RFQ #2023-13: “Permanent Engineered Stormwater Assessment and Plans”

Question and Answers — August 9, 2023

RFQ Announcement: July 27, 2023
Deadline, RFQ Questions August 8, 2023, 5:00 pm
Goal, Post RFQ Answers Augusts 9, 2023, 12:00 pm
Submittals Due: August 16, 2023, 12:00 pm

1. Do you have a project timeline in mind?

The proposed project timeline is unchanged from the RFQ, with relevant dates recaptured here:

- Consultant Selection: August 17 – August 25, 2023
- Contract Finalization Goal August 31, 2023
- Goal, Begin Work: Week of September 4, 2023

There is no timeline for the work after September 4, 2023, as it depends on the consultation and approach of the most qualified firm. This project is for engineering services, specifically for stormwater assessment and construction-ready stormwater plans for park improvements on three unique sites. The project will inform and advance different capital improvement projects, which will have their own independent timelines, to include readiness for permit submittal. Once the projects are submitted for permitting, the most significant timeline variable will be the review process with the City of Bainbridge Island. The District will require these services through permitting up to construction documentation while anticipating project amendments. The capital improvements are anticipated to be under construction by the summer of 2024. However, if any of the projects are delayed, these engineering services may be requested to be continued.

2. RFQ submittals date confirmation:

Wednesday, August 16, 12:00pm.

3. What does "availability to the sites" in Section 18 of the RFQ mean to the District, and how will this be scored?

“Availability to the Sites,” in Section 18, refers to the District’s need for a consultant team that can meet on a project site, as needed, within a week’s notice. The District would like to know the availability of key staff in general and, specifically, to be on-site with District staff. Availability will be scored based on the time commitment of key staff, ideally on a weekly basis; the ability of key staff to be on-site within a week’s notice; and an indication that travel arrangements to Bainbridge Island not complicate services or result in charges, including travel time, to project sites.
4. Does a cover page for the qualifications package count toward the 10-page limit identified in Section 5?

No. Cover pages do not count toward the 10-page limit.

5. Section 5 identifies that "attachments" are not included in the 10-page limit. Please clarify what is defined as an attachment for the response package.

Thank you for drawing attention to Section 5 for the District to provide an answer and to make this important correction:

“Proposals shall address all of Section 5.0 4.0 a – h, in relationship to the Scope of Services and Exhibits A – D.”

Regarding what constitutes an “attachment” for submittals, exhibits are welcome when they provide a reference or example of a project qualification stated in the submittal. Attachments, however, are limited to 9 pages, so the number of attachment pages remains less than the 10-page limit for basic submittal pages.

6. Regarding Exhibits C and D, can the District provide higher-resolution images of these Exhibits?

Exhibits C and D are provided in the RFQ for general reference purposes only. They are to inform interested firms of the projects in general ahead of the development of Design and Development plans that will advance with this project by the District.

7. Section 18 asks for references on successful, relevant projects. How many references does the District want?

The District is looking for relevant projects and references in general. There is no number of expected references.

8. How will scoring for the four overall areas in Section 18 of the RFQ be weighted?

The scoring of the overall areas in Section 18 is not weighted. The four areas will be equivalently valued.

9. The project appears to consist of design and permitting, but no “construction administration” services are needed for this SOQ. Can you confirm?

Construction Administration is not anticipated in this project. It is anticipated that the District will do the Construction Administration; however, the project may be extended for further consultation into Construction Administration and Construction.

10. Have project budgets been prepared for each of the three (3) projects? We reviewed the 2023 Amended Capital Improvement Fund Budget and did not notice the stormwater design projects.

The project is funded through the District’s general operation funds and the Capital Improvement Fund, as related to planned capital projects in 2024. There is no “stormwater design project” in the Capital Fund Budget because it is part of several District initiatives for completion in 2024.

11. Section 3.0 states, “Expertise outside stormwater engineering may be required, such as geotechnical analysis, but it is not a qualification for review.” Since most jurisdictions require a
review of infiltration feasibility, we assume all three projects will require this service. Will the District cover any geotechnical engineering scope of work that will be needed?

Yes, the District will cover the geotechnical engineering scope of work upon the project’s consultation. The District is responsible for completing project documentation and permit submittal.

12. Section 4.0 mentions that Grand Forest West has already completed the survey. For the other two projects, will the District provide surveying services? Or should the proposing teams include survey sub-consultants?

Yes, the District will cover surveying the scope of work for all sites. The proposing teams do not need to include surveys or other sub-consultants. However, any anticipated additional scope of work areas required to complete the stormwater assessment and plan should be identified in the submittal, per your expertise and advice toward a successful project.