

**Jefferson County Public Utility District No. 1**  
**QUILCENE WATER TANK PROJECT**  
**REQUEST FOR QUALIFICATIONS**  
**JPUD RFQ No. 20-003**

Jefferson County Public Utility District No. 1 (JPUD or District) is soliciting interest from consulting firms with expertise in Civil and Structural Engineering design. This agreement will be for approximately 9 months in duration with the option for JPUD to extend it for additional time and money if necessary. Consultants will be considered for the following project.

The water system in Quilcene was originally built in the mid 1980s by the USFS to service its station located in Quilcene. Due to reduction of USFS staffing levels and changing demands, the USFS decided to sell their water system to JPUD. In 2005, JPUD purchased the USFS water system. During the transfer of the water rights to the PUD, the Department of Ecology (ECY) reduced the new system's rights from the original 32 acre-feet a year to 13 acre-feet a year. Of the 13 acre-feet, 6 acre-feet is guaranteed for the USFS. JPUD completed extensions and improvements to the existing Quilcene water system in 2006.

There is an existing approximately 30,000-gallon elevated water tank and a 28 gpm well. These existing facilities are located at the United States Forest Service (USFS) Hood Canal Ranger District Quilcene Station at 295142 Highway 101 S Quilcene, WA 98376. Quilcene has an estimated population of 900.

The work to be performed by the Consultant consist of preparing preliminary engineering design for the Quilcene Water Tank project. The proposed project is to construct a 100,000-gallon water tank; provide commercial fireflow at 1,000 gpm for one hour for Quilcene to existing and new businesses; and provide an emergency water source for the Quilcene School District during power outages.

In 2004, the USFS hired Tetra Tech/KCM, Inc. to perform an inspection and seismic analysis of the Quilcene Elevated Water Tank. In 2016, the PUD hired Stantec to complete a Feasibility Study for the Quilcene School District Water System Consolidation. In 2012 and 2019, JPUD applied for grant money through the Jefferson County Public Infrastructure Fund (PIF). The PUD was award grant money for the design of the Quilcene Water Tank Project. The PIF grant deadline for the completion of design is December 15, 2020.

## **SCOPE OF SERVICE**

### **A. SERVICES TO BE PROVIDED BY CONSULTANT**

1. Complete design of project as described above to bid documents. PUD staff input 30-percent, 60-percent, 90-percent 100-percent.
2. Provide grant writing and technical support to JPUD staff, if JPUD decides to apply for grant funding for construction phase of the project.
3. Provide a schedule for meeting the design phase completion by PIF grant deadline of December 15, 2020.

4. Meet or confer with staff as needed and attend one public meetings.
5. Assist JPUD staff with permitting required through Jefferson County Community Development Department.
6. If JPUD obtains construction funds, provide bidding support.

**B. SERVICES TO BE PROVIDED BY JPUD**

The services to be provided by the JPUD include, but are not necessarily limited to the following:

1. Furnish all reasonably available records and information needed to allow the consultant to design the Quilcene Water Tank Project.
2. Provide a reviews and decisions in a reasonable time frame.

**C. PROPOSAL SUBMITTAL**

The following information is to be submitted as part of the RFQ. The proposal is not to be more than 10 double-sided pages in length including any resumes and cover letters. One (1) hard copy and an electronic copy of the proposal are to be provided. The 10-page portion of the proposal is to be organized into the following categories:

1. Project Approach: Describe your approach to this project and any special ideas, techniques, or suggestions that you think might make the project proceed smoothly.
2. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references.
3. Schedule: Describe your plan/schedule for completing the work.

Deadline for submission of proposals:

Interested firms should submit proposals no later than 3:00pm on April 1, 2020. to:

Alyson Dean  
Jefferson County Public Utility District No. 1  
310 Four Corners Road  
Port Townsend, WA 98368

Email submittals are accepted and should be sent to [adean@jeffpud.org](mailto:adean@jeffpud.org)

Proposals should be marked:

“Quilcene Water Tank Project”

**D. SELECTION OF CONSULTANT**

Proposals will be evaluated by a committee made up of JPUD employees. They will be evaluated on the basis of the project team’s experience, the experience of the proposed project manager; ability to meet schedule; approach to the project; and past performance/references.

JPUD may interview the finalist in person or by a telephone.

#### **E. GENERAL CONDITIONS**

The PUD reserves and has the sole discretion to:

1. Award a contract for Professional Services for all, any, or any combination of the anticipated scope of work described within the RFQ.
2. Reject any and all consultant qualifications considered by the PUD to be non-responsive or not in the best interest of the PUD, in its discretion.
3. Supplement, amend or otherwise modify this RFQ or cancel this RFQ without substitution.
4. Waive any or all informalities in the consultant's qualifications or failures to comply with the RFQ requirements.
5. Request further information, or presentations from consultants as needed to support the PUD's selection of the most qualified consultant
6. Select any consultant that in the opinion of the PUD is most qualified.
7. Modify the anticipated scope of work, and milestones and schedule.

#### **F. PUBLIC RECORDS**

Public Records Act Under Washington State Law (reference RCW 42.56 – the Public Records Act) all materials received or created by the PUD are considered public records. These records include but are not limited to qualification submittals, agreement documents, contract work product, or other information submitted by a vendor to the PUD.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the PUD upon request unless the RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (RCW 42.56 and RCW 19.108).

Respondents must familiarize themselves with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website regarding the Public Records Act at <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>. If the consultant believes that any of the records it submits to the PUD as part of your informational material are exempt from disclosure, you can request that they not be released. To do so, you must notify the PUD in writing. You should clearly and specifically identify each record and the exemption(s) that may apply.