

City of Port Townsend
2017 Stormwater Management Plan
Request for Qualifications

The City of Port Townsend is soliciting Request for Qualifications for professional consulting services to develop its first comprehensive stormwater management plan (“Master Plan”) for stormwater of the City. The Master Plan will set goals, determine strategies, and define actions and funding strategies for risk management, environmental stewardship, and regulatory compliance with regard to stormwater as the City grows. Project success depends on City Council adoption of the Master Plan, so public outreach and engagement will be important throughout the projected one-year term of the project.

BACKGROUND

The City of Port Townsend was founded in 1851 and is located at the Northeast tip of the Olympic Peninsula. Port Townsend has a population of approximately 9,355 and is the County Seat of Jefferson County. Port Townsend prides itself on its historic charm and stunning natural settings. In addition, the City is known of its Victorian buildings remain from the late 19th century and its Maritime Community. Port Townsend’s Historic District is a U.S. National Historic Landmark District.

The Public Works Department provides a full array of services through the following divisions: Engineering; Streets/Stormwater, Sewer and Water Departments; Parks Department; and Facilities. The City’s stormwater system consists of conveyance, detention and treatment facilities, as well as natural systems which collect stormwater and surface water runoff within the City limits. This system includes approximately 25 miles of storm pipes, 1,400 catch basins and 100 storm maintenance holes as well as raingardens, detention and treatment ponds, infiltration trenches and roadside ditches. Maps of the entire citywide storm drainage system are available for use by the selected consultant. The City has developed a draft Stormwater Management Plan in 1999, but the plan was never adopted.

Although the City of Port Townsend currently does not meet the threshold for a Phase II Western Washington Municipal Stormwater Permit jurisdiction, adopting a Master Plan is important to handle anticipated growth. The City has adopted the 2005 Department of Ecology Stormwater Management Manual for Western Washington through its Municipal Code and adopted stormwater specifications and details through its Engineering Design Standards. The City seeks input from the Consultant on these documents.

There are no rivers and/or creeks within the City of Port Townsend city limits, however, the terrain is made of steep slopes (both inland and coastal), wetlands and closed drainage basins.

Stormwater management is about drainage and flooding, as well as, water quality. The City has a range of soil types from hard pan to sandy soils which impact stormwater solutions. The City intends to plan for surface water management as a whole – integrating preservation of water resources through natural systems approach where possible while protecting environmental values and public health. A proactive Master Plan that includes working with other water managers and stakeholders from the community and region would achieve the City’s multiple goals while meeting the intent of state stormwater regulations. City resources to be referenced:

- [City of Port Townsend Comprehensive Plan](#)
- [City of Port Townsend 1999 Draft Stormwater Management Plan](#)
- [Port Townsend Municipal Code Title 13.31 and 13.32](#)
- [Port Townsend Engineering Design Standards](#)
- Port Townsend Stormwater Map

SCOPE OF SERVICES

The proposed scope of work to prepare the Mater Plan may include the following elements (and additional tasks not yet identified):

1. Evaluation of the existing system
2. Capital facilities improvements for growth, changing climate, environmental enhancements and reducing maintenance
3. Operations & maintenance program
 - a. Maintenance needs to assure basic operation
 - b. Inspection program for private facilities
4. Regulatory analysis and compliance strategy
 - a. Consistency with the City’s Comprehensive Plan
 - b. Coordination with the City’s Critical Area Ordinance update process
5. Environmental protection
 - a. Water quality assessments and monitoring
 - b. Habitat protection and restoration
 - c. Illicit discharge detection and elimination
 - d. Emergency response
6. Civic engagement in the Master Plan development and adoption process
7. Municipal Code and Engineering Design Standards, including the requirements for new development, amendments
8. Funding strategies for capital projects and program operations

QUALIFICATION STATEMENTS

Please submit one (1) original and one (1) digital version of your Proposal(s) Proposals will be received at City Hall at 250 Madison Street, Suite 2, Port Townsend WA 98368 no later than 2:00 pm on Wednesday, March 29, 2017. Proposals received after the 2:00 pm deadline will not be considered and will be returned unopened to proposer(s).

All mailed proposals shall be placed in a sealed envelope, which is clearly marked "CITY OF PORT TOWNSEND 2017 STORMWATER MANAGEMENT PLAN," and proposer's Name and Address. Responses by PDF format jsanders@cityofpt.us are accepted. No fax submissions accepted. The City of Port Townsend is not responsible for delays in delivery. Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect to City Clerk 360-379-5047.

Submittals should include the following information: firm name, phone and fax numbers of firm; contact name, phone and email address of contact; name of principal-in-charge of project and any other key personnel; estimated time to complete services; a list of past project experiences including project scopes and contact information of owners for those past projects. Per Chapter 39.80 RCW this is a Qualifications-Based Selection. Proposals should not include any references to fees or costs.

We request that submittals be limited to no more than 10 single-side or 5 double-side pages for the project plus any general firm information and photographs. Please submit one (1) original and one (1) digital version of your proposal.

SCHEDULE AND DEADLINES (2017)

March 29	Deadline for submittal by
April 11-12	Interviews (at the City's option) or Selection
April 12-21	Selection and contract negotiation
May 8	City Council award of contract
May 9	Notice to proceed

The above schedule, except for submittal of RFQs, is tentative and may be changed if the City deems it necessary. The project is expected to be underway by May 9, 2017 with a draft plan to City Council by December 2017.

SELECTION CRITERIA

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

1. Key personnel
 - a. a full support team which incorporates the services of stormwater engineering, water quality assessment, long-range planning, ordinance

development, outreach and education, and financing.

2. Project Team Experience
 - a. Experience and performance on similar projects emphasizing integrated storm and surface water management planning.
 - b. Strong knowledge of state laws governing stormwater; the 2012 Stormwater Management Manual for Western Washington; 2014 update to the Management Manual for Western Washington; and the 2013-2018 Western Washington Phase II Municipal Stormwater NPDES Permit.
 - c. Ability to work collaboratively with multiple public agencies, stakeholders, community groups, and citizens.
 - d. Strong public outreach and facilitation skills which have resulted in successfully adopted stormwater plans.
3. Ability to meet project schedule
 - a. Ability to respond to unexpected as well as regularly scheduled requests with minimal delay.
4. Project Approach
5. Past Projects
6. References
7. Proposal Format

The City will base its selection on the strength of the proposal alone. The City may choose consultant from the submitted proposals or may choose to shortlist and conduct phone or in-person interviews for any or all proposals. Firms should be prepared to have the project manager and project team present their proposal in an interview by City staff, if necessary.

The selection committee will include 3 people from the City's Public Works Engineering Department and 1-2 people from the City's Planning Department.

The City reserves the right to reject any and all submittals.

INQUIRIES

Questions about this RFQ or the project shall be put forth no later than 12:00 noon on March 24, 2017, and directed to:

Samantha Trone, P.E.
Assistant City Engineer
(360) 344-4605
strone@cityofpt.us