

DEADLINE EXTENSION:
REQUEST FOR PROPOSAL AND QUALIFICATIONS (RFP)
FISHERMAN BAY SEWER DISTRICT
AKART ANALYSIS & OPTIMIZATION PLAN

The Fisherman Bay Sewer District (“District”) is seeking an Engineering Firm to assist with completing the AKART (all known, available and reasonable methods of prevention, control and treatment) study required by Washington State Department of Ecology’s Puget Sound Nutrient General Permit. Depending on the outcome of this RFP the District may seek design phase-engineering and construction phase-engineering services for treatment facility upgrades to meet AKART, including the creation of plans, specifications, cost estimates, and possible construction supervision.

The District intends to hire an Engineering Consultant to complete the RFP based on the program of work listed below. Upon successful completion of the RFP, the selected Firm may be selected to complete the treatment plant upgrade’s design and construction contingent upon the satisfaction of the District with the study work and successful negotiation of a contract for the construction design and construction management work. The District has a grant from the Washington Department of Ecology Puget Sound Nutrient Reduction program that will fund this engineering work as part of the District’s Optimization Plan and AKART analysis. The District would like your firm to begin the process and develop an AKART analysis.

District Summary

Lopez Island is served by the Washington State Ferry system and has a small year round population of about 4,000 residents. The majority of the properties served by the District qualify for CDBG low income. The District is small and has limited resources.

Planning History & Open Issues

Stantec completed a preliminary Wastewater System Master Plan for the District in 2009 which is available on our website at:

<https://img1.wsimg.com/blobby/go/388986e3-5177-44b4-b294-8b2642ea4723/downloads/FBSD%20Wastewater%20System%20Master%20Plan%202009.pdf?ver=1665773438418>.

More recently, the District retained Wilson Engineering to complete a General Sewer Plan and Facilities Plan in October 2021 (“2021 Plan”), which is available for download on our website at:

<https://fishbaysewer.com/other-information-1>

The 2021 Plan identifies major expansion and upgrades to the existing Plant and includes an evaluation of treatment alternatives and recommendations. The 2021 Plan also provides the basis for planning, which includes treatment plant flow and loading projections through the year 2043. At this time the district is interested in determining what AKART is for the facility and upgrades that need to be done to meet AKART.

In addition to the information above, the District has been conducting nutrient testing for influent and effluent at the current Plant. The District intends to continue this testing for the foreseeable future to build a set of data that can be used in evaluating current Plant operation as well as planning and recommendations for upgrades to the Plant to comply with new nutrient discharge level requirements.

Scope and Process

The scope of this project RFP process is to select the top two or three firms to interview to discuss the approach and methods each firm plans to use to complete the RFP. Thereafter, the District may decide to hire the selected firm for the RFP to be the Engineering firm for completing the AKART analysis and assist with plant optimization towards the removal of total inorganic nitrogen. The District expects to complete the RFP and then proceed with the AKART analysis. There is no guarantee as to the amount or extent of work under this contract.

Basic Scope of Work

- AKART analysis by December 31, 2025 that satisfies the Puget Sound Nutrient General Permit Section 6.C which includes, but not limited to:
 - Characterization of wastewater including volumes, flowrates, growth trends, and influent and effluent quality.
 - Treatment technology analysis including description of the current treatment process and identification and screening of potential treatment technologies for total inorganic nitrogen removal.
 - Economic evaluation including O&M costs, costs per pound of nitrogen removed, utility rate structure, and impacts to the current rates
 - Environmental Justice review
 - Selection of the most reasonable treatment alternative
- Nutrient Optimization Plan that complies with S6.B of the Puget Sound Nutrient General Permit, with the final report being due March 31, 2026. This includes, but is not limited to:
 - Evaluating WWTF performance for Total Inorganic Nitrogen(TIN) removal.
 - Assess alternative options for upgrades to the WWTF to remove TIN
 - Assist with documentation of operational changes to remove TIN from the discharge
 - Assist staff with completing the reporting requirements.

We will follow all applicable Washington State RCW sections for hiring our design consultant. <https://www.ofm.wa.gov/budget/instructions/capinst/aeguidelines.pdf> Including, without limitation, the following:

RCW 39.80.040

Procurement of architectural and engineering services—Submission of statement of qualifications and performance data—Participation by minority and women-owned firms and veteran-owned firms.

In the procurement of architectural and engineering services, the agency shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data. The agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services and then shall select therefrom, based upon criteria established by the agency, the firm deemed to be the most highly qualified to provide the services required for the proposed project. Such agency procedures and guidelines shall include a plan to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the professional communities involved. For the 2015-2017 biennium the procurement for services related to modular classrooms may be expedited.

RCW 39.80.050

Procurement of architectural and engineering services—Contract negotiations.

(1) The agency shall negotiate a contract with the most qualified firm for architectural and engineering services at a price which the agency determines is fair and reasonable to the agency. In making its determination, the agency shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof.

(2) If the agency is unable to negotiate a satisfactory contract with the firm selected at a price the agency determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the agency shall select other firms in accordance with RCW **39.80.040** and continue in accordance with this section until an agreement is reached or the process is terminated.

Basic Services Fee Breakdown

The following is a guide for splitting the A/E fee into approximate percentages for each phase of work. Although it is not intended to be absolute, significant deviations should be closely reviewed. The intent of the guidelines is to ensure that design requirements progress in an orderly manner and that essential planning and system development occur when most beneficial to the project. Essential elements of the work should be completed and approved prior to initiating succeeding design phases. For a more detailed explanation of activities normally included in each phase, see the State of Washington A/E Basic Services section.

The basic fee categories are described below:

- AKART Analysis 50%
- Optimization Plan 50%

Submittals

Interested firms shall submit a separate packet for the RFQ that contains the following:

- Cover Letter describing the firm's approach
- Cost for completing the Scope of Work
- Statement of Qualifications (80 points)
 - Include staff Resumes who would working on the project
 - Project Team Organization
 - Why we should select your firm
- Schedule based on a permit due date of December 31, 2025 (10 points)
- Experience and References (10 points)

The submittal shall be a maximum of 10 double spaced, single-sided pages. One original and three copies shall be submitted.

This plan Request for Proposals (RFQ) will be due **5:00 pm, Friday 14th, February 2025.**

- Submittal Delivery can be hand carried, mailed, or emailed.
- Proposals will be scored on a point system covered above on their submittals.

The District will review the RFQ and select the most qualified firms to interview. The District will then negotiate with the top firm to reach a mutually agreeable contract. If acceptable terms cannot be reached the District will then begin negotiations with the next firm.

Submittal Requirements

This part describes the format and content of each section of the proposal:

Cover Letter – The proposer may use this section to introduce the proposal and/or to summarize the key provisions of the proposal. The introductory letter shall include, but need not be limited to, the following information: The name of the firm, as well as, the signature, printed name and title, telephone, and email of the officer authorized to represent the firm in any correspondence, negotiations and sign any contract that may result. The address and office that will be providing the service, a project manager's name, telephone, and email address. The federal tax ID numbers, and state of incorporation, if applicable, must also be included.

Cost for Completing the Scope of Work

Project Team Organization – List contact information for the lead firm and all sub-consultants to be engaged for the project; organization chart; brief description of responsibilities and qualifications for key personnel that emphasize experience directly relevant to the project.

Schedule – Provide a proposed work schedule. Consultant shall assume a minimum of three (3) weeks for all District review proposals. We anticipate conducting interviews in mid-March 2025.

Experience and References – Provide descriptions of projects performed by the individuals listed under Project Organization. Projects that your company has completed that are similar operating systems you are proposing must be similar in size and scope to the District’s project. Consultant experience that does not include the individuals listed under Project Organization will not be considered. Provide references for each of the listed projects.

Resumes – Provide a resume for all key personnel listed under Project Organization.

RFP SUBMITTAL DEADLINE AND DELIVERY LOCATION

All responses shall be made in writing, either hard copy or email. **Responses by FAX will not be accepted.** Responses will be received by the Fisherman Bay Sewer District up to the hour of **5:00 pm, Friday, February 14, 2025**. The submittal shall be a maximum of 10 double spaced, single-sided pages. Responses delivered later will not be accepted. The Fisherman Bay Sewer District is not responsible for delays in delivery, including ferry delays.

All responses to this request that are mailed shall be addressed to the Fisherman Bay Sewer District, PO Box 86, Lopez Island, WA 98261. Hand-delivered responses, or responses not sent through the USPS, shall be delivered to Old Fish Bay Lumber Building, 295 Village Road, #201, Lopez Island, WA 98261. All responses shall be placed in a sealed envelope, which is clearly marked “FBSD AKART RFP,” or emailed to clerk@fishbaysewer.com under the same subject title.

The Fisherman Bay Sewer District reserves the sole right to terminate this process, to not award a contract, and to cancel or modify this solicitation process at any time. In no event will the District or any of their respective agents, representatives, consultants, commissioners, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFP, or any related costs. The prospective consultant teams shall wholly absorb all costs incurred in the preparation and

presentation of the submittals. The RFP Submittals will become the property of the Fisherman Bay Sewer District.

The Fisherman Bay Sewer District is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. (Section 4 of Chapter 56, Laws of 1975, 1st Ex. Sess. State of Washington).