

**CITY OF CAMAS**  
**NOTICE TO CONSULTANTS FOR DESIGN AND PERMITTING OF**  
**STORMWATER SYSTEMS**

The City of Camas is soliciting interest from qualified consulting firms with expertise in Civil Engineering as it pertains to the design and permitting of two (2) regional stormwater facilities. Both of the facilities will be located in the City's downtown area.

**PROJECT DESCRIPTION**

The City has completed a Stormwater Management Action Plan (SMAP) with the Department of Ecology (DOE) and determined that there are stormwater basins which provide limited stormwater treatment and control in key areas of the city. The SMAP identifies possible stormwater conceptual designs for these areas. The selected consultant should build upon the concepts and provide further refinements based on water quality, water quantity, space limitations, or operational efficiencies of each facility. The SMAP is available for viewing here;

<https://storymaps.arcgis.com/stories/c59e984fb8fe44b9a07266b430a86abe>

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

1. Project Management.
2. Schedule and Budget Maintenance.
3. Review as-built information for stormwater and SMAP stormwater reports provided by the city as a basis for the designs.
4. Preliminary Design review meeting with City staff.
5. Preparation of a Technical Information Report (TIR) for each project.
6. Preparation of Cultural Resources Review and Inadvertent Discovery Plan (IDP) for each project.
7. Preparation of a SEPA for all three projects.
8. Design Reports and 90% Design Packages submittals to Department of Ecology.
9. 30% preliminary designs and 90 and 100% PS&E for each project.
10. Cost estimates at 50, 90 and 100% for each project.

**PROJECT SCHEDULE**

Consultant Selection/Interviews – February 2025

Council Approval of Scope of Work and Fee Proposal - March 2025

Cultural Resources Review and IDP - April - June 2025

SEPA preparation and determination - April - June 2025

Completed Design Report – June 2025 - March 2026

Response to Ecology Design Report – April – May 2026

Design Report Acceptance Letter - June 2026

90% Design Package - July - August 2026

90% Design Package Responses – September - November 2026

90% Design Acceptance Letter - December- January 2027

## PROJECT FUNDING SUMMARY

Funding for the project is 85% local through a grant from the Department of Ecology with the remaining 15% through the City of Camas Stormwater Division.

## RFQ SUBMITTALS

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

1. Team experience with design and permitting of stormwater facilities and cost estimating. 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 10 pages or up to 5 double-sided sheets with text no smaller than size 11 font on 8-½" x 11" paper. Two additional 11" x 17" sheets are allowed as part of your submittal. Team member resumes are not included within these totals. **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 Request for Qualifications plus a flash drive with the RFP to: City of Camas, attention Brian Monnin, Stormwater Engineer to 616 NE 4<sup>th</sup> Avenue, Camas, WA 98607 by **February 27, 2025**, 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 Brian Monnin at [bmonnin@cityofcamas.us](mailto:bmonnin@cityofcamas.us), or 360-817-7388. 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.

This Information is available in an alternate form by request by contacting 360-834-6864. Spanish La información está disponible en un idioma alternativo a pedido, Chinese Simplified kě gēn jù yāo qiú tí gòng tì dài yǔ yán de xìn xī, Japanese Rikuesuto ni ōjite, -betsu no gengo de jōhō o nyūshu dekimasu, Korean jeongboneun yocheong si daeche eon-eolo jegongdoebnida, Vietnamese Thông tin có sẵn bằng ngôn ngữ thay thế theo yêu cầu, Romanian Informațiile sunt disponibile într-o limbă alternativă la cerere, Russian Informatsiya dostupna na drugom yazyke po zaprosu, and Ukrainian Informatsiya dostupna inshoyu movoyu za zapytom.

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 \$2,000,000 single limit and \$2,000,000 aggregate; and, if applicable, Professional Liability insurance of \$2,000,000.

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.

**ATTACHMENT "A"**  
**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