



REQUEST FOR PROPOSAL

Hydrogeologic Consultant Services

Proposals are Due by 4:30 PM, Friday, March 30, 2023.

Lakewood Water District seeks proposals from persons and/or firms that have a Washington State Licensed Professional Hydrogeologist Certification. The consultant would provide technical support services during the construction phase for two new groundwater wells. The wells will be drilled to a depth of more than 500 feet deep with a cable tool method.

The RFP can be found on the District's website: <https://www.lakewoodwater.org/rfps>

Background

The District is implementing a comprehensive program to mitigate for PFAS contamination in numerous District wells. Part of that program is to drill two new wells at their Lake Avenue and Scotts wellfield sites. These new wells (K-3 at Lake Avenue and G-4 at Scotts) will be drilled into much deeper uncontaminated aquifers to provide new water supply to replace supplies that have been lost due to PFAS contamination.

The District has secured funding through a Congressionally Directed Spending (CDS) appropriation that is administered by Region 10 of the Environmental Protection Agency (EPA). EPA has designated this funding program as Community Grants. The Community Grants program requires that grant recipients use a competitive selection process for procuring professional services for projects funded through this program.

The District's expectation is that the services will begin in April 2023 and continue through the rest of the year, depending on the schedule of the well driller selected through a competitive selection process.

SCOPE OF SERVICES

Review hydrogeologic studies and technical documents prepared for constructing the proposed groundwater wells at the Lake Avenue and Scotts sites. Prepare all required permitting applications and supporting documentation to construct any proposed well agreed to by the District. Provide technical support during well construction activities. Anticipated support services will include, but not be limited to, on-site construction observation, logging of well construction, observing well pump testing, coordinating with well driller (to be determined through competitive bidding), reviewing pay requests, contractor RFI's, and reviewing change order requests.

The selected proposer will also recommend mitigative measures that would likely eliminate impacts to nearby wells, infrastructure, groundwater levels and water quality with potential maximum pump specifications (e.g. horizontal distance increased, first screen depth increased, maximum screen depth decreased, annular seal depth increased, intermediate seals etc.).

Reports shall be submitted in a format agreed upon with Lakewood Water District. The report may include but not be limited to GIS files, Excel files and water sample results.

SUBMITTAL REQUIREMENTS AND DEADLINE

Interested parties shall submit one electronic copy of their proposal to the following email addresses no later than **4:30 PM on March 30, 2023:**

Marshall Meyer, Engineering Manager, mmeyer@lakewoodwater.org
Don Stanley, Pumping Department Lead, dstanley@lakewoodwater.org

All questions related to the submission of the proposal shall be directed to mmeyer@lakewoodwater.org by March 23, 2023. Questions will be answered via addenda to the RFP prior to the submittal deadline; however, Lakewood Water District reserves the right to decline to answer any and all questions.

Proposals submitted by consultants shall contain the information identified in this RFP. Late submittals are considered non-responsive and will be rejected. It is the sole responsibility of each prospective consultant to ensure that its proposal reaches Lakewood Water District by the time and date specified. Once opened, all responses become public record and will be available to the public for review. **Each respondent is responsible for all their expenses incurred during the RFP process.**

This RFP does not commit Lakewood Water District to enter into an agreement, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services. Lakewood Water District reserves the right to accept or reject any or all submissions received as a result of the request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety this RFP if it is in the best interest of Lakewood Water District to do so.

Lakewood Water District reserves the right to amend this RFP by addendum prior to the final submittal date. Any addenda to the RFP will be distributed through the Lakewood Water District website. It is the consultant's responsibility to monitor Lakewood Water District's website for possible addenda related to this RFP. Consultants submitted proposals will acknowledge receipt of all addenda.

ANTICIPATED SELECTION SCHEDULE

Notice and Distribute RFP's: March 1, 2023
Proposals Due: March 30, 2023
Proposals Rated / Ranked: Week of April 3, 2023
Interviews (if held): Week of April 10, 2023
Anticipated Consultant Contract Award: By April 20, 2023

PROPOSAL FORMAT

The District requires proposals for the Scope of Work specified herein. There is no page limit to proposals. However, brief proposals are preferred.

Proposals will be reviewed and ranked based on the criteria listed below:

a. Letter of Introduction

Briefly describe the firm; and the name, address, e-mail, and phone number of the contact person as

well as any DBE, WBE, MBE or other such firm certifications. The letter should be signed by an officer of the respondent's firm authorized to bind the firm to all commitments made in the proposal.

b. Project Approach

Describe each task and the project team member(s) responsible for task; describe approach and identify issues to be resolved

c. Project Team Experience and Qualifications

1. Identify known team members and include a complete listing of all names, hydrogeologist or other relevant licenses, phone numbers, and email addresses for everyone listed.
2. Describe relevant experience and qualifications of key individuals that may be involved in providing or developing such services. Provide resumes for all proposed key personnel. Please provide any experience in conducting hydrogeologic evaluations, preparing designs and construction phase services for groundwater wells.
3. Describe ability to perform the Scope of Services efficiently and in accordance with the requirements of the City, County, State, and Federal regulations.
4. Describe past performance in completing service contracts similar to this in scope, size, and complexity and the respondent's timeliness and accurate completion of services within budget.
5. Attach recent examples of any similar projects completed in Washington State.

d. Project Schedule

Provide a milestone level schedule

e. Level of Effort

Provide rate sheet and an estimate of hours required for each task described in the Project Approach

f. References

Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications.

CONSULTANT EVALUATION AND SELECTION PROCESS

This selection process is structured to comply with [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#). These Best Practices impose several requirements on the District as a Community Grant recipient. Among those requirements is the requirement to conduct a cost or price analysis. Thus, the request for an estimate of the level of effort for this project. However, the District does not intend or expect to select a consultant based on price, but rather will select what (in the sole opinion of the District) is the best firm to

complete the required work.

EPA Best Practices also encourage strong consideration of Disadvantaged Business Enterprises (DBE) for Community Grant projects. Accordingly, the District will award DBE proposers additional consideration in the evaluation process.

District staff and team will evaluate each consultants' proposals based on the following criteria:

| | | |
|---|-------|-----------|
| 1. Project approach appropriateness, thoroughness and clarity | Up to | 60 points |
| 2. Proposer's experience and qualifications | Up to | 20 points |
| 3. Proposed project schedule | Up to | 20 points |
| 3. Quality of Proposer's references | Up to | 15 points |
| 4. Level of Effort proposed | Up to | 10 points |
| 5. DBE, WBE, MBE Status | Up to | 5 points |

After the proposals have been evaluated, the District intends to enter into contract negotiations with the highest-ranking firm. The District reserves the right to conduct interviews with top ranked firms.

All firms submitting proposals will be notified in writing by Friday April 7, 2023 as to their status in the selection process. District staff will recommend selection of the most highly qualified consultant to the District's Board of Commissioners. The final selection will be made by the Commissioners.

The District's standard contract for consulting services (attached) will be used in negotiations with the selected firm. However, certain terms and/or conditions of the District's standard contract may be revised if required by EPA. If the District and the selected firm are unable to agree on the terms and conditions of the contract, the District will terminate negotiations and the next best qualified firm will be contacted for contract negotiation.

The District may waive any informalities or irregularities in the proposal and reserves the right to accept, reject, or negotiate any or all proposals, including the right to award the contract in whole or in part if it is deemed in the District's best interests. The District shall not be liable for any cost incurred by consultants in responding to this RFP.

ATTACHMENTS

- 1. Site/Vicinity Maps
- 2. District Standard Agreement for Consulting Services

WAIVER AND RIGHTS OF THE DISTRICT

After review of the RFP submittals, the District, in its sole discretion, may invite one or more respondents for interviews, or may choose not to proceed with an interview. There is no guarantee that the District will decide to move forward with any proposal based on the RFP submittals. The District reserves the right to reject any or all proposals. The Consultant waives all rights to seek legal remedies regarding any aspect of the RFP and the District's selection process, upon the submittal of a response to the RFP. The District reserves the right, at its discretion, to pursue any or all of the following actions related to this RFP:

- Request additional information and/or clarification of the proposal.
- Negotiate an agreement solely on the basis of the original proposal.
- Negotiate an agreement on the basis of additional information supplied.
- Issue subsequent RFP's based on refinement of concepts proposed in response to this RFP.
- Issue addenda to the RFP. Addendum or addenda will be posted at the following website:
<https://www.lakewoodwater.org>

FEES, INSURANCE, INDEMNIFICATION AND CONTRACT

Insurance: The Vendor will maintain insurance coverages as indicated in the District's standard contract (attached to this RFP for reference) at all times during the Term of the Contract.

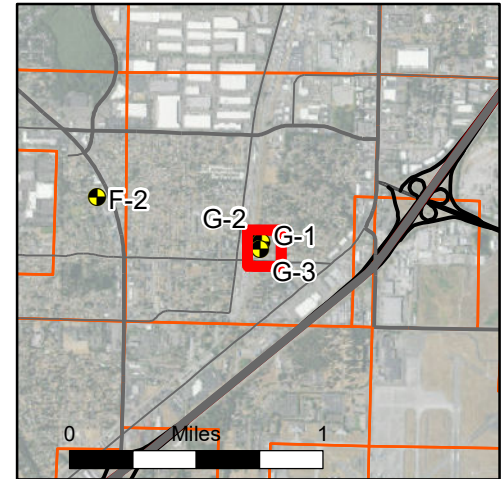
Return of Proposal: All proposals submitted under this RFP will become the property of the District and will not be returned. However, if any portion of the proposal is marked proprietary or confidential and is highlighted, this portion can be returned after award of contract, if requested.

3. Non-Discrimination; Drug-Free Workplace: Any Vendor submitting a proposal pursuant to this request for proposals shall maintain a workplace that is free of employment discrimination and free of drug use.
4. Assignment: The Vendor shall not assign, sublet or transfer interests in this agreement without the written consent of the District.
5. Ethics In Public Contracting: By submitting their proposals, the Vendor certifies that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.



Figure 1
G Wells Site Map

M M
MOTT
MACDONALD



- Proposed Well Location
- ⚡ District Production Wells
- ▭ Parcels
- ▭ Sections



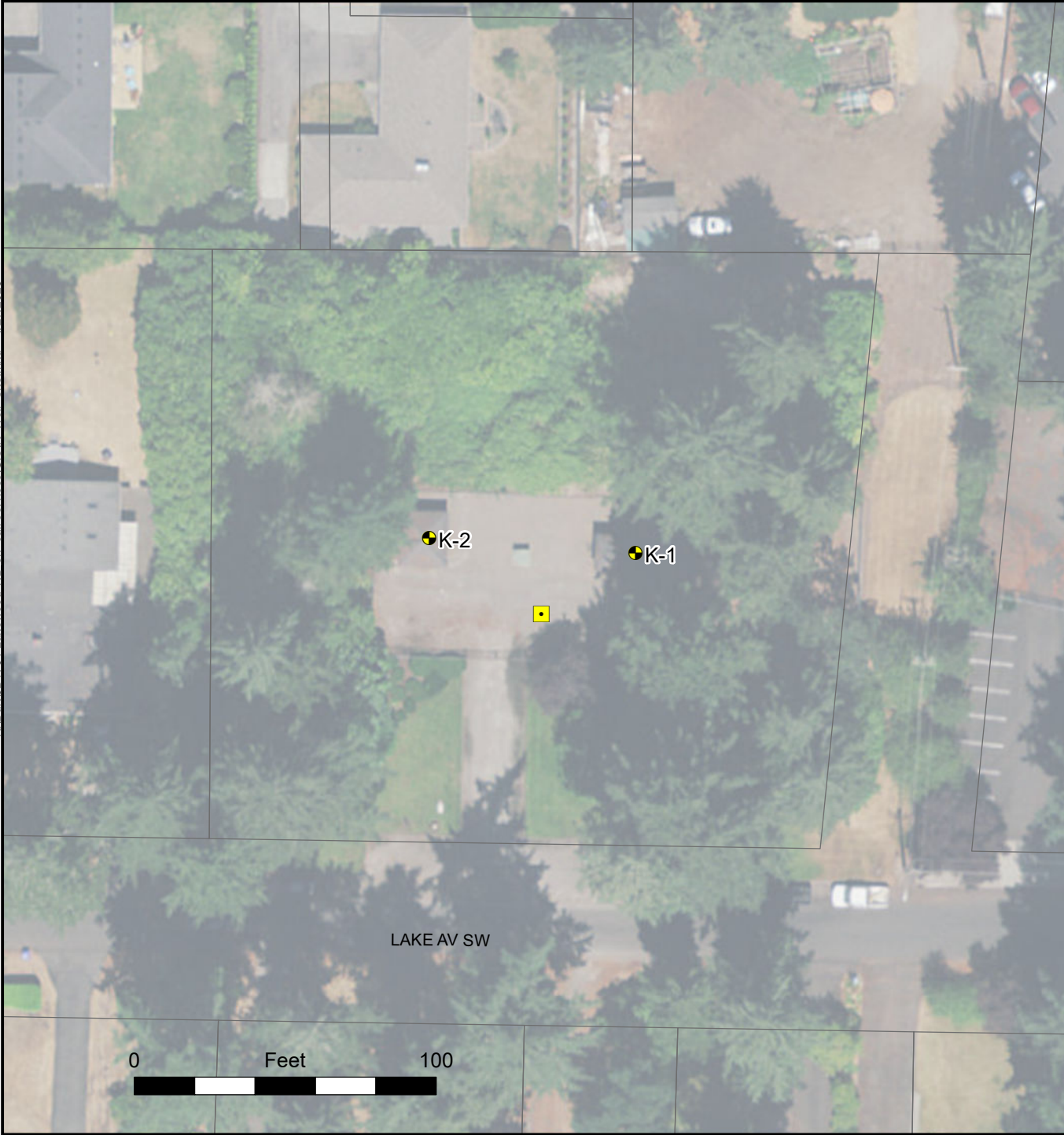
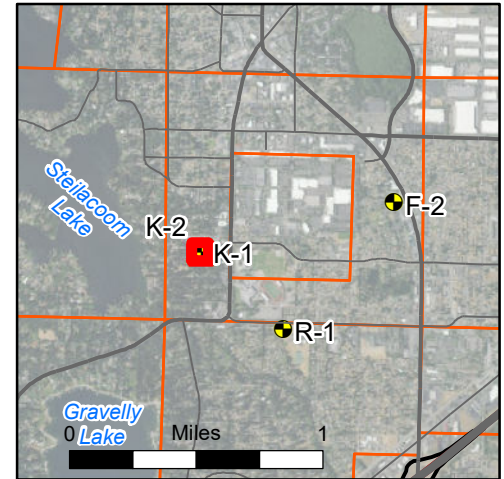






Figure 1
K Wells Site Map

M M
MOTT
MACDONALD



-  District Production Wells
-  Proposed Well K- 3 Location
-  Parcels
-  Sections

