

**CITY OF PORT ORCHARD PUBLIC WORKS DEPARTMENT
NOTICE TO CONSULTANTS
PREPARATION OF THE 2021 STORMWATER AND WATERSHEDS COMPREHENSIVE PLAN**

The City of Port Orchard Public Works Department solicits interest from consulting firms with expertise in the development and preparation of the 2021 Stormwater and Watersheds Comprehensive Plan. The Contract Agreement will be for FY 2020-2021, with the option for the City of Port Orchard to extend for additional time if necessary. Consultants will be considered for the Project specific below. The City of Port Orchard reserves the right to amend terms of this “Request for Qualifications ” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. The City also reserves the right to cancel this project and any associated contracts, solely at the City’s discretion.

Project Description

The Work to be performed by the CONSULTANT shall consist of the development and preparation of the City of Port Orchard’s inaugural Stormwater and Watersheds Comprehensive Plan. CONSULTANT will begin by reviewing and utilizing all existing Stormwater and Watersheds Program Data and available regional data relevant to the plan. The Work to be performed may also include additional 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 also desired. This includes review of City owned stormwater conveyances, appurtenances and BMP’s for condition and deficiencies. Review of City owned culverts for inventory/evaluation/condition assessment for inclusion in the plan is also desired. Based upon findings of this review, CONSULTANT shall develop a Stormwater and Watersheds Comprehensive Plan with the following components:

1. Introduction
2. Stormwater and Watersheds Program Description
3. Stormwater and Watersheds Infrastructure Description
4. Utility Operational Structure
5. Level of Service
6. Asset Management
7. Stormwater and Watersheds Financial Plan
8. Stormwater Management Program Plan Elements
9. Operation and Maintenance
10. Water Quality and Habitat Conditions
11. Stormwater Capital Improvement Plan
12. Regional Facilities Plan
13. Stormwater Capital Facilities Charges
14. Implementation Plan
15. References
16. Appendices

In addition, the CONSULTANT shall identify improvement and enhancement opportunities within City jurisdiction for surface and stormwater assets and develop a ranked list with cost estimates based upon benefit and priority. The CONSULTANT shall submit and obtain Plan approval from the Washington State Department of Ecology.

Funding Source

Storm Drainage Utility

Evaluation Criteria

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of Proposed Project Manager (15 points)
- 2) Qualifications/Expertise of Firm and/or Team (20 points)
- 3) Ability to meet Schedule (10 points)
- 4) Approach to the Project (25 points)
- 5) Familiarity with Agency (City, Tribal, Ecology & EPA) Requirements (10 points)
- 6) Past Performance/References (10 points)
- 7) Storm Drainage Modeling Expertise (10 points)

Submittal

Submittals should include the following information: Firm name, phone and fax numbers; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to project. Proposals shall be limited to 10 pages, double sided excluding resumes, cover sheet and cover letter.

Please submit THREE copies of your proposal to: City of Port Orchard, *RE: Stormwater and Watersheds Comprehensive Plan, 216 Prospect Street, Port Orchard, WA 98366, and Mark R. Dorsey, P.E., Public Works Director/City Engineer* no later than 2:00 p.m. on October 23, 2020. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to Mark R. Dorsey, P.E., (360) 876-4991 or publicworks@cityofportorchard.us.

If you would like to schedule a meeting to review the Stormwater Program data, please contact Zack Holt at 360.621.5239 or email zholt@cityofportorchard.us.

To view the City's terms and conditions, please refer to the draft contract for this project on the City's website at <https://www.cityofportorchard.us/bids-and-proposals/>.

Americans with Disabilities Act (ADA) Information

The City of Port Orchard in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Public Works Department at publicworks@cityofportorchard.us or by calling (360) 876-4991.

Title VI Statement

The City of Port Orchard 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, national origin, or sex in consideration for an award.”

Dates of Publication:	Kitsap Sun:	October 2, 2020 and October 9, 2020 editions
	Daily Journal of Commerce:	October 2, 2020 and October 9, 2020 editions
	City of Port Orchard Website	October 2, 2020