

Mason County Request for Proposals

for

Completion of data for the Squaxin/Mason County MOA

1. Summary and Background:

This RFP seeks to collect data addressed within the Memorandum of Agreement between Mason County and the Squaxin Island Tribe.

2. Bidder Qualifications:

Bidder should have experience in Water Resource Inventory Areas (WRIA) and evaluating data related to water use from domestic wells. The successful bidder will be well versed in GIS, data analysis, and presentation. Bidders should include examples of this type of work within the Puget Sound area.

3. Project Purpose and Description:

5.3 Mason County and the Squaxin Tribe of Indians have entered into a Memorandum of Agreement (MOA) regarding current and future domestic water usage in the WRIA 14 area. This project seeks to complete the data requests outlined in the MOA which have not been completed to date. The project specifically finishes work in Sections 5.2.1 through 5.2.1.6. Items 5.3.2 through 5.3.4 and 5.4(a).

The entire MOA is available upon request to aid in the application process.

4. Project Scope-of-Work:

Mason County will provide public access to information to: (a) inventory current water uses; (b) summarize changes in water use; (c) estimate future water use requirements. Prepare an initial case report for the Johns Creek watershed that refines and makes realistic water use projections in Section 5.3 by scrutinizing potential land subdivisions and limitations imposed by the County's Resource Ordinance, MCC Ch. 8.52.

1. For each subbasin, will inventory current water uses. The inventory will estimate-
 - all residential dwellings and other buildings inside the service area of an approved public water system;
 - all residential dwellings and other buildings using permit-exempt wells outside the service area of an approved public water system;

- estimated number and location of permit-exempt wells used for domestic supply or other beneficial purposes otherwise authorized under RCW 90.44.050;
2. 5.3.2 Distribution of OFM population allocation within and_ outside urban growth areas consistent with applicable laws and regulations and best available science on water availability and anadromous fisheries;
 - 5.3.3 Service expansion capacity of existing public water systems; and
 - 5.3.4 Mason County's Land Capacity Analysis per RCW 36.70A.115 and WAC 365- 196-325.
 - 5.4 No later than January 1, 2021, the County shall: (a) prepare as initial case reports for Johns Creek and Goldsborough Creek watersheds that refine and make more realistic the water use projections in Section 5.3 through scrutinizing potential land subdivisions and limitations imposed by the County's Resource Ordinance, MCC Ch. 8.52; and (b) cooperatively develop with the Tribe a timetable for the County's development of such reports for the remaining watersheds with instream flows.

5. Project Timeline:

The project should commence within two weeks of award of contract and be complete within 180 days unless otherwise specified.

6. Costs/Budget:

The bidder should include the budget for research, analysis, and presentation of final findings.

7. Special Requirements:

No special requirements

8. Proposal Requirements:

Proposal must contain the following components. Additional information that may prove beneficial to the County during the rating and awarding process is welcomed.

Proposers are asked to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos, and fold-out or other larger than letter-sized paper.

1. Contact name, address, telephone number, fax number, and e-mail address.
2. Detailed description of skills, experience, and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact info and description.

4. Detailed description of the approach to the project including all of the requirements listed below.
5. Detailed project timeline and deliverables.
6. Statement of acceptance to perform services in compliance with federal, state, and local regulations.
7. Statement of acceptance, ability and willingness to: enter into a Professional Services Contract
8. Comprehensive and detailed break-down of proposal budget including fee structure/schedule.

9. Proposal Submission:

The Proposal must be submitted on letter size paper with type that is a minimum of 11 point font, not exceed 10 pages in length and may be submitted in an electronic format.

The submittal period closes at close of business on October 28th. Late submissions will not be reviewed.

10. Request for Proposal Process and Timeline

The submission period begins upon approval by the Mason County Board of Commissioners and Closes on October 28th, 2022 at the close of business. The review period will be from October 31st to November 10th. The award is anticipated to be announced on November 15th. The Request for Proposal will have a two week contracting period with an anticipated start date of December 1st 2022. The contract deliverables shall be complete within 180 days.

11. Proposal Evaluation Criteria:

Technical Review-Proposals will be reviewed to ensure that they meet the specifications as detailed in this RFP. Proposals that do not meet the requirements will not be scored and will be removed from further consideration.

Proposals that pass the technical review will be scored by a Review Committee based on the following criteria:

Proposals will be scored based on the following criteria. The scoring criteria are subject to change without notice.

Proposal Component	Rated from 1-10 with 1 being the lowest
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Demonstrated project experience and skills	1	2	3	4	5	6	7	8	9	10
Capabilities of key project staff	1	2	3	4	5	6	7	8	9	10
Experience working with governmental entities	1	2	3	4	5	6	7	8	9	10
Experience working in project area	1	2	3	4	5	6	7	8	9	10
Proposed approach	1	2	3	4	5	6	7	8	9	10
Proposed scope-of-work	1	2	3	4	5	6	7	8	9	10
Proposed timelines	1	2	3	4	5	6	7	8	9	10
Proposed deliverables	1	2	3	4	5	6	7	8	9	10
Project budget	1	2	3	4	5	6	7	8	9	10
Inclusion of required Statements	1	2	3	4	5	6	7	8	9	10
Client references	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10

12. Ownership of Documents

Any material submitted by a proposer shall become the property of the County. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

13. Equal Opportunity Employer

Mason County is an equal-opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to participate.

Contact Information:

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