INFORMATION

For clarification of this request for proposal or additional information, please contact:

Andy Rheume – Senior Planner

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(425)556-2741

ATTACHMENT 1

CITY OF REDMOND

WATERSHED MANAGEMENT PLAN



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