



## **REQUEST FOR PROPOSALS**

*For*

### **COMPREHENSIVE FLOOD STRATEGY AND INVESTMENT PLAN FOR CITY OF CHEHALIS AND PORT OF CHEHALIS**

*Submittal Date and Location*

**September 27, 2023**

City of Chehalis  
Attn: Kassi Mackie, City Clerk  
City Hall  
350 N Market Blvd  
Chehalis, WA 98532  
[kmackie@ci.chehalis.wa.us](mailto:kmackie@ci.chehalis.wa.us)

*Direct all Questions and Inquiries to*

**Celest Wilder**  
Engineering Technician III  
[cwilder@ci.chehalis.wa.us](mailto:cwilder@ci.chehalis.wa.us)  
(360) 345-1109

REQUEST FOR PROPOSAL  
**COMPREHENSIVE FLOODING STRATEGY AND INVESTMENT PLAN FOR CITY OF CHEHALIS AND  
PORT OF CHEHALIS**

**A. Purpose:**

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The City of Chehalis and Port of Chehalis, through an interagency agreement, are requesting proposals from qualified consultants to provide professional planning services for development of a joint comprehensive flooding strategy and investment plan, modelled as appropriate after the 2019 Satsop River Investment Plan (see link slide 12 of 17 at <https://secure.rco.wa.gov/prism/search/ProjectSnapshotAttachmentData.aspx?id=564972>).

Respondents must demonstrate expertise with all aspects of floodplain management and flood reduction methodologies, past/present/future hydraulic modeling, and integrating stakeholder and community involvement to develop an actionable investment plan within the geographic planning area as outlined below, located in portions of the City of Chehalis, Chehalis Urban Growth Area, Lewis County, and Port of Chehalis.

The qualified respondent will articulate shared community goals, convey an integrated vision, and develop sequenced investment priorities to reduce flood impacts, reduce flood and erosion risk, enhance fish and wildlife habitat throughout the reach, while promoting multiple community values and engaging with other comprehensive planning processes, such as Shoreline Management Act, Growth Management Act, local Capital Facility Plans, and the Chehalis Basin Strategy LAND Alternative planning processes as appropriate, to ensure a coordinated and synchronized outcome. A draft Chehalis Flooding Strategy and Investment Plan shall be developed in 2024, with the final Chehalis Flooding Strategy and Investment Plan delivered by June 2025.

**B. Project Scope**

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**PRIMARY OBJECTIVES**

The City of Chehalis and Port of Chehalis have mutual interest in developing an actionable, long-term plan to increase flooding mitigation results and decrease flood elevations within the geographic areas detailed in the following project location map.

Historically, geographic areas independently studied by both the City and Port have been confined in such a manner where no measurable flood reduction effort can be achieved solely within those areas individually. It is mutually beneficial for both the Port and City to combine efforts and develop an investment plan on a regional scale where individual study areas can be combined and studied as one.

Consultant duties will include the following:

- Create an engagement strategy to develop and publicize the investment plan by identifying stakeholders, establishing timelines, methods, and objectives. Engagement with landowners, regulatory agencies, and community members in all phases is a must.
  - Deliverables: Landowner and Community Engagement Strategy for the Investment Plan. Announcements, planning information, meeting agendas, notes and summaries.
- Develop hydraulic analysis and modeling of both the Chehalis and Newaukum rivers for their influencing force within the geographic plan area in order to communicate and inform broader community understanding of area hydraulics, channel forming, and channel movement as applicable. Analysis and modelling should include past/present/future hydrology, precipitation, and general geographic area hydraulics.
  - Deliverables: Quality Assurance Project Plan (QAPP) for Department of Ecology

review and approval, draft hydraulic analysis, and subsequent final hydraulic analysis with supplemental community engagement.

- Develop a draft and final Investment Plan, modelled as appropriate after the 2019 Satsop River Investment Plan articulating shared community goals, an integrated vision, and sequenced investment priorities to reduce flood impacts, reduce flood and erosion risk, enhance fish and wildlife habitat throughout the reach, and promote multiple community values.

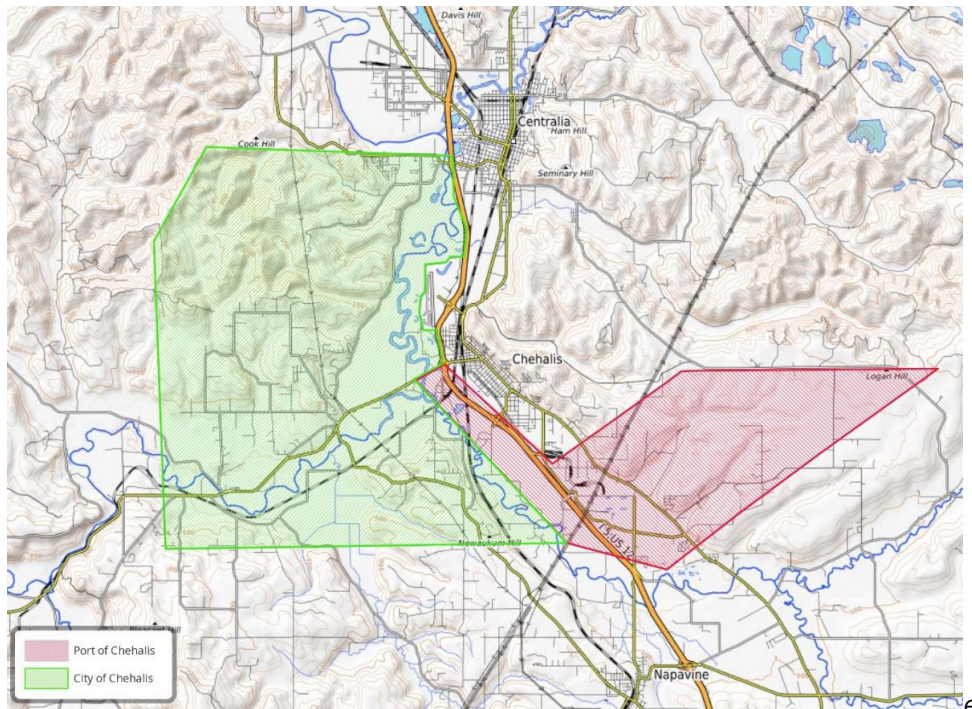
### ADDITIONAL SCOPE ITEMS

The project is to be managed, designed, and developed with the highest regard for best practices, quality, cost, schedule, and property owner convenience. The project is funded by a grant from the Washington State Office of Chehalis Basin administered through the Washington State Recreation and Conservation Office (RCO) as RCO Project No. 23-1221 (<https://secure.rco.wa.gov/prism/search/ProjectSnapshot.aspx?ProjectNumber=23-1221>).

### ANTICIPATED PROJECT PHASES

|                                |                                |
|--------------------------------|--------------------------------|
| Strategy Development:          | October 2023 to January 2024.  |
| Stakeholder Engagement:        | January 2024 to March 2024.    |
| Landowner Acknowledgement:     | January 2024 to March 2024.    |
| Plan Development and Analysis: | March 2024 to September 2024.  |
| Public Outreach:               | October 2024 to November 2024. |
| Draft Plan to Ecology:         | December 2024.                 |
| Final Plan to Ecology:         | June 2025.                     |

#### PROJECT LOCATION MAP



## C. Statement of Qualifications & Submission of Proposal

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The City and Port reserve the right during the term of the agreement to request services in addition to those specified in the Proposal, with payment for those additional services to be mutually agreed upon between the City, Port, and Consultant. The City is not responsible for expenses incurred by the firm prior to award. The City and Port reserve the right to reject any and all proposals, to waive any irregularities or informalities, and to re-advertise for proposals when it is in the best interest of the City and Port.

A submitting firm's Proposal shall summarize the following:

- Firm Information: Description of the consultant's and sub-consultant's capabilities, strengths and relevant experience for similar project design and management.
- Key Personnel: Resumes of key staff that would be assigned to this project.
- Project Approach: Describe the approach to be taken to complete the work, including a proposed schedule and any innovative or value-added solutions. Schedule must include an estimated timeline on 30% development, 90% development, and Strategy and Investment Plan completion.
- Subletting: Identify sub-contractors or sub-consultants to be employed by the firm on the project, including qualifications and relevant experience.
- Description of the firm's review processes for quality assurance and quality control of internal design and subconsultant information and submissions.
- Listing of projects awarded to the firm in the past 3 years that are most comparable to this project, including contact name and telephone number.

Questions must be submitted via email to [cwilder@ci.chehalis.wa.us](mailto:cwilder@ci.chehalis.wa.us) no later than 10:00 a.m. on September 27, 2023. City and Port responses for clarification of statements herein will be provided to the known list of RFP recipients. **Proposals are due by September 27, 2023 by 3:00 P.M.**

**The entire proposal shall not exceed twenty (20) pages. Resumes of key staff will not be counted as part of the twenty (20) page proposal submittal. The submittal shall be marked "Comprehensive Flood Strategy and Investment Plan for the City of Chehalis and Port of Chehalis". Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.**

**Submittal Address:** City of Chehalis  
Attn: Kassi Mackie, City Clerk  
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Electronic submittals are encouraged.

## D. SELECTION OF THE CONSULTANT

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The City of Chehalis will evaluate proposals based on the following criteria:

- Qualifications and experience of the consultant and proposed project team (30%)
- Understanding of the project goals and requirements (30%)

- Approach and methodology (20%)

Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated, and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of the City of Chehalis to appoint a committee to review the Proposals submitted and rank the qualified firms.

The City of Chehalis may choose to interview a shortlist of consultants before making the selection. The shortlisted consultants shall be notified at least 14 days prior to the interview date.

#### **Title VI Statement**

The City of Chehalis, 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.

#### **Title II Statement**

In accordance with the requirements of Title II of the Americans with Disability Act of 1990 ("ADA"), the City of Chehalis will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

