

Chehalis River Basin Flood Control Authority Coordinator REQUEST FOR QUALIFICATIONS

Date Issued: May 19, 2008

Proposals Due: June 16, 2008 prior to 9:00 a.m.

Lewis County, Lead Agency for the Chehalis River Basin Flood Control Authority (Flood Authority) is seeking a qualified individual or team to provide consulting and facilitation services for The Flood Authority as it works toward a basin wide flood study and the formation of flood control district. The 2008 Governor's Budget and House Bills 3374 and 3375 have allocated funding for this project.

Background: For more than 70 years, the local communities of the Chehalis River Basin have worked with a variety of public agencies to find solutions to the chronic flooding problems throughout the basin. In 1986 and 2007, Congress authorized flood control projects, with the US Army Corps of Engineers as the federal sponsor. In 1992, the work authorized in 1986 stopped. Work authorized by Congress in 2007 remains unfunded. As the days pass during 2008, the residents of the watershed are fearful that lack of flood protection leaves them vulnerable to the next storm event.

In response to the 1996 event, the local elected officials, through an interlocal agreement, formed an Executive Flood Committee to determine whether there were any viable options to solve the flooding problem. The Executive Committee worked with the US Army Corps of Engineers to develop a flood control solution. The outcome of this effort was a 2003 request for a congressional appropriation to finance a series of levee systems. Although a request was made for authorization in 2003, there was no Water Resource Development Act (WRDA) bill until late 2007 due to budget constraints and a focus on the Katrina disaster. When the project was revived in 2007, it was authorized by Congress under the WRDA, but without an appropriation.

The December 2007 storm event brought with it extensive and unprecedented flooding in some areas of the basin and elevated the urgency for flood solutions to a new level. Governor Gregoire and several state legislators showed concern and leadership that resulted in two key pieces of legislation (House Bills 3374 and 3375). With the backing of the state legislators, local elected officials resumed basin flood control discussions and formed, through an interlocal agreement, the Chehalis River Basin Flood Authority (Flood Authority). Signatories to the interlocal agreement include: Lewis, Thurston and Grays Harbor Counties, the Cities of Aberdeen, Centralia, Chehalis, and Montesano, the Towns of Bucoda and Pe Ell, and the Confederated Tribes of the Chehalis Reservation.

The next step for the Flood Authority is to hire staff to facilitate and support the work of the group as they move forward with basin wide flood hazard mitigation

planning and projects and to coordinate efforts toward formation of a three-county flood control district. Beyond this phase, the Flood Authority will oversee moving current and future Chehalis River Basin Flood reduction projects forward until such time as a Flood Control District is formed and approved by a vote of the public.

Objective:

During the month April, local governments finalized and adopted an interlocal agreement to formally create the Flood Authority.

The interlocal agreement designated Lewis County as the lead agency for the Flood Authority identified in HB 3375 to receive funding to develop and participate in the development of flood hazard mitigation measures throughout the basin, and provide a formal and organized process to:

- Assist in the formation of the Flood Control District.
- Identify flood control projects and implementation plans that address the flood problems in the basin.
- Ensure that good public policy supports environmentally sensitive responses to protect communities and their residents from flooding.
- Ensure that state and federal funding sources are well-informed of and will support Flood Authority or Flood Control District recommendations.
- Ensure that the design for basin flood control projects, individually or collectively, incorporate options, features and betterments that are cost-effective and provide broad and effective flood relief and other benefits to basin communities.

Scope of Work:

The consultant will assist the Flood Authority and other stakeholders to meet these objectives of the Flood Authority.

Timeframe:

Work under this contract is expected for completion by June 30, 2009. The work may be extended at the discretion of the Flood Authority.

Proposal Format and Requirements:

Letter of interest: Introduce yourself and the team and demonstrate your understanding of the nature of the proposal.

Personnel: Identify and include brief resumes listing qualifications of key personnel who would be assigned to this work, and describe the anticipated roles of team members in the work. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss your related experience based upon 2-4 relevant projects, including client and project information, with your responsibility in the projects, the challenges presented by each project, the strategies you employed to secure funding and necessary approvals, and the final results. Discuss experience with various forms of stakeholder involvement, work with elected officials and tribes. State specifically what qualifies you and your team to facilitate the work of the Flood Authority or Flood Control District.

Client References: Please provide three references that are familiar with your ability to undertake and complete comparable work. Include contact names, titles and telephone numbers.

Submittal Information and Proposal Schedule:

Preliminary Schedule

- RFQ Issued May 19, 2008
- Pre-proposal conference with interested parties May 29, 2008
- SOQ proposal submittal deadline June 16, 2008
- Notify finalists June 23, 2008
- Finalist interviews week of July 14, 2008
- Final selection July 25, 2008
- Contract scope and budget development August 1, 2008
- Recommendation presented to the Authority August 4, 2008
- Flood Authority makes recommendation to Lewis County August 7, 2008
- Lewis County executes contract for services August 11, 2008

Note: The Flood Authority and Lewis County reserves the right to modify the schedule as circumstances may warrant.

Proposal Quantities, Due Date, Time, Location

Submit 1 original unbound copy, 1 electronic copy, and 10 comb-bound copies of the Request for Qualifications proposal, which should be a maximum of 25 single-sided 8.5" by 11" pages in 12 point font. Proposals are due in the office of Lewis County Clerk of the Board no later than 9:00 a.m. on Monday, June 16, 2008. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Clerk of the Board
Lewis County Board of County Commissioners
351 NW North Street Room 209
Chehalis, WA 98532

Communications with the Authority and Lewis County

Any questions regarding the submittal process and/or aspects of the Request of Qualifications may be made via e-mail to Bob Johnson at: rajohnso@co.lewis.wa.us Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to the Mr. Johnson. No questions will be accepted after June 6, 2008, at the close of business.

The interlocal agreement, Request for Qualifications, and supporting documents are available for review on the Lewis County web site, www.co.lewis.wa.us, or at the Department of Community Development, 2025 NE Kresky Ave., Chehalis, WA, 98532 during regular business hours.

Evaluation process:

Review Process

The Flood Authority will rate proposals. The review team will recommend finalists for interviews and those finalists will be on June 23, 2008. The review team will interview finalists the week of July 14, 2008 and select a firm by July 25, 2008.

Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team. Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge.
- Capability to meet schedule and budget constraints
- Past performance and references
- Success in working with public sector clients, including effective public involvement, and tribal government.

The Flood Authority reaffirms its right to make any selection it deems prudent.

The successful individual, firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and Lewis County will finalize the contract terms and conditions. If Lewis County and the selected consultant are unable to agree on terms and conditions at this point, Lewis County may exercise its right to negotiate with other consultants. The Flood Authority will validate any recommendation or tentative agreement made by Lewis County, acting as the Lead Agency.

Publication: May 21, 2008