

**REQUEST FOR QUALIFICATIONS/PROPOSAL
BIOLOGICAL CONSULTANT
18TH AVENUE HALF-STREET IMPROVEMENT PROJECT (PHASE 3)**

**City of Olympia Public Works Department
Olympia, Washington
September 23, 2009**

A. PURPOSE:

The City of Olympia Public Works Department is seeking a consultant to provide *Surface and wetland water level modeling* for the 18th Avenue Half-Street Improvement Phase 3 Project. The purpose of the modeling is to assess the impacts of proposed stormwater ponds on the adjacent wetlands and groundwater in the immediate vicinity of the ponds.

B. PROJECT DESCRIPTION:

The project consists of roadway improvements along 18th Avenue SE from the intersection of Boulevard Road to 300 feet west of Hoffman Road SE (see attached project area map). Project work includes the following elements:

- Widening of the roadway;
- Installation of street lighting;
- Construction of cement concrete sidewalks and planter strips;
- Construction of gravity and force sanitary sewer mains;
- Construction of stormwater detention ponds; and
- Asphalt paving.

C. WETLAND MITIGATION REPORT– SCOPE OF SERVICES:

Two stormwater ponds are proposed as part of this project. Both are adjacent to regulated wetlands. The wetland adjacent to the east pond contains an onsite stream. The wetland adjacent to the west pond is a closed depression wetland. The consultant will complete surface water modeling to determine the impacts of the west stormwater pond on the receiving wetland per the *City of Olympia Stormwater Manual* Minimum Requirement #8 Wetlands Protection.

The objective of surface water modeling for the wetland adjacent to the west pond is to determine if there are significant and adverse effects on the receiving kettle from the proposed stormwater pond. “Significant and adverse” is defined by the design criteria in the *City of Olympia Stormwater Manual*.

Residents in the immediate vicinity of the west pond have reported incidences of water seepage into their crawl space. The consultant will complete ground water modeling to determine the impacts of the west stormwater pond on adjacent groundwater flow patterns.

The consultant shall provide the following services:

- Create a calibrated continuous simulation model of the wetland in its existing condition;
- Create a model of the project's west stormwater pond and its hydraulic connection to the existing wetlands;
- Determine the impacts of the proposed stormwater pond on the hydro period of the wetland;
- Review the impacts with the guidance given in the Stormwater Manual Volume I Appendix D; and
- If adverse impacts are predicted, estimate the severity and recommend improvements which avoid adverse impacts, or, if not possible, recommend improvements to mitigate the adverse impacts.
- Provide an estimate of the impacts of the west stormwater pond on groundwater level in the vicinity.

Assumptions

- The consultant will use existing data and field observation including distribution of indicator species to establish current conditions.
- The City will provide the consultant with water level data collected at the receiving kettle of the west stormpond recorded since January 2009.
- The City will provide the consultant with groundwater monitoring data for the west pond recorded since October 2009.
- The City has prepared a drainage report in accordance with the requirements of the *City of Olympia Stormwater Manual*, titled *Preliminary Ellis Street Stormwater Facility Site Plan*. The following reports are included as appendices;
 - Ellis Street Kettle and Monitoring Wells Water Level Graphs;
 - Stormwater Facility Modeling and Sizing WWHM Version 3;
 - Wellhead Protection Areas from Thurston County;
 - Tree Preservation Plan V by the City of Olympia Urban Forester;
 - Wetland Delineation Report by Pacific Rim Soil & Water, Inc.; and
 - Soils Investigation and Analyses Report by Pacific Rim Soil & Water, Inc.

A copy of this report will be made available to the consultant upon request.

- The consultant will participate in periodic status meetings with the City of Olympia Project Manager to discuss progress of project budget and schedule.

D. CONSULTANT SELECTION CRITERIA:

Consultant selection will be based on previous experience on similar projects, knowledge and expertise of individuals that will actually work on the project, and demonstration of an understanding of the project by description of proposed approach in accordance with the criteria weighting listed below. The City will also base its decision, in part, upon response

of references. Consultant selection will be made within 10 working days of the submittal deadline. We will notify all consultants submitting a proposal of our selection. Please do not contact the City of Olympia for status on the selection process.

<u>Factor</u>	<u>Weight</u>
Experience of similar projects	35%
Knowledge and expertise	25%
Understanding of project and approach	40%

All prospective consultants are advised that the EEO Compliance Review Form will be used on this project.

E. CONTENT OF SUBMITTALS:

Submittals shall not exceed eight (8) double-sided, 8 ½ x 11 pages of text, (total of eight sheets with printing on both sides maximum) including cover and letter of interest, with a minimum 12 pt font, and double-spaced. Five copies of the consultant proposals shall be submitted. ***Submittals that exceed the maximum number of pages or have fewer than five copies will be rejected.*** The submittal shall include:

- A letter of interest signed by a principal of the firm, with a statement as to the availability to complete the work.
- Qualifications and experience of the staff that would actually be assigned to the project. Work experience shall be specific as to the individual's actual tasks performed on other similar projects.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- References, including names and telephone numbers of previous clients with similar projects.
- A schedule for the project.

F. TIME LINE FOR SUBMITTALS:

The deadline for submission of qualifications/proposals is 5:00 p.m., October 9, 2009. Mail-in submittals must be post-marked no later than October 8, 2009.

Deliver to:

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City of Olympia Public Works
520 Pear Street, SE
Olympia, WA 98501

Mail to:

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