



City of Long Beach, Washington

REQUEST FOR PROPOSAL

Release Date: August 7, 2015

Professional Engineering Services for:

SAFE HAVEN TSUNAMI VERTICAL EVACUATION STRUCTURE PHASE 1

PROPOSALS DUE: Monday, September 7, 2015, by 2:00 PM

Proposal(s) shall be sealed and clearly marked with the Project Title.

Submit one (1) original hard copy, three (3) complete hard copies, and one (1) PDF electronic copy on CD of the Proposal to:

Contact Individual:

Gayle Borchard
Community Development Director
City of Long Beach
115 Bolstad West
PO Box 310
Long Beach, WA
98631360.642.4421
planner@longbeachwa.gov

**Proposals must demonstrate compliance
with FEMA Procurement requirements
found at 44 CFR Ch. I, (e).**

**Disadvantaged Business Enterprises are
encouraged to propose on this project.**

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Attachment

Attachment A – Summary Proposal Form

1.0 Introduction

1.1 Background and Purpose

The City of Long Beach, Washington, hereinafter referred to as the City, invites proposals from qualified consulting engineers to provide engineering services, permitting and support for Phase 1 of the proposed Safe Haven Tsunami Vertical Evacuation Structure project. The City intends to develop a first-of-its-kind in the U.S. vertical evacuation berm with the capacity to shelter in place approximately 850 persons for up to 12 hours. This berm must be designed to withstand both a nearby megathrust seismic event and the subsequent tsunami.

Long Beach is a low-lying coastal city located on an accreted sand peninsula immediately east of the Cascadia Subduction Zone (CSZ), and is at risk from both the seismic and tsunami components of a megathrust (M9+) earthquake. The last megathrust event on the CSZ occurred in 1700, and evidence exists that as a result of that event, land mass in the area permanently subsided six (6) feet or more. Recent studies demonstrate that the distance from Long Beach to safely higher ground is too great to reach, and that a tsunami from a CSZ megathrust event would result in substantial loss of life.

The purpose of this Request for Proposal (RFP) is to engage professional engineering consultant services to provide preliminary engineering, permitting assistance, design and final plans, specifications and engineering estimates (PS&E) for the Safe Haven Project.

1.2 Project Description and Objectives

The proposed project is services for the design, bidding and award of a vertical evacuation hardened earth berm, approximately 32 feet in height located adjacent to the elementary school.

The preferred project site is located entirely within a Category IV wetland, currently maintained as a softball field.

The project must be designed to withstand a megathrust earthquake event on the Cascadia subduction zone and subsequent estimated tsunami event.

The total cost of the proposed project is estimated to be \$2.1 million.

1.3 Consultant Scope of Work

The Consultant scope of work includes permitting, PS&E, contract documents, project bidding support.

The City will be hiring a separate consultant to perform and submit Joint Aquatic Resources Permitting Applications (JARPA) for the project. The selected firm will be providing technical assistance to both the City and the Consultant during this process.

The Consultant will provide the following, in association with this scope of work:

- Project Management
- Survey Services to support design
- Geotechnical Engineering to support design
- Geotechnical Drilling and Pothole Excavation to support the design
- Geotechnical Modeling to support the design
- Civil and Structural Engineering to support the design
- Preparation and submittal of necessary permits and environmental clearances, including SEPA and NPDES Stormwater General Permit for Construction
- Performing all Cultural Assessment services necessary to obtain all State and Federal Section 106 approvals
- Assisting the City and other environmental consultants with the preparation and submittal of Joint Aquatic Resources Permitting Applications (JARPA)
- Assisting the City with Public outreach, including stakeholder outreach to businesses and citizens in Long Beach and adjacent areas of Pacific County
- 30%, 50% and 90% Plans, Specifications, and Estimates
- Construction Staging Plan
- Final Plans, Specifications, and Estimate
- Obtaining Required Regulatory Review and Approvals of Construction Documents
- Bid and Award Support

The City anticipates providing limited program oversight and project management-level coordination and direction to the Consultant efforts, and will rely on the Consultant to provide technical expertise and project management resources to assist in delivery of the work. It is intended that the Consultant will work closely with City engineering and operations staff.

Approximately \$400,000 is budgeted for the Phase 1 work.

It is anticipated that the selected consultant will provide construction management services for the project, after the completion of Phase 1 work.

1.4 Source of Funding/Funds Available

The proposed project is assisted by funds administered by the Washington State Military Department, Emergency Management Division (EMD), and originating from the Department of Homeland Security, Federal Emergency Management Agency (FEMA).

1.5 Project Schedule

The anticipated project timeline is indicated below. The City reserves the right to change the timeline as it deems may be in the interest of the project.

- Request For Proposal (RFP) Process - Aug/Sept 2015
- 30% and 50% Design, Preliminary Permitting - Oct 2015/Feb 2016
- Final Engineering - Feb/April 2016
- Regulatory Review and Permits Acquired – Feb/April 2016
- Bidding and Award - April/May 2016

1.6 RFP Schedule

The anticipated RFP timeline is indicated below. The City reserves the right to change the timeline as needed in the interest of the project.

- Request For Proposal (RFP) Released – August 7, 2015
- Final Day for Questions - September 1, 2015
- Proposals Due - September 7, 2015
- Evaluation of Proposals (short list if required) - September 7 - 11, 2015
- Interviews (if required) and Selection/Recommendation - September 11 - 30, 2015
- Contract Development - October 1 - 15, 2015
- City Approval - October 15, 2015
- Consultant Notice to Proceed - October 15, 2015

2.0 General Requirements

2.1 Administrative Requirements

Proposers shall comply with all management and administrative requirements established by the Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any known amendments or modifications, as applicable to providers licensed in the State of Washington.

All Proposers must register for the Plan Holders list to be considered responsive. To register, a Proposer shall email the individual listed on the cover page, and provide a single point of e-mail contact for each firm or team submitting a proposal. Registrants will be advised of any RFP addenda or additional information via the Plan Holder list.

2.2 Authorship

Proposers must identify any assistance provided by agencies or individuals outside the Proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

All proposals and products submitted become the property of the City. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.

2.3 Cancellation of Award

The City reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy makes it necessary to change the program purpose or content, discontinue such programs or impose funding reductions. In those cases where negotiation of contract activities are necessary, the City reserves the right to limit the period of negotiation to sixty (60) days, after which time funds may be unencumbered.

2.4 Confidentiality

Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

2.5 Conflict of Interest

All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of the City may have in the proposing firm or proposed project. A statement to this effect in the cover letter is sufficient in addressing this requirement.

2.6 Consortium of Agencies

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

2.7 Award of Contract

The contract award will not be final until the City and the Proposer have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. The City is not responsible for any costs incurred prior to the effective date of the contract. The City reserves the right to make an award without further negotiation of the proposal submitted.

2.8 Debarment and Suspension

Proposer must certify that it is not debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension." Proposer must also certify that it will not contract with a subcontractor that is debarred or suspended. A statement to this effect in the cover letter is sufficient in addressing this requirement.

2.9 Disputes

The City encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints regarding the RFP process should be addressed to the Contact Individual indicated on the cover.

2.10 Equal Opportunity

Disadvantaged Business Entities are encouraged to propose on this project. Prime consultants are encouraged to seek DBEs for their teams. Proposals must demonstrate good faith compliance with 44 CFR Ch. I §13.36(e)(2)(i-v).

It is the policy of the City to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program.

No person shall, on the grounds of race, color, religion, sex, handicap, national origin, age, citizenship, marital status, political affiliation or belief, be denied employment or benefits, or be discriminated against as a consumer, administrator or staff person under any program or activity receiving funds under this RFP.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity.

Proposer must agree to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

2.11 Insurance

Prior to the signing of a contract, the Proposer(s) selected must show evidence of a certificate of commercial liability for a minimum of \$1,000,000 identifying the City and its elected officials, officers, employees and agents as additional insureds. In addition, Errors and Omissions liability insurance coverage will be required for this project in the amount of \$2,000,000.

2.12 Late Proposals

A proposal received after the date and time indicated herein will not be accepted. No exceptions will be made.

2.13 Limitation

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this RFP or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award or to cancel in part or in its entirety this RFP if it is in the best interest of the City.

2.14 Interviews

An interview may be required of those Proposers whose proposals are under consideration. Proposers may be informed that an interview is desired and will be notified of the date, time and location the interview is to be conducted.

2.15 Single Audit Requirements

Any contract awarded as a result of this RFP may include the agreement to annually audit any contracts with the City. Audits shall be performed in accordance with OMB Circular A-128 or A-133 as appropriate and shall be received by the City within the 12 month period following the close of each fiscal year. Agencies not covered by federal single audit requirements may be responsible for an independent agency audit, which meets general accepted auditing standards.

2.16 Other Audit/Monitoring Requirements

In addition, auditing or monitoring for the following purposes will be conducted at the discretion of the City: Fund Accountability, Contract Compliance, and Program Performance.

2.17 Subcontracting

No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of the City. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the Proposer is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

2.18 Verbal Proposals

Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

3.0 Proposal Preparation and Submittal

3.1 Request for Proposal (RFP) Process

It is the City's intent to select a consultant based on the qualifications and abilities of the firm, the team and key project individuals. Proposers may be individual firms or teams as appropriate to meet the specific needs of the project. These instructions were developed to aid in proposal development. They also provide for a structured format so reviewers can systematically evaluate proposals. These directions apply to all proposals submitted.

3.2 Pre-Proposal Conference

No pre-proposal conference or site visit will be held for this RFP.

3.3 Proposal Clarification

Questions regarding this RFP must be directed in writing, via email, to the Contact Individual indicated on the cover. All correspondence must have "Safe Haven RFP Request For Information" in the subject line. The deadline for submitting such questions is seven (7) calendar days prior to the due date for proposals. An addendum will be issued no later than 72 hours prior to the proposal due date to all Proposers listed on the Plan Holders list, if a substantive clarification is required.

3.4 Proposal Submission

It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date/time, and at the location specified.

By submitting a response, the Proposer is accepting the general instructions and conditions of this RFP, the City's Consultant Services Contract.

3.5 Proposal Format

The original and each copy of the proposal package must include all of the sections in the order indicated.

At the time of submission, the proposal must provide a full description of all services following the outline presented in the following section. The proposal must enable readers to understand how the Proposer intends to use these public funds and what measurable outcomes are expected to be achieved.

Proposals must be clear, succinct, and not to exceed the pages specified in the following section. All text shall be 12-point font size or larger and lines shall be single spaced or greater.

A page is defined as a single side of a sheet. Each printed side of a sheet is a page; if a sheet is printed on both sides, it is considered to be two pages. A page is further defined as 8.5 x 11 for text and 8.5 x 11 or 11 x 17 for supplemental drawings, pictures, and diagrams. Cover, section dividers, title page, table of contents, and appendices do not contribute to the overall page count.

The City encourages the use of readily recyclable materials where possible. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable.

3.6 Proposal Organization and Content

Proposals shall be organized in the following manner:

1. Proposal Summary Form - 1 page.

The attached Proposal Summary Form (**Attachment A**) must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your firm. The Proposal Summary Form shall follow the proposal cover.

2. Cover Letter - 2 pages.

Letter shall include conflict of interest statement per General Requirements 2.5 and statement of debarment and suspension per General Requirements 2.8. The cover letter must be signed by the firm Principal assigned to the project.

3. Table of Contents - no page limit.

4. Project Understanding and Approach - 6 pages.

The Proposer shall indicate its overall understanding of the intent of the project and specific issues that are considered to be important for the work contemplated. The project understanding and project approach shall address scope and schedule of this effort, including the topics indicated in Section 1.3.

The Proposer shall also include a detailed description of the work tasks to be performed, with identification of all deliverables, as well as a task schedule identifying all dependencies.

5. Project Team, Experience and References - 10 pages.

The Proposer shall indicate:

- A description of the firm (or team firms), location of principal offices, and number of professional personnel available to work on the project.
- The proposed project team members and time commitment of each key team member to the project; the overall organization and structure of the proposed team outlining key interactions and responsibilities, with special emphasis on the project manager function.
- An organizational diagram identifying project principal, project manager, and key personnel and their project roles.
- Descriptions of geotechnical/civil/structural projects dealing with hydraulic scour protection, seawall/bank erosion protection, seismic anchoring/restraints and/or enhancements, or other relevant work performed in the last five (5) years, including at least two (2) in the State of Washington, Oregon or California, which best characterize capabilities, work quality and cost control. Although the City understands that this type of project has not been performed before, the emphasis of the examples should be on projects of similar nature and complexity to the project being proposed.
- References for those projects identified, including or in addition to, five (5) references who may be contacted concerning your firm's/team's performance with regard to the Scope of Work. Include the name of the client, mailing address, telephone number, email address, contact person, and the specific work your firm performed for the client, including the estimated construction cost and year the project was completed (constructed or designed).
- A description of how your proposal complies with 44 CFR Ch. I §13.36(e)(2)(i-v).
- A description of any exceptions, additions, or suggestions that will aid the selection process.

6. Appendices (no page limit)

The Proposer may include:

- specific project experiences and references for individuals;
- résumés for individuals - limited to 2 pages each;
- any other supporting information the Proposer deems necessary.

3.7 Proposer Cost information and Rate Schedules

This is a competitive qualifications-based selection process, no cost information of any type shall be provided in your submittal.

3.8 Support Documents

Proposers may obtain the following background information (and much more, if interested) in electronic format from the City's website, at www.longbeachwa.gov.

City Engineering Contract

Project Description

Conceptual drawings (these are ideas, not a guide for engineering design)

Tsunami Hazard Assessment of the Elementary School Berm Site in Long Beach, WA (most recent modeling)

Project Wetland Delineation (in 2 files)

Tsunami Safe Haven Project: Report for Long Beach, WA – April 2010

Project Safe Haven: Vertical Evacuation Structures Conceptual Cost Analysis

Landslide and Liquefaction Maps for the Long Beach Peninsula, Pacific County, Washington. Effects on Tsunami Inundation Zones of a Cascadia Subduction Zone Earthquake. October 2013. (4 separate files – main text body + 3 maps)

Project Safe Haven: Vertical Evacuation on the Washington Coast, Pacific County-
http://www.crew.org/sites/default/files/PacFinal_small.pdf

Cascadia Region Earthquake Workgroup - <http://www.crew.org/>

Guidelines for Design of Structures for Vertical Evacuation from Tsunamis. Second Edition (FEMA P-646) - <https://www.fema.gov/media-library/assets/documents/14708>

<https://www.facebook.com/ProjectSafeHaven>

4.0 Consultant Evaluation Process and Scoring

4.1 Evaluation Process

A review committee will be appointed to evaluate the proposals received in response to this RFP. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the criteria and point factors listed below. The Review Committee will proactively solicit input from a cross-section of interests within the City. The Review Committee may also seek outside expertise to assist in evaluating proposals. During the evaluation process,

the Review Committee has the right to require any clarification it needs in order to understand the Proposer's view and approach to the project and scope of the work.

The Review Committee recommendations and a Consultant Services Contract will be presented to the City Board of Commissioners for approval at a regularly scheduled board meeting.

The City reserves the right to make a recommendation for selection after proposal evaluation and further reserves the right to reject all proposals.

The successful Proposer will be selected by the following process:

Part 1 - Initial Screening of Proposals

The Review Committee will review the proposals for compliance with the RFP requirements. Proposals found to not comply with the RFP requirements may be disqualified from further consideration.

Part 2 - Scoring of Proposals

The Review Committee will score the proposals based on the information submitted according to the evaluation criteria and point factors. Proposals will be considered exactly as submitted, except where formal clarification has been requested by the Review Committee as noted above. See Section 4.2 for further information.

Part 3 - Interviews

Following evaluation of the proposals, the highest-ranking Proposers may be invited to participate in an interview process. The City will notify Proposers as soon as possible for scheduling of interviews. The Contact Individual will schedule interviews with the contact person provided in the proposal. Additional interview information may be requested at the time of the invitation. The intent of interviews is to help clarify and verify information provided in the proposal and to give the Review Committee an opportunity to meet the project manager and key personnel that will have direct involvement in the project. If interviews are necessary, the scores from the written proposals will be considered preliminary.

Part 4 - Contract Negotiation

The Review Committee will make a recommendation to the Contact Individual to begin negotiations with the selected Proposer. If the selected Proposer and the Contact Individual are unable to agree on the final scope and fee, the City reserves the right to terminate the negotiations with the selected Proposer and initiate contract negotiations with the next highest rated Proposer. The contract negotiation process will be considered complete when a Consultant Services Contract has been approved by the City Board of Commissioners.

4.2 Scoring

Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system. A one hundred (100) point system will be used and weighted against the following criteria:

<u>Criteria</u>	<u>Points</u>
Project Understanding and Approach	50
<u>Project Team, Experience and References</u>	<u>50</u>
Total Points Available	100