



CASCADE WATER ALLIANCE
Request for Qualifications (RFQ)
 for
On-Call Electrical Engineering Services

Issue Date: February 9, 2016

Contact Person for Questions		
Questions should be directed only to: Jon Shimada Capital Projects Director	Telephone number: (425) 283-0367 Email address: jshimada@cascadewater.org	
Deadline for Submission of Questions		
Questions must be submitted to the individual named above no later than: 02/16/2016 at 4 PM		
Deadline for Cascade's Response to Questions Asked		
Cascade will issue an Addendum to respond to any questions asked no later than: 2/18/16 at 4 PM		
Place and Deadline for Submission of Qualifications		
Submit Qualifications to: Cascade Water Alliance 520 112th Ave. NE, Suite 400, Bellevue, WA 98004 Attn: Jon Shimada	Date: 02/23/2016	Time: 4 PM (Pacific Time)



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I. ANNOUNCEMENT OF REQUEST FOR QUALIFICATION

Cascade Water Alliance (“Cascade”) is soliciting Statements of Qualification (“SOQ”) for on-call electrical engineering services for the White River Project owned by Cascade Water Alliance. Proposers must demonstrate experience and satisfactory performance with engagements of similar scope by key personnel assigned.

This Request for Qualification (“RFQ”) process is being performed to assure that Cascade obtains the services of a qualified engineering firm in the most effective and efficient manner.

The availability of this RFQ was advertised on February 9, 2016 in the *Tacoma News Tribune* and on February 9, 2016 in the *Daily Journal of Commerce*. The RFQ and any related documents are also available at Cascade’s website, www.cascadewater.org.

A. Description of Cascade Water Alliance

Cascade is a municipal corporation organized under the authority of the Joint Municipal Utilities Services Act, chapter 39.106 of the Revised Code of Washington to provide wholesale water supply to meet the current and future water supply needs of its Members.

- **Members:** Members include the following:
 - City of Bellevue
 - City of Issaquah
 - City of Kirkland
 - City of Redmond
 - City of Tukwila
 - Sammamish Plateau Water and Sewer District
 - Skyway Water and Sewer District
- **Governance:** Cascade is governed by a Board of Directors represented by each of its Members. All Board Members are elected officials of their respective Member organization. Day-to-day management is provided by Cascade’s Chief Executive Officer.
- **Water Supplies and Facilities:** Cascade currently utilizes a combination of local groundwater supplies owned and operated by its Members and regional water supplies. Cascade operates and maintains certain infrastructure on behalf of its Members (e.g. the Bellevue Issaquah Pipeline). In addition, Cascade has wholesale water contracts with the City of Seattle and the City of Tacoma, as well as ownership of the White River/Lake Tapps Reservoir Project purchased from Puget Sound Energy in 2009 (“Project”). The Project, constructed in 1911, consists of facilities once utilized in hydro-power generation via water diverted from



the White River near the town of Buckley, Washington. The Project is comprised of the Lake Tapps Reservoir, as well as numerous dikes, inlets, fish screens, a diversion dam and approximately 7.5 miles of pipes, flume and canal.

B. Background

Cascade relies on the services of consultants to supplement its limited staff. There are a variety of miscellaneous electrical engineering/SCADA services that Cascade requires on an ongoing basis, often with quick turn-around times. This RFQ is for the purpose of selecting a firm to provide On-Call Electrical Engineering Services. Cascade and the selected firm will sign an on-call contract with a general scope of work, a contract maximum, and an agreed upon schedule of hourly rates to be paid on a time spent basis plus reimbursement for direct non-salary expenses, that would be used for negotiating Task Orders as specific assignments arise. Cascade makes no guarantees as to the amount of work that may be performed under the contract to be executed based on this RFQ.

C. Scope of Work

Cascade intends to select one firm based on this RFQ process to perform a variety of on-call electrical engineering tasks, at Cascade's White River Lake Tapps Reservoir facilities as may be assigned by Cascade, including, but not limited to, the following:

1. Field support for instrumentation, hardware, and software related to water conveyance operations, specifically Wonderware HMI, Harris RTU's, Modicon PLC's, Modbus communications, fiber optic networks, ultrasonic level and flow instruments, hydraulic power units, and water flow control.
2. Electrical permit acquisition and inspection compliance.
3. Support Cascade in the development of SCADA/communications/security long range planning, which may include work with other consultants and Cascade's contract operator.
4. Capital projects support related to electrical engineering components which may include: plan reviews, technical advice during design, oversight during construction, etc.
5. Assist with developing scopes of work for consultants and contractors. Provide final design plans, specification, and bid documents stamped by a professional engineer currently registered in the State of Washington. Provide construction and commissioning support.
6. Electrical parts/software procurement support.
7. Other work as may be assigned.

The successful firm will work primarily under the management of Cascade's Capital Projects Director and Operations Manager.



II. SUBMITTAL AND EVALUATION PROCESS

Each Proposer's SOQ must be organized by discrete sections corresponding to the evaluation criteria and in the order listed below, and must include an index to assist Cascade in reviewing all SOQs received. Proposers are further advised that lengthy or wordy submissions are not necessary (20 page maximum plus cover letter). Nevertheless, SOQs that do not respond completely or sufficiently to the evaluation criteria in this RFQ may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the SOQ not scoring high enough to be considered further.

A. *Submittal Requirements and Evaluation Criteria*

The SOQ must include and will be reviewed and scored by Cascade based on the following weighted evaluation criteria.

Evaluation Criteria	Maximum Points
1) <u>Cover Letter</u> : Please submit a cover letter of not more than two pages that summarizes your experience in providing the services described in this RFQ, addressing, at a minimum, the following: a) A high level summary of your firm's relevant qualifications. b) The size of your firm and discuss your firm's capability to manage projects as anticipated by this RFQ. c) Your firm's historical workload and how this would impact your ability to perform work as contemplated by this RFQ. d) The name and contact information of the individual in your firm that Cascade should contact regarding questions about your SOQ. The contact information should include the following: name of individual, title (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, e-mail address. e) Acknowledgement that you have received any addenda issued to the RFQ, as posted on Cascade's website.	5
2) <u>Background of the Firm</u> : Provide a brief description and history of your firm (the number of years it has been in business, areas of specialization(s), number of employees, location of offices, and other applicable services offered). Discuss your firm's financial and organizational stability.	5
3) <u>Relevant Experience of the Firm</u> : Demonstrated expertise and experience of the firm in successfully completing similar projects as described in this RFQ, preferably in western Washington State,	30



including your experience, if any, with Cascade's White River Lake Tapps Project.	
4) <u>Staff Experience and Availability</u> : A description of the staff proposed for performing any work as outlined in this RFQ that may be assigned, that demonstrates relevant experience from other projects. Include a copy of the resume of the firm's primary contact person for Cascade activities and the resume for any other key personnel who will be assigned to perform work for Cascade. Describe their relevant background, experience, qualifications, and availability (including their ability to respond on an emergency basis).	50
5) <u>Permit Support/Regulatory Agency Experience</u> : Demonstrated experience working with various regulatory agencies such as the Washington State Department of Labor and Industries, and local agencies to obtain permits, negotiate mitigation, and review/approve of technical documents.	10
6) <u>Standard Contract Language</u> : Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFQ. Each firm must affirm in its SOQ that the terms and conditions of this Agreement are acceptable, or if the firm takes exception to any of the proposed language in the Agreement, the firm must specifically describe the reasons for the exceptions and propose in its SOQ alternative language for review and consideration by Cascade.	0
7) <u>References</u> : Provide three (3) references of clients who are familiar with the work of the firm, and for whom work was performed that closely resembles the work described in this RFQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Cascade reserves the right to conduct reference checks as part of evaluating SOQs as well as in evaluating the suitability of the firm for a particular work assignment. In the event that information obtained from the reference checks reveals concerns about the firm's past performance or their ability to successfully perform work required by Cascade, Cascade may, at its sole discretion, not select a firm. In conducting reference checks, Cascade may include itself as a reference if the firm has performed work for Cascade, even if the firm did not identify Cascade as a reference. Likewise, Cascade reserves the right to check references for the firm from other clients, even if they were not identified by the firm as references in the SOQ submitted.	0
Total Points	100



B. *Format Requirements*

- Statements of Qualifications and their sealed packaging (boxes or envelopes) should be clearly marked with the name and address of the firm and should be marked with the name of this RFQ as indicated on page 1 of the RFQ.
- The bound SOQs should be in an 8 1/2" by 11" format, using a minimum 12 point type size.
- Cascade strongly encourages the use of recycled and recyclable materials in the submission of SOQs.
- Firms are encouraged to "double side" the printing of their SOQs; however, for the purposes of any page limitations of the SOQ outlined in the RFQ, one side of a printed page is considered one page. Cascade will not review or evaluate pages in an SOQ that are in excess of any RFQ page number limitation for a specific section of the SOQ.

C. *Evaluation Process*

Cascade will select, if at all, one Proposer whose qualifications, in the sole judgment of Cascade: best meets the requirements set forth in this RFQ; is the most advantageous to Cascade based on the evaluation criteria set forth herein; and is in the best interest of Cascade. The SOQs will be reviewed by an evaluation committee and the highest rated firms may be invited to an interview. The selected firm will be invited to enter into negotiations with Cascade. If Cascade and the selected firm cannot agree on terms that are fair and reasonable, Cascade may terminate negotiations and enter into negotiations with the next highest rated firm.

Grounds for rejecting SOQs as non-responsive include late submittals, missing information or addenda, qualifications that do not meet the minimum requirements or do not address all areas identified by Cascade.

III. GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

By submitting a response to this RFQ, the Proposer certifies that the SOQ and any additional materials are genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Proposer has not induced or solicited others to submit a sham SOQ, or to refrain from submitting an SOQ.

A. *Time and Place for Submittal*

One (1) original and three(3) bound copies, as well as one (1) electronic copy (CD or USB), of the SOQ and any additional materials must be submitted to Cascade Water Alliance, 520 112th Ave. NE, Suite 400, Bellevue, WA 98004, Attn: Jon Shimada, no



later than the deadline listed on page 1 of the RFQ. Faxed or e-mail submittals will not be accepted.

Firms are responsible for ensuring receive of the SOQ at the designated place and by the deadline stated above. Submittals received after the deadline will not be accepted. Cascade will not be liable for delays in delivery of SOQs due to handling by the U.S. Postal Service, courier services, overnight carriers, or any other type of delivery service. Statements of Qualifications may be delivered in person or by a delivery service. No oral, fax, electronic (e.g. e-mail), or telephonic SOQs will be accepted. Firms are responsible for ensuring that Cascade receives the SOQ at the designated location by the deadline set forth above.

B. *Anticipated Schedule* (Dates subject to change by Cascade)

Date	Description
See page 1 of RFQ	Issue Date of RFQ
See page 1 of RFQ	Deadline for Submission of Questions
See page 1 of RFQ	Deadline for Cascade’s Response to Questions Asked
See page 1 of RFQ	Statement of Qualifications Submittal Date (Due Date)
02/29/16 – 03/10/16	Dates of possible interviews
03/23/16	Recommendation to Cascade’s Board for Award
No later than 03/31/16	Cascade’s and Successful Firm’s Execution of Contract
04/01/16	Commencement of Services Under the Contract

C. *Contact with Cascade*

All questions or requests for clarification must be made only to the Designated Cascade Contact Person identified on page 1 of this RFQ, and must be submitted no later than the deadline listed on page 1 of this RFQ. Other than the Designated Cascade Contact Person, Proposers shall not directly or indirectly contact any Cascade Board Member or employee of Cascade in connection with this RFQ, the selection process, or the contract contemplated herein. Contact with anyone at Cascade other than the Designated Cascade Contact Person may result in the firm being disqualified from further consideration.

D. *Addenda*

Cascade will issue addenda to this RFQ to respond to any questions received by Cascade and/or to modify the terms of the RFQ. All addenda will be posted on Cascade’s website at www.cascadewater.org. It is the responsibility of the Proposers to check the website for any addenda to this RFQ before submitting their SOQ.

E. *Cost of Preparation*



Cascade will not reimburse Proposers for any costs involved in the preparation and submittal of a response to this RFQ.

F. Contract

The successful Proposer will be asked to provide Cascade with a schedule of hourly rates on a time spent basis plus reimbursement for direct non-salary expenses, such as reproduction expenses, out of town travel costs, long distance telephone costs and outside consultants. The schedule of hourly rates and expenses, if acceptable to Cascade, will be incorporated into a contract between the successful Proposer and Cascade. The contract will be subject to a “not to exceed” amount acceptable to both parties. **The schedule of hourly rates and expenses should not be included in Proposer’s submittal.**

Cascade’s estimated budget for the work in the first year of this contract (4/1/16 to 3/31/17) is \$100,000.

The contract shall be for a term of one (1) year. Cascade shall have the option to extend the contract term for two (2) additional one-year periods at its sole discretion.

Cascade intends to utilize its standard Consultant Agreement for this project. The Agreement is included as an attachment to this RFQ. Cascade Board action may be required to authorize the Chief Executive Officer to execute the contract. Cascade reserves the option, based on any dissatisfaction with the successful Proposer’s performance, to solicit qualifications from other firms.

G. Insurance

Prior to execution of a Contract for services under this RFQ, the successful firm will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in Cascade’s standard Consultant Contract and referenced on Cascade’s website as applying to this RFQ, unless this RFQ includes different insurance requirements.

H. Rights Reserved by Cascade

This RFQ does not obligate Cascade to accept or contract for any expressed or implied services. Cascade reserves the following rights:

1. To waive as an informality any irregularities in SOQs and/or to reject any or all SOQs.
2. To extend the date for submittal of responses and to change or modify the RFQ schedule at any time.



3. To request additional information and data from any or all firms.
4. To supplement, amend, or otherwise modify the RFQ through addenda issued.
5. To cancel this RFQ with or without the substitution of another RFQ.
6. To reissue the RFQ.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the SOQs.
8. To reject any SOQ in the event that Cascade's analysis of the firm's financial status and capacity indicates, in Cascade's judgment, that the firm is not able to successfully perform the work.
9. To cancel the RFQ process in the event only one SOQ is received by the deadline.
10. To establish a revised deadline for submission of SOQs in the event only one SOQ is received by the deadline.

I. *Public Disclosure*

1. Property of Cascade: Statements of Qualifications submitted to Cascade shall become the property of Cascade and shall not be returned to the firm.
2. Statements of Qualifications are Public Records: Pursuant to Chapter 42.56 RCW, SOQs submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, SOQs shall be considered public documents and available for review and copying by the public after an award of contract is made by Cascade.
3. Public Records Exemption: Any proprietary information included in the SOQ that the firm wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as "Confidential" in the SOQ. In addition, the firm must provide the legal basis for the exemption to Cascade.
4. Statements of Qualifications Not Marked as Confidential: If an SOQ does not clearly identify the confidential portions, Cascade will not notify the firm that its SOQ will be made available for inspection and copying.
5. Process for Disclosing Information: If a request is made for disclosure of material or any portion marked "Confidential" by the firm, Cascade will notify the firm of the request and allow the firm ten (10) business days to take appropriate action pursuant to RCW 42.56.540. If the firm fails or neglects to take such action within said period, Cascade may release the portions of the SOQ deemed subject to disclosure.
6. Indemnification by Firm: To the extent that Cascade withholds from disclosure all or any portion of firm's documents at firm's request, firm shall agree to fully indemnify, defend and hold harmless Cascade from all damages, penalties,



attorneys' fees and costs Cascade incurs related to withholding information from public disclosure.

7. No Claim Against Cascade: By submitting an SOQ, the firm consents to the procedure outlined in this section and shall have no claim against Cascade because of actions taken under this procedure.

J. Diversity

Cascade is committed to providing the maximum practicable opportunity for participation by minority business enterprises, women business enterprises, and veteran owned businesses in its contracts through direct contracts with Cascade, or sub-consulting. However, no minimum level of participation by such firms will be required as a condition for entering into a contract.

K. Basic Eligibility

The successful firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with Cascade.

L. Sub-Consultants

The successful firm may not use sub-consultants on this engagement unless prior approval is received from Cascade.

M. Other Contracts

During the original term and all subsequent renewal terms of the contract resulting from this RFQ, Cascade expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.

N. Funding Availability

By responding to this RFQ, the firm acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.

Attachments:

- Standard Consultant Agreement for Cascade Water Alliance

END OF RFQ INSTRUCTIONS

