



Request For Qualifications Stormwater Master Plan

Responses Due: Wednesday July 26th, 2023

Project Contact

All inquiries regarding this RFQ should be directed to Shaun Tozer, Public Works Director, by phone at 425-453-7800 or by email to shaun@clydehill.org.

Purpose

The City of Clyde Hill is issuing this request for qualifications (RFQ) from professionals or firms to investigate, prepare, and assist with adoption & implementation of a Stormwater Master Plan. The selected firm/team must be able to provide a full support team which incorporates the services of engineering, survey design, public engagement, rate analysis, and other related duties. The firm/team selected must demonstrate competence and qualifications related to the services performed.

Background

The City of Clyde Hill (City) is a suburban residential community occupying 632 acres with over 3,000 residents in approximately 1,100 single family residential units. The city is located in King County, just east of Seattle. Clyde Hill is bordered by the City of Medina to the west, the City of Bellevue to the south and east, and the Towns of Hunts Point and Yarrow Point to the north. The City of Clyde Hill is responsible for maintaining about 20 miles of storm lines within the city that collect, convey, and discharge runoff from its streets and homes. Most of the City's stormwater is directed out of Clyde Hill and into two ponds located on the Overlake Golf Course and Country Club before the water enters Fairweather Creek within the City of Medina, eventually discharging into Lake Washington.

Project Description

The last Stormwater Management Plan was completed in 2015 by PACE. The city has accomplished many of the projects set forth in the 2015 Plan, and now seeks to align the plan to current and anticipated permit requirements, establish needed programs to support continued permit compliance, update its capital projects list, define the appropriate levels of service, and develop a structure for the formation of a stormwater utility.

The Stormwater Master Plan will guide the city in its continued operations and compliance efforts. In addition to the information developed through this contract, Clyde Hill will work closely with the selected team to integrate, and update as appropriate, several existing sources of material into the project which include but is not limited to:

- a. The City of Clyde Hill [Comprehensive Plan](#) (under development)
- b. The City of Clyde Hill [Municipal Code](#)
- c. 2019-2024 NPDES Phase II Permit requirements
- d. 2019 *Stormwater Management Manual for Western Washington*
- e. 2015 [Comprehensive Surface Water Management Plan Update](#)
- f. *Clyde Hill Stormwater Drainage Guidelines*
- g. Clyde Hill Stormwater Management Action Plan ([SMAP](#))



Scope of Services

The Work to be performed by the consultant shall consist of the development and preparation of the City of Clyde Hill’s Stormwater Master Plan. Consultant will begin by reviewing and utilizing all existing Stormwater Program data and available regional data relevant to the plan. The work to be performed will also include surveying and mapping as necessary, geotechnical and land use data gathering, GIS data review/analysis and coordination with the Department of Ecology’s NPDES Permit Coordinator as needed. Preparation of a storm drainage runoff model is desired. This includes review of City owned stormwater conveyances, appurtenances and BMP’s for condition and deficiencies. Consultant shall continue work the city has started with FCS Group to develop a Financial Plan and policies which will support the establishment and operation of a new Stormwater Utility.

Based upon the effort and findings of the tasks above, the consultant shall develop a Stormwater Master Plan with the following anticipated components:

1. Introduction
2. Stormwater Program Description
3. Stormwater Infrastructure Condition Assessment and Hydraulic Model
4. Conformance to NPDES Permit Requirements
5. Water Quality and Habitat Conditions
6. Operation and Maintenance
7. Level of Service Requirements
8. Utility Operating Structure and Formation
9. Stormwater Capital Improvement Program
10. Stormwater Program Financial Plan
11. Implementation Plan
12. References
13. Appendices – Including Updated Design Standards and Drainage Guidelines

Items above are intended to describe the plan as currently anticipated, and are inclusive of other tasks not specifically described, but which can be reasonably inferred as necessary to complete the plan. The final scope of work will be as negotiated and agreed to between the city and the selected firm/team.

Selection Schedule

The schedule below, except the deadline for the RFQ Submittals, is intended for illustrative purposes only, and will be adjusted as necessary due to number of submittals and other factors.

Selection and Contracting Process

Date	Task
July 26th 2023	Deadline for RFQ Submittals (electronic only)
August 2nd 2023	Selection by City of short list firms to interview (if necessary)
Week of August 7th	Interviews and reference checks (if necessary)
August 14th thru September 5 th	Negotiation of Scope and Fee
September 12th 2023	Contract Presented for City Council Approval



September 13th 2023	Notice to proceed
---------------------	-------------------

Submittals and Evaluation

Interested firms should be registered on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>) as of the RFQ submittal deadline. A project specific RFQ, **not to exceed ten (10) pages** in length, must be submitted on or before the due date via email to shaun@clydehill.org.

City personnel will evaluate and rate the submittals based on the following areas of focus:

Focus Area	Points
Firm’s Relevant Project Experience	Maximum 25 Points
Expertise of Project Team Members	Maximum 25 Points
Financial Analysis and Utility Formation	Maximum 15 Points
System Modeling and CIP Development	Maximum 15 Points
Familiarity with Agencies (City, DOE)	Maximum 10 Points
Responsiveness to this RFQ	Maximum 10 Points
Maximum Points	100

Upon completion of the evaluations, the City will determine the most qualified individual or firm based on all materials & information presented and their professional experience. If a determination cannot be made from the submittals, one or more teams may be invited to interview for the project. Additional information regarding the interview process will follow the selection process, as needed. After selection, the City will begin negotiating the final scope of services, related fee, and contract schedule with the selected individual or firm. The city will utilize its standard consulting contract form for this agreement.

Equal Employment Opportunity

The City of Clyde Hill in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. The City of Clyde Hill encourages disadvantaged, minority, and women owned consultant firms to apply.

Reservations

The City of Clyde Hill reserves the right to reject any and all RFQ’s and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Clyde Hill to pay any costs incurred by respondents in the preparation and submission of an RFQ. This solicitation does not obligate the City of Clyde Hill to accept or contract for any expressed or implied services. Furthermore, the City of Clyde Hill reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal.