

**CITY OF CAMAS  
NOTICE TO CONSULTANTS FOR  
343 ZONE RESERVOIR DESIGN**

The City of Camas solicits interest from consulting firms with expertise in Civil Engineering as it pertains to administration and design of a new 2.0 MG ground level water reservoir at the northerly end of the City's Cemetery at 630 NE Oak Loop, Camas, Washington. In addition, there will be approximately 1,200 feet of 12" waterline from the new reservoir to connect to Pressure Zone 343 within the City's system. Other work shall include acquisition of all required permits for all land-use, building, environmental and archaeology as may be required; geotechnical, electrical, mechanical, and structural engineering services; coordination with the Washington State Department of Health, Department of Ecology, SW Clean Air Authority, City of Camas Community Development Department, and other agencies as needed; site layout, land surveying, water system modeling, public works contract administration, construction management, and coordination with the City's water system integrator, Stead and Associates.

**PROJECT DESCRIPTION**

There is need identified for additional storage in the City's 343 Pressure Zone in the City's Water Master Plan. An alternatives study completed by RH2 Engineering (included herein for reference) identified that a reservoir sited at the City's Cemetery would best meet this need. The proposed 2.0 MG Reservoir at the Cemetery would be connected hydraulically to Zone 343 through a 12" waterline included in the project. The selected consultant team will assist the City to verify the findings of the RH2 report, prepare bid-ready plans, specifications, and estimates, and assist with permitting. Construction management services may also be requested at the discretion of the City. Additional details for preparation of a Statement of Qualifications are provided below.

A potential Scope of Work will include, but not be limited to the following:

1. Review the Camas Water System Plan, RH2 Technical Memo, and any other pertinent background information to become familiar with the project.
2. Complete an efficient and effective process with City staff resulting in completion of a brief tech memo that confirms the results and outcomes of the RH2 work. This should include confirmation of a ground level reservoir, connection to the 343 Pressure Zone, and construction of a future booster station.
3. Development of plans, specifications and estimates necessary to develop a bid ready package.
4. Completion of all studies and investigations as required to obtain land-use and environmental permits as required by the City of Camas.
5. Coordinate with City water system integrator, Stead & Associates, to complete design components as needed for MCC's, RTU, SCADA, control valves, and related electrical equipment.
6. Coordination with Clark Public Utilities for a new electrical service capable of meeting future "build-out" conditions.
7. Geotechnical and Structural Engineering services as required for the reservoir.
8. Landscaping, irrigation, and surface restoration.

9. Perform all design work in accordance with the Washington Department of Health standards for water booster stations, current version of the IBC, Camas Design Standards, AWWA Standards, and other related codes and standards.
10. Construction Management, Inspection, and Administration to City of Camas Standards.

## PROJECT FUNDING SUMMARY

Funding for the project is 100% Local through the City's Water Fund.

## SCHEDULE

The consultant shall submit progress plans and specifications at 30%, 60%, 90% and 100% level. The consultant shall submit and keep a schedule for the project that results in bid advertisement in May 2025, award in July of 2025, with construction completion and commissioning by November of 2026.

## PROJECT ELEMENTS

The work will be divided into two phases and shall include, but not be limited to:

### PHASE 1 - Preliminary Engineering

This phase includes all items required to complete Plans, Specifications and Engineer's Cost Estimate (PS&E), agency permitting, construction authorization, bid and award.

Tasks for Phase 1 include:

1. Project Management.
2. Schedule and Budget Maintenance.
3. Coordination and consultation with City Operations and Engineering Staff.
4. Work with Water Operations Staff to determine their needs and preferences.
5. Completion of all Local, State, and Federal Permits.
6. Over-sight and submittal of design package to the Community Development Department.
7. Topographic Survey, including utility and monument searches.
8. Coordination with utility companies and government agencies as needed.
9. Preparation of design and other required reports.
10. Preparation of completed Plans, Specifications, and Cost Estimates.
11. Organize and schedule a thorough plan review process that engages and includes Operations Staff.
12. Pre-Bid Meeting and Bid Support.

### PHASE 2 – Construction

This phase includes all items required to support the City to complete construction of the project. Consultants are to assume this Phase of work will be included for purposes of developing their Statement of Qualifications; however, contracting for Construction

Support will be via amendment to the Phase 1 activities and is at the sole discretion of the City. Tasks for Phase 2 include:

1. Project and Construction Management.
2. Pre-Construction Conference.
3. Field Inspection.
4. Provide technical and engineering support during construction.
5. Coordination with City of Camas, other agencies, and utility providers.
6. Completion of Daily Inspection Reports, and all project documentation in compliance with State and Local Public Contracting Laws and Standards.
7. Lead scheduled construction meetings and preparation of related meeting minutes.
8. Coordination of 3<sup>rd</sup>-Party materials testing requirements.
9. Verify and document compliance with all permitting requirements.
10. Submittal reviews.
11. Prepare, update, and manage project schedule.
12. Preparation of As-Built drawings.
13. Review of Certified Payrolls for all contractors.
14. Review of O&M Manuals.
15. Lead and represent the City during all audits and other reviews of the project documentation.

## RFQ SUBMITTALS

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

1. Team experience with comprehensive reservoir design and waterline project engineering and construction, project coordination for a local agency, and construction management. Team members must be available and participating in the project. (40%)
2. Approach to project. (40%)
3. Familiarity with relevant codes and standards, ability to meet schedule, and additional information that makes your team the right selection for this project. (20%)

Consultants are required to submit their RFQ submittals in the format and order of the above listed evaluation criteria. Please limit the size of submittals to no more than 16 pages or up to 8 double-sided sheets with text no smaller than size 10 font on 8-½" x 11" paper. Two additional 11" x 17" sheets are allowed as part of your submittal. **Please do not submit cost proposals at this time.**

The City of Camas encourages disadvantaged, minority, and women-owned consultant firms to respond.

Please submit FOUR identical copies of your Statement of Qualifications plus a flash drive with the SOQ to: City of Camas, attention Rob Charles, Utilities Manager, 616 NE 4<sup>th</sup> Avenue, Camas, WA 98607 by April 11, 2024, no later than 3:00 PM. No submittals will be accepted after that date and time. Questions regarding this Request for Qualifications can be directed to Rob Charles at [rcharles@cityofcamas.us](mailto:rcharles@cityofcamas.us) or 360-817-

7003. Persons may request this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864.

It is the intent of the City of Camas Staff to see the schedule for this project maintained as it is described above. With this in mind, consultants should evaluate their ability to add this project to their current workload before preparing a submittal. The selected consultant should be prepared to work quickly on this project, in partnership with city staff to meet the scheduled milestones.

#### Civil Rights Act:

The City of Camas is an Equal Employment Opportunity employer.

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

#### Indemnification:

The Contractor shall defend, indemnify and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

#### Insurance Requirements:

The Contractor shall obtain and keep in force the following policies of insurance, unless otherwise indicated in the bid documents. Automobile Liability of \$1,000,000 covering all owned, non-owned, hired, and leased vehicles; Commercial General Liability of \$1,000,000 single limit and \$2,000,000 aggregate; and, if applicable, Professional Liability insurance of \$1,000,000.

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the

custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Distribution: MRSC Consultant Roster of eligible firms as of 3/14/2024 – Engineering Services for Pump Station Design and Rehabilitation – Municipal Water Systems and Reservoir Rehabilitation and Replacement – Municipal Water Systems

**ATTACHMENT "A"**  
**STATEMENT OF QUALIFICATIONS**  
**SUMMARY FORM**

**Failure to submit this form will result in your proposal being deemed non-responsive.**

**GENERAL INFORMATION**

Project Title\_\_\_\_\_

Legal Name of Applicant Firm\_\_\_\_\_

Mailing Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Contact Person\_\_\_\_\_ Title\_\_\_\_\_

Phone\_\_\_\_\_ Fax\_\_\_\_\_

E-mail address\_\_\_\_\_

WA State Unified Business Identifier\_\_\_\_\_

Federal Tax Identification Number\_\_\_\_\_

**CERTIFICATION**

I certify that to the best of my knowledge the information contained in this Proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement. I realize the final funding for any service is based upon available funding levels and the approval of the City Council for the City of Camas.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date