



City of Leavenworth
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June 28, 2016

CITY OF LEAVENWORTH REQUEST FOR PROPOSALS WATER SYSTEM PLAN

INTRODUCTION

Notice is hereby given that the City of Leavenworth, WA is requesting proposals for professional engineering and planning services to produce an updated Water Master Plan for the City of Leavenworth. Consultants who submit proposals for this project must be licensed as a Professional Civil Engineer in the State of Washington and be experienced in the field of water distribution and treatment and knowledgeable about operating and maintaining water facilities.

The information contained in the RFP is City of Leavenworth's best understanding of the current needs and how to address them, but the City of Leavenworth will be relying on the consultant firm to provide modifications to the scope of work described herein based on their professional expertise in this subject area. If the consultant believes there is a more efficient way to achieve the City's goals, then that should be reflected in the proposal. Questions regarding this solicitation may be addressed to the City Administrator:

Joel Walinski
City Administrator
(509) 548-5275 Ext. 124
E-mail: jwalinski@cityofleavenworth.com

CHARACTERIZATION OF LEAVENWORTH

Leavenworth is located in Chelan County, and has a 2016 population estimate of 1990. The City has prioritized its water plant for redevelopment over the next 30 years.

The City of Leavenworth is a resort and tourist destination for approximately 2 million visitors per year. Festival weekends in Leavenworth attract as many as 60,000 tourists. As a result, water demands can vary substantially with tourism peaks.

WATER SYSTEM

The Water Utility Fund, a division of the Public Works Department, ensures the delivery of safe and reliable drinking water to approximately 3,020 citizens as well as a thriving tourist population. The City services 1,183 residential accounts and 205 commercial accounts.

The water system utilizes two pressure zones, surface water intake and a well field. The surface water treatment plant (WTP) is located on Icicle Creek and the well field is located near the Wenatchee River. In general, the WTP provides primary water supply and the wells provide a secondary supply when system demands exceed capacity of the WTP or when surface water turbidity in Icicle Creek requires the WTP to go out of service. The Icicle Road Reservoir supplies water pressure and storage to Zone 1. The Ski Hill Booster Station supplies water pressure to Zone 2 and the Ski Hill Reservoir provides storage to Zone 2. The Ski Hill booster pump station and reservoir were constructed in 2005 and the Icicle Road Reservoir was constructed in 2008. The WTP was constructed in 1969 and the well field (Well numbers 1 and 2) were constructed in 1989. Well No. 3 went online in 2015 and offers redundancy back-up to the system. Well No. 1 was completely rebuilt in 2013.

PROJECT SCOPE

This Water System Master Plan engineering study will investigate improvements to the City of Leavenworth's water treatment and distribution system to ensure the City has adequate water facilities to support future growth.

The City of Leavenworth understands that this RFP may be inadequate to fully describe the work envisioned. Consultants should include additional tasks they deem appropriate, written reasons why a task should be included, and an estimate of the fee required to complete the task. Failure to do this shall reflect on the Consultant's qualifications. The comprehensive Water Master Plan shall include but is not limited to the following items:

- 1. Assemble basic planning data and develop a water demand forecast. Planning data to include:**
 - a. Current population, service connections and equivalent residential units.**
 - b. Projected land use, future population, current and future water demand.**
- 2. Water System Modeling**
 - a. Consultant will work with City staff and assist in developing scenarios and provide input into the City's existing water modeling system.**
 - b. Consultant will develop methods to field calibrate the model and provide guidance in updating the model. City staff will perform the fire flow in the field and monitor water pressure.**
 - c. Assist in developing optimum operating scenarios of the City's pumps and wells. Keeping in mind existing water rights and energy efficiency.**
 - d. Consultant will support City staff with quality assurance/quality control reviews.**
- 3. Source Description and Analysis**
 - a. Calculate system source needs (current and future).**
- 4. Storage Description and Analysis**
 - a. Calculate system storage needs (current and future).**
- 5. Transmission and Distribution Description and Analysis**
 - a. Determine system deficiencies and recommend improvements.**

6. If needed, update Wellhead Protection Contingency Plan and Vulnerability Assessments:

- a. Help the City develop standards for system reliability, and to maintain capacity to meet winter demand (indoor use only) with loss of water source or disruption in service.**

7. Coordinate with Operations and Maintenance staff to evaluate and recommend updates to the current O&M practices.

- a. Assist the City in the development of site and asset specific checklists for maintenance and operations.**

8. Asset Management - The City is interested in developing an Asset Management Plan for the Water Utility:

- a. Provide recommendations on the development of an asset management program and work with City staff to develop a consistent and conforming asset registry database.**
- b. Work with City Staff to draft an asset management work plan for the Water Utility.**
- c. Advise how the Utility should embark on condition rating. For example: reservoirs, wells, pumps, distribution mains, hydrants, valves, etc. to be included in the asset management plan.**

9. Develop a 6-year and 20-year Capital Improvement Program, including:

- a. Develop a prioritization scheme for the CIP, including asset management principles (LOS, condition, and risk), water quality regulatory, environmental protection, customer service, employee safety, etc.**
- b. Incorporate project cost estimates for the 6-year and 20-year plans at a preliminary design level.**
- c. Develop a Source Development Strategy to include in the CIP based on demand projections and water right development schedules.**

10. Municipal Water Law

- a. Assist City Staff and legal counsel to evaluate codes and policies to ensure compliance with the MWL.**

11. Conservation Program

- a. Advising on both indoor and outdoor goals for utility based on benchmarking with other likeminded communities.**
- b. Developing costs effectiveness measures for both indoor and outdoor conservation programs.**

PROPOSAL REQUIREMENTS

Submittal: 5 copies of the Technical Proposal must be received by the City of Leavenworth by **Friday, July 22, 2016, no later than 2:00 P.M.** The proposal must be submitted in an envelope clearly marked with the Consultant's name and "City of Leavenworth – Water Master Plan RFP." All proposals and documents submitted become the property of the City of Leavenworth. Information considered proprietary shall be identified as such when the proposal is submitted. Proposals may be submitted by mail or in person to the address below:

Joel Walinski
City Administrator
City of Leavenworth
P.O. Box 287 / 700 US Hwy 2
Leavenworth, WA 98826

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

The following requirements must be met in all proposals submitted to the City of Leavenworth:

1. A cover letter signed by an individual authorized to bind the Consultant to the proposal for a period of 90 days must be included. The letter should include a description of the consultant's firm, a statement of qualifications, and contact information.
2. A detailed Scope of Services providing information on all of the services proposed to be provided as part of this contract and which are identified in the RFP is required. The Scope of Services should express specific ideas for the work that will be proposed and why those ideas are the best solution. Any additional or optional recommended tasks should also be included.
3. A definitive work program and schedule for completion of the Plan are required. Identification of all tasks not under Consultant's control with estimated timelines based upon prior experience should also be included. Any other constraints to the schedule should also be discussed.
4. List any information and tasks expected from the City of Leavenworth. Any information or tasks needed but not listed will be the responsibility of the selected consultant.
5. List Consultant's qualifications including but not limited to the following:
 - a) Type of organization, size (i.e. local office and total firm size), professional registrations and affiliations, number of years as a firm.
 - b) Names and qualifications of personnel assigned to the Project.
 - c) Outline of recent projects completed that are similar to this Project.
 - d) Client references from recent similar projects, including name, address and telephone of individuals to contact.
6. Proposals shall include costs to complete the project as described under Project Scope as follows:
 - a) A detailed budget showing itemized costs per each discrete task plus the cost of any reimbursable items. The costs should be represented in a "menu" format that permits identification of the total cost of the proposed work, as well as its subcomponents.
 - b) Estimated costs must include all labor, materials, equipment, professional services, insurance, travel, profit, and all other costs and expenses for the proposed project with a total "not to exceed" amount.
 - c) Submit an itemized fee schedule as a basis for all proposed services and any extra services not included in the Scope of Services, if applicable.

7. Proposals should be limited to (10) 8 ½ x 11 page, single sided, 11 pt. font (including the cover letter and resumes). Lengthy proposals may not be well received.

Anticipate Project Timeline

The proposed draft project timeline includes the key highlights:

September 2016:	Pre-Submittal meeting with Washington State Department of Health.
September 2016:	Finalize Professional Service Agreement with selected firm.
February 2017:	Preliminary Draft Plan (internal review).
March 2017:	Public Review Draft Plan reviewed by City Council Public Works Committee/Planning Commission.
May 2017:	First DOH submittal (City Council review).
August 2017:	Second DOH submittal (City Council approved).
October 2017:	Anticipated DOH Approval.

INSURANCE

Insurance coverage for proposed services shall include general liability and property damages insurance in a combined single limit of not less than \$1 million dollars. Professional Liability Insurance (E&O) coverage of \$1 million is also required.

The selected firm shall provide within ten (10) days after the notice of award is issued a copy of their existing liability insurance certificate naming the City of Leavenworth and an additionally insured on said policies, confirmation of worker’s compensation coverage, and a copy of their Professional Liability Insurance certificate. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the City.

SELECTION PROCEDURE

Subsequent to the deadline for acceptance of proposals, the City will evaluate the Technical Proposal and will determine rankings based upon materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights indicated below. The City will contact the selected firm. If an agreement cannot be reached with the top ranked firm, the City will contact the firm with the next ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

SELECTION CRITERIA

Selection shall be based on the following:

- a. Firm’s approach to quality control, project management and product delivery (30)
- b. Consultant’s previous experience with projects of similar complexity and function with other small cities. (up to 30 Points)

- c. Previous municipal work experience & knowledge and expertise of individuals that will work on the project (up to 20 Points)
- d. Readiness, availability and familiarity with the Leavenworth area (up to 20 Points)

City Staff will evaluate the consultants submittals and may select a short list of up to three consultants to make an oral presentation or make a selection based only on the submittals. All consultants submitting a proposal will be notified of our selection.

The City of Leavenworth exercises its discretion in selecting a firm or individual that presents the proposal that, in sole judgement of the City, best serves the interest of the City. The City reserves the right to waive minor irregularities in any proposal, reject any proposal that fails to meet the proposal requirements in any respect, to reject all proposals for any reason or to cancel in part or in its entirety the Request for Proposals.