

REQUEST FOR PROPOSALS

WRIA 44/50 Surface Water Storage Feasibility Study

NOTICE IS HEREBY GIVEN that the Planning Unit for Water Resource Inventory Areas (WRIAs) 44 and 50 will accept proposals from firms specializing in technical assessment and management of water resources including the feasibility and implementation of surface water storage projects.

The initiating Governments of the Douglas County Watershed Planning Association have designated the Foster Creek Conservation District (FCCD) as the contracting authority. The prime consultant and FCCD Board of Supervisors will sign the resulting contract, but the Planning Unit of the Douglas County Watershed Planning Association will direct the work.

If submitting the proposal electronically, the following information is applicable. Proposals being submitted electronically must be submitted as an attachment to an e-mail to Kathleen Deason at kathleen-deason@fostercreek.net. Proposals must arrive by 4:30 p.m. local time in Waterville, Washington on *Wednesday, June 10, 2009*. Attachments to e-mail shall be on Microsoft Word software. Zipped files cannot be received by FCCD and cannot be used for submission of proposals. The Foster Creek Conservation District does not assume responsibility for any problems in the e-mail. Consultants submitting proposals via e-mail shall also send a copy of the cover submittal letter with original signatures to Kathleen Deason at the address below.

If submitting in hard copy, three copies of the proposal must be received no later than 4:30 p.m. on *Wednesday, June 10, 2009*. One (1) copy must have original signatures and two (2) copies can have photocopies signatures. The proposals should be sent or delivered to:

Kathleen Deason, Watershed Manager
Foster Creek Conservation District
PO Box 428
Waterville, WA. 98858-0428

Late responses will not be accepted.

Any questions on the Request for Proposal (RFP) must be submitted electronically or in hardcopy by *Wednesday, June 3, 2009 at 4:30 PM*. The questions and responses will be sent to all that receive an RFP. Questions regarding the project scope and contents of the Request for Proposals should be directed to:

Kathleen Deason, Watershed Manager
Foster Creek Conservation District
PO Box 428
Waterville, WA. 98858-0428
(509) 548-0131
kathleen-deason@fostercreek.net

CONTENTS OF THE REQUEST FOR PROPOSALS

I. Introduction3
 A. Overview.....3
 B. Project Description.....3
 C. Project Study Area4
 D. Desired Qualifications4
II. Scope of Work4
IV. Budget.....6
V. Evaluation Criteria.....7
VI. Proposal Contents7
VII. Selection Process and Schedule8
 Preliminary schedule:8



WRIA 44/50 TECHNICAL ASSESSMENT REQUEST FOR PROPOSALS

I. INTRODUCTION

A. OVERVIEW

In 1998 the Washington State Legislature passed the Watershed Management Act (ESHB 2514) to provide a framework for local citizens, interest groups and government organizations to collaboratively identify and solve water-related issues in each WRIA (Water Resource Inventory Area).

In the fall of 1998 watershed planning was initiated in the Moses Coulee and Foster Creek Water Resource Inventory Areas (WRIA 44 & 50). The WRIA 44/50 Planning Unit of the Douglas County Watershed Planning Association (DCWPA) has completed a Watershed Management Plan and Detailed Implementation Plan. The Planning Unit is currently implementing actions of the Implementation Plan. The Foster Creek Conservation District (FCCD) administers and facilitates the DCWPA. The DCWPA represents local interest groups, local government, conservation groups, federal and state agencies, and citizens @ large who are collaboratively participating in a process designed to increase local involvement in decision-making and planning for water resources.

The contract resulting from this Request for Proposals (RFP) is intended to provide the WRIA 44/50 Planning Unit support to assess the feasibility of two potential surface water storage sites located in WRIA 44 at Rock Island Creek and WRIA 50 at Foster Coulee.

B. PROJECT DESCRIPTION

It is the goal of the Douglas County Watershed Planning Association (DCWPA) to provide a balanced water supply by location and timing for all users to sustain healthy communities. These users include agriculture; commercial, residential, and industrial development; recreation and tourism; and fish and wildlife. The DCWPA also recognized the need to take steps now to provide additional water storage to mitigate for impacts of global climate change on water resources. To reach this goal the DCWPA agreed to pursue potential water storage projects in WRIA 44 & 50.

During implementation of the Watershed Management Plan, the Planning Unit identified two potential small water storage sites located in WRIA 44 at Rock Island Creek and in WRIA 50 at the Foster Coulee. At initial survey by the planning unit, a pump storage project at Rock Island Creek site could hold 60,000 acre-feet and could provide benefit to downstream municipal supply demands along the Columbia River. The project would take advantage of high flow water from the Columbia River to fill surface water storage reservoir. At initial survey by the planning unit and the Department of Ecology, three options for dam locations were considered at the Foster Coulee site ranging from storage potential of 164,000 to 293,500 acre-feet and could provide water storage

benefits to the Odessa aquifer. Fill water for the Foster Coulee reservoir would need to be obtained from the Banks Lake reservoir.

The WRIA 44/50 Planning Unit of the Douglas County Watershed Planning Association (DCWPA) seeks a qualified consultant to conduct a feasibility study for these two potential water storage sites located in WRIA 44 at Rock Island Creek and WRIA 50 at Foster Coulee.

The Foster Creek Conservation District (FCCD) has received a grant for the project from the Department of Ecology Columbia River Basin Water Management Program. The intent of the Columbia River Basin Water Management Program and RCW 90.90.020 directing the Department of Ecology to develop water supplies is to provide additional water supply to meet forecasted growth and unmet water needs in the Columbia River Basin.

C. PROJECT STUDY AREA

This feasibility study will assess two locations including Rock Island Creek located in the southern portion of WRIA 44 and the Foster Coulee in the southeast corner of WRIA 50. Rock Island Creek drains into the Columbia River reservoir behind the Rock Island Dam. The Foster Coulee is adjacent to the Banks Lake reservoir.

D. DESIRED QUALIFICATIONS

The ideal consulting team would exhibit the following:

- ◆ Strong technical expertise in water resource management including proven methodologies to assess feasibility of surface water storage projects;
- ◆ Experience in planning and implementation of cost-effective surface water resources management projects.
- ◆ Strong knowledge of Columbia River Basin Water Management Program, water supply needs and demands in the Columbia Basin, and other water storage projects proposed in the Columbia Basin.
- ◆ Multiple successes in the completion of similar projects;
- ◆ A proven track record in preparing and presenting high quality technical analyses within a collaborative process;
- ◆ Familiarity with the Rock Island and Foster Coulee sites in the watersheds;

II. SCOPE OF WORK

This Scope of Work (SOW) includes two phases: Phase 1: *Partner Coordination* and Phase 2: *Feasibility of Rock Island Creek Site, Feasibility of Foster Coulee Site, and Project Reporting*.

Phase 1

1. Partner Coordination

1.1 Participate in initial discussion and meetings with the Bureau of Reclamation, Chelan County P.U.D., Douglas County P.U.D., Colville Tribe, and Department of Ecology on feasibility of filling and managing pumping at the water storage facilities.

Phase 2

2. Feasibility of Rock Island Creek Site

2.1 Provide an assessment of the natural resource elements of the potential storage area, including but not limited to topography and ground cover, geology and geotechnical conditions, groundwater conditions, habitat conditions and hydrologic conditions including stream flow, run-off, instream flow needs.

2.2 Consider general feasibility and engineering elements of the potential dam and reservoir site, the pump station site and other facilities needed. This task includes:

- Prepare description of facilities required and storage volume supplied by potential reservoir.
- Prepare description of the operations of the project, i.e. when water would be pumped into the reservoir and released.
- Prepare description of benefits of the project and potential users of the stored water.
- Prepare discussion of energy needs and opportunities for power generation and use as a peaking power production facility; consider pairing project with wind power production.

2.3 Perform a reconnaissance level cost estimate (very brief, order of magnitude type cost estimate usually performed by scaling the size of the project facilities to other projects recently constructed).

2.4 Determine if there are any fatal flaws for the site based upon existing information that would make construction or permitting so difficult or expensive that the project would not be constructed.

2.5 Prepare reconnaissance level report describing the project, summarizing the project features, providing preliminary costs and comparing the cost and benefits of the project to other projects being considered by Ecology for water storage in the Columbia River basin.

3. Feasibility of Foster Coulee Site

3.1 Provide a brief assessment of the natural resource elements of the potential storage area, including topography and ground cover, geology and geotechnical conditions, habitat conditions, and hydrologic conditions including stream flow, run-off, and instream flow needs.

3.2 Consider general feasibility and engineering elements of the potential dam and reservoir site. For this review the following will be completed:

- Using preliminary drawings from Department of Ecology, prepare description of facilities required and storage volume supplied by potential reservoir along with potential source of water.
- Prepare description of the operations of the project, i.e. when water would be pumped into the reservoir and released.
- Prepare description of benefits of the project and potential users of the stored water; consider pairing project with wind power production.
- An order-of-magnitude cost estimate will be prepared for this potential reservoir using other reservoir cost estimates as guidelines for unit costs.

3.3 Prepare brief level report describing the project, summarizing the project features, providing order-of-magnitude costs and comparing the cost and benefits of the project to other projects being considered by Ecology for water storage in the Columbia River basin.

4. Project Reporting

4.1 Consultant will prepare draft technical report with adequate review time, respond and incorporate comments, and prepare final project report of all analysis and work results. Draft Report, April 30, 2010; Final Report June 30, 2010. Reports must be provided in electronic format accompanied with 12 hardcopies for non-electronic planning unit member review. Datasets, GIS layers created maps must be provided and will be considered property of FCCD.

4.2 Meet with and provide oral presentation of results to Planning Unit and Department of Ecology. If the costs and benefits appear to be favorable compared to the larger projects Ecology is considering, provide recommendations as to whether it would be worthwhile to further pursue the project.

IV. BUDGET

The proposal should indicate the breakdown of costs associated with completion of each task. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The budget should include the following assumptions:

The Department of Ecology will provide initial grant funding for Phase 1 including *Partner Coordination*. Additional grant funding for the project will be provided upon successful completion and support gained in Phase 1 *Partner Coordination*. The Department of Ecology will make final decisions to fund the feasibility study at review of the Phase 1 *Partner Coordination* deliverables.

As a result, the contract developed with the successful firm will consist of two phases, with funding of Phase 2 contingent on approval by the Department of Ecology. Phase 1 will consist of *Partner Coordination* and Phase 2 will include *Feasibility of the Rock Island Site, Feasibility of the Foster Coulee Site, Project Reporting*.

V. EVALUATION CRITERIA

◆ **Approach to Scope of Work (30%)**

The evaluation team, consisting of representatives from the Foster Creek Conservation District (FCCD) will evaluate the proposed consultant's ability to accomplish the requirements of the scope of work.

◆ **Qualifications of the Consultant (30%)**

The evaluation team will rank consultant's qualifications based on their past experience, credentials, and references.

◆ **Project Management (20%)**

The evaluation team will rank the consultants based on the proposed project manager's experience and proposed approach to managing the project and coordinating with entities to achieve project results.

◆ **Budget (20%)**

The evaluation team will rank consultants based on the ability to achieve the stated goals of the scope of work under the existing available budget.

VI. PROPOSAL CONTENTS

The proposals shall, at minimum, include:

- ◆ An **executive summary of the proposal**.
 - ◆ A **description of the consulting company** including its qualifications to complete the assigned work.
 - ◆ A **proposed scope of work** including detailed tasks and deliverables.
 - ◆ A detailed **budget and schedule** that includes dollar amounts and deadlines for each task listed in the proposed scope of work.
 - ◆ An explanation of the **proposed project management**, including a description of the project manager's experience in managing complex, technical projects for multi-party clients.
 - ◆ Summaries of similar **projects completed** over the past five years. Each project description should include:
 - Client name and phone number,
-

- The names of the proposed team members who worked on the project and their role,
 - A comparison of the budget amount allocated versus the actual cost of completing the tasks assigned to the team members, and
 - A specific description of the project and the product(s) delivered.
- ◆ **Resumes** for each person assigned work on the project, except for clerical or administrative support.
- ◆ Please do not provide work samples with written proposals.

VII. SELECTION PROCESS AND SCHEDULE

The selection committee will consist of representatives from the Foster Creek Conservation District (FCCD). FCCD will develop a consultant list from the firms responding to the request. An RFP will be issued to responding consultants. In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail or in hardcopy to all who were sent the RFP. The selection committee will evaluate all written proposals based on the evaluation criteria listed in section V. of this RFP. Each written proposal will be scored with a maximum of 100 points.

PRELIMINARY SCHEDULE:

Mon., May 18: RFP is Advertised and Issued

Wed., June 10: RFPs are Due

Fri., June 15: Consultant Selected

Mon., June 17: Contract Negotiations

Tues., June 30: Contract Signed/Project Kick-off
