

# Request For Proposals

For:

Dallesport Sewer Plant, Rate  
Study and General Sewer Plan  
Update.



# KLICKITAT COUNTY PUBLIC WORKS DEPARTMENT

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## **SECTION 1 GENERAL INFORMATION**

### **1.0 Project Background**

Klickitat County intends to set up a negotiated hourly rate agreement for design engineering services with companies that specialize in the planning, upgrade, design, and permitting of waste water treatment plants. The project consists of updating the existing General Sewer Plan and evaluating the current residential sewer rates.

The professional capabilities of consultants, directly involved with work must include professional licensure where appropriate, and a demonstrable expertise in the specialized areas necessary to accomplish the services required. For these services, the consultant is expected to furnish all necessary field equipment, personnel and other supporting equipment and consumables.

### **1.1 Scope of RFP**

The objective of this Request for Proposals is to update the existing General Sewer Plan for the Dallesport and Murdock Communities. Review and update the previous sewer rate studies and make recommendations regarding existing residential rates.

### **1.2 Consultant's Responsibilities**

The selected Consultant will be required to assume responsibility for all services outlined in the proposal whether or not the Consultant or their representative produces them. The Consultant's person-in-charge of the project must have the experience and a current Engineering License in the State of Washington, within the appropriate engineering field, in order to complete the tasks outlined above.

The Klickitat County Public Works Dept. 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 ensure 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 or national origin in consideration for an award.

### **1.3 Payment Schedule**

Payment for any agreement entered into as a result of this RFP will be made monthly upon receipt of the Consultant's billing statement for work executed under individual task orders. The billing statement must include a summary of progress made through the date of billing.

**SECTION 2  
PROPOSAL INSTRUCTIONS**

**2.0 General Information**

- A. The Consultant must submit a definite and specific proposal for the end results that are set forth in the RFP. The proposal must describe the qualifications of the Consultant, the intended performance of the Consultant on the activities prescribed, and the resources required to perform the activities as outlined in section 3.1. The selected Consultant must have demonstrated experience in all the items listed under section 1.1 above.
  
- B. All parts of the proposal shall be in a sealed envelope plainly marked "Dallesport Sewer Plan Update", and show the name and address of the Consultant.

**2.1 Closing Date for Submittal of Proposals**

Five copies of the proposal must be received no later than 2:00 p.m. on January 30<sup>th</sup>, 2018 at which time proposals will be opened and evaluated by the County.

**2.2 Proposal Acceptance**

Sealed proposals will be received by:

Mailing Address:

Gordon Kelsey, PE  
Klickitat County Public Works Department  
228 West Main, MS-CH 19  
Goldendale, WA 98620  
Email: [gordonk@klickitatcounty.org](mailto:gordonk@klickitatcounty.org)  
Phone: (509) 773-4616  
Fax: (509) 773-5713

Physical Address:

Klickitat County Public Works Department  
Courthouse Annex 4  
115 South Golden Street  
Goldendale, WA 98620

**2.3 Right of Award or Rejection**

Proposals shall specifically stipulate that all terms and conditions contained in the RFP are included in the proposal and accepted by the Consultant. It is understood that all proposals will become a part of the public file on this matter without obligation to the County. The County may reject any proposal not in compliance with prescribed

solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any or all proposals upon the County's finding that it is in the public interest to do so.

## **2.4 Incurring Costs**

The County is not liable for any costs incurred by prospective Consultants in the preparation or presentation of proposals.

## **2.5 Inquiries**

Questions that arise during preparation of the proposal will be handled by Gordon Kelsey at the Klickitat County Public Works Department and will be accepted by either email or fax. The proposal shall list a responsible person with a phone number, for contact if necessary during the proposal review process.

## **2.6 Technical Proposal Format**

Five copies of the proposal shall be submitted to the County. Proposals must not exceed 12 pages. Page count does not consider a cover letter, but does include resumes. One page is defined as one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposals must include, at a minimum, the following items:

- A. The name of the person(s) authorized to represent the Consultant in any negotiations and to sign any Agreement that may result.
- B. A statement that the proposal recognizes and includes all terms and conditions of the RFP.
- C. Signature of an authorized representative empowered to bind the Consultant.

# **SECTION 3 PROPOSAL EVALUATION**

## **3.0 General Information**

- A. The County will select the Consultant whose proposal is deemed most advantageous to the public. The County may enter into discussions with the top ranked proposers to get a best and final offer, and in those discussions, the County may not disclose information derived from proposals submitted by competing proposers.
- B. Proposals received will be evaluated by a panel of employees of the Klickitat County Public Works Department and Klickitat Public Utility District.

- C. The County may cancel this procurement or reject any and all proposals in accordance with procurement laws.

### **3.1 Technical Proposal Evaluation**

Evaluation of the proposal will be based, on the following criteria:

- A. Description of the Consultant's firm, including organization, and type and scope of services provided. **10 Points**
- B. The names of the key professional persons who will perform the work, current assignment and location, and a current resume including a description of qualifications, skills, and responsibilities in the project. **20 Points**
- C. A statement of experience with similar types of work, including specific examples of similar projects successfully completed, with client references including current contact information. Projects should be similar both in type and size. **20 Points**
- D. Information addressing project understanding, the Consultant's proposed methodology, and a work plan for completing the work to be performed as described in Subsection 1.1 (Scope of RFP), what will be accomplished, and what resources will be required for each task on schedule. **30 Points**
- E. Experience and ability working with Washington State Department of Ecology, NPDES, and the Washington State Department of Health. **20 Points**
- F. General appearance of the proposal and conformity to the above proposal instructions. **10 Points**

By submitting a proposal, the respondent to this RFP authorizes past clients to supply information requested by Klickitat County within the scope of this Request for Qualifications.

### **3.2 Selection**

A final selection will be made by the evaluating panel following review and ranking of the proposals. Said selection is not binding until agreement execution.

### **3.3 Pre-Agreement Clarification**

The selected Consultant will be required to review its proposal with the County. The County reserves the right to require any clarifications or alterations it deems necessary in the Consultant's work plan, assignment of resources, or the project cost to clarify the Consultant's approach to the scope of work and the County's needs and expectations.

This review and any changes will be made prior to agreement execution and will become part of the final agreement.

### **3.4 Agreement Execution**

The County intends to enter into a Local Agency Standard Consultant Agreement with the successful consultant for any or all of the tasks described in the proposal. The Local Agency Standard Consultant Agreement can be found in Chapter 31 of the *Local Agency Guidelines Manual* printed by the Washington State Department of Transportation or can be found in the digital form at <http://www.wsdot.wa.gov/localprograms/lag/cai.htm>.

Within seven (7) days of agreement on the negotiated cost, the Consultant will be required to execute an agreement and meet all terms, including insurance requirements, and "hold harmless" provisions contained therein.

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