



Request for Proposals (RFP)

Stream Gauging Consultation

October 12, 2018

1.0 Background

1.1 Executive Summary

The Public Utility District No. 1 of Skagit County, Washington (“District”) is seeking proposals for qualified professionals (“Consultant”) to assist the District in stream gauging consultation services.

The District sources drinking water from four creeks in the Cultus Mountain Watershed; Gilligan, Mundt, Turner and Salmon Creeks. The Skagit Instream Flow Rule (WAC 173-503-040) requires that stream gauges are established and maintained on Gilligan, Mundt, and Turner Creeks and that a staff gauge is maintained on Salmon Creek. The District has installed and is currently maintaining stream gauges on all four creeks.

A qualified consultant is desired to support the District stream gauging program. The services to be provided include:

- Review of field methods and instrumentation adjustments
- Computing and adjusting rating curves from discharge equations
- Consultation with District staff on needed discharge measurements
- Selected discharge measurements including high flow
- Troubleshooting equipment issues
- Other services as needed

Services will be performed on an as needed basis, as determined by the District staff in consultation with the selected firm. An example of the District’s standard contract form and insurance requirements are attached.

2.0 Submittal Format

2.1 General Submittal Requirements

The proposal shall be a single document and shall be no longer than six pages (double sided, 8.5- x 11-inch, letter size format). The front cover, back cover, introductory letter, and District submittal pages are not included in the page limit. Consultants must submit one (1) digital copy.

The proposal shall be signed by an authorized representative of the Consultant. Signature on a submittal certifies that it is made without connection to any other person, firm or corporation making a submittal for the same goods and/or services and is in all respects fair and made without collusion or fraud. Signature on proposal also certifies that the Consultant has read, fully understands and agrees with all solicitation requirements, terms and conditions. No consideration will be given to any claim resulting from submittal without fully comprehending all requirements of the Request for Proposals.

The District reserves the right to request any Consultant submitting a proposal to clarify its submittal and to supply additional information deemed necessary to assist in the selection of a Consultant. The District also reserves the right to clarify, modify or alter any of the requirements herein. In the event of a material modification of the submittal requirements by the District, Consultants selected by the District may be given an opportunity to modify their proposal in the specific areas that are impacted.

The District may cancel, reject in whole or in part any submittal, without liability incurred at any time after issuing a RFP, if it is in the District's best interest to do so. Consultants responding to RFPs are responsible for all costs they may incur in connection with submitting proposal, which includes, but is not limited to: submittal preparation, pre-proposal conference, if any, document submittal, travel, expenses, interviews, presentations, or evaluation of any related documents.

2.2 Performance Period

It is the District's desire to enter into a one (1) year agreement, with the selected firm beginning in January 2019. The anticipated budget for 2019 is \$15,000. The District may extend the agreement and increase the budget for an additional two (2) years, depending on need.

2.3 Submittal Delivery/Closing Date

Proposals with all required information must be submitted to Doug McConnell, Contracts Administrator, either by email to mcconnell@skagitpud.org or by hand delivery to 1415 Freeway Drive, Mount Vernon, WA by **Wednesday October 31, 2018 at 3:00 PM** Pacific Time. Submissions received by the District after the closing date and time will not be opened.

2.4 Questions Regarding the Request for Proposals

There will only be one point of contact for inquiries during the RFP process. The contact point is the District's Contracts Administrator Doug McConnell, (360) 848-2169, or by email at mcconnell@skagitpud.org. Any questions or issues that may arise regarding the scope, the RFP process, and/or the award process shall be directed to Doug McConnell. Responses to such inquiries shall be given in writing via an addendum to all parties who have obtained the RFP documents from the District.

NOTE: In order to receive an addendum, Consultants must contact Mr. McConnell to be placed on the communication list regarding this RFP.

2.5 Organization of Submittal

Submissions should be prepared and organized in a clear and concise manner, and must include all information required by this RFP. Headers, titles, or tabs should be used to identify required information. The submittal shall include the following at a minimum:

Introduction

- Introductory letter indicating the Consultant's interest in offering these services to the District and highlighting its qualifications to perform this engagement. Also include the availability of the company to complete the project.
- Company name, authorized contact person, address and telephone number.

Consultant Experience and Workload

- A description of Consultant's experience in stream gauging consultation.
- A listing of up to three (3) similar projects the firm has completed, preferably in Skagit County, that are similar to the project described in this RFP. For each project, provide:
 - Name, address and telephone number of the client
 - The elements of the projects that are similar to the project described in this RFP

Personnel Experience

- Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.

Project Approach

- Provide a write-up on the Consultant's approach to stream gauging consultation methodology and communications with District staff.

Fee Structure and Rates

- Provide a written explanation of the proposed 2019 fee structure.

3.0 Evaluation of Proposal

3.1 Method of Evaluation

A panel of District staff members will review the submission based on the criteria listed below and make a recommendation for award. Proposals shall be evaluated based on the following criteria:

1. Consultant Experience and Workload (20 points maximum)
 - Experience and qualification of the Consultant in stream gauging monitoring and maintenance, complete with a list of similar contracts. (15 points)
 - The Consultant's ability to incorporate this contract into its present workload. (5 points)
2. Experience of the Personnel Assigned to the Team (25 points maximum)
 - Significant consideration will be given to the individual qualifications of the team members identified in the proposal, including years of experience, years with the

company, and experience with similar projects.

3. Project Approach (25 points maximum)
 - This includes a demonstrated understanding of the objective, scope and purpose of the contract, with a specific explanation of how the consultant proposes to achieve the District's goal. Innovative suggestions that may increase the value of the Consultant to the District will be considered.
4. Proximity of Consultant to Skagit County (10 points maximum)
5. Fee Structure and Rates (20 points maximum)

The panel may make a recommendation at the appropriate level for a contract award. Upon approval of this recommendation, District staff will coordinate with the selected consultant to complete the appropriate contract documents.

3.2 Tentative Evaluation Schedule

The schedule of events set out herein represents the District's best estimate of the schedule that will be followed.

Proposals due	October 31, 2018
Proposals Evaluated	November 5-9, 2018
Finalize Scope of Work and Contract Execution	December 14, 2018