

REQUEST FOR QUALIFICATIONS

Camano Water Association Consultant Engineer

Camano Water Association (CWA) is looking to secure the services of a long-term (on-call) consultant to help complete both existing and future projects smoothly, successfully, and within budget. To aid a smooth transition for our new consultant, we plan to begin the contract early 2020, working side-by-side with our outgoing consultant engineer before their retirement. It is hoped that during this period of overlap, working alongside our team on a preexisting project will provide our new consultant valuable experience and insight into the scope and forward-thinking professionalism of CWA's plans. From pipe replacements to fundamental infrastructure changes, we are looking for a consultant that can match our dedication and vision in addressing the challenges that lay ahead of the Association.

CWA is looking for a project manager that will operate as an offsite specialized member of our team. The candidate shall be an experienced licensed engineer (P.E.), able to provide both direction and oversight for a Class A system of our size. As mentioned above, the successful applicant will be involved with the planning and execution of projects with a wide range of budgets alongside our current staff. The ability to operate in an on-call capacity, while remaining familiar with the challenges of our system, is a requirement to building a successful working relationship with our Association. Future responsibilities include, but are not limited to, scope development, preliminary engineering, design engineering (PS&E), construction management, future programing, communication with regulatory agencies and others, research, emergency management planning, advising and presenting to the staff and board members of CWA.

Camano Water Association is the largest water provider on Camano Island, currently serving approximately 1,111 homes, with the ability to provide water for a further 334 families and the potential to expand our service boundary in the future. CWA has a proactive board and three full-time staff members working together to continue providing our members with the best water service possible. The system currently consists of twenty-one miles of pipe, seven wells, eight reservoirs and a ten-bank Atec filtration system. Given the needs of our system, we are planning thirty years of capital improvement projects of various sizes that we expect will cost in the range of \$20M (combined) during that period.

SUBMITTAL

Based upon review of the submittals, a shortlist will be created of consulting engineering firms or teams to be interviewed for final selection. The shortlist of consultants will be selected based on the following information, which must be included in your Statement of Qualifications submittal (100 points maximum).

1. The Camano Water Association requires an experienced licensed engineer and project manager capable of providing direction and oversight for a class A water association that currently serves approximately 1,111 homes. Describe the proposed project manager's history in providing services to other water associations. (Please note: If you or your team is shortlisted, the engineer identified in the Letter of Interest will be required to present at the subsequent interview. Also, if selected, the Association will require the interviewed engineer to remain as the day-to-day contact throughout the duration of the contract, unless a suitable replacement is approved by the Association.) (15 Points)
2. Describe the relevant, recent experience of the engineer and staff in working for other water associations similar in size to CWA. (10 Points)
3. Describe the relevant, recent experience of the engineer and staff in working with other associations on Camano Island and Island County. (10 Points)
4. Describe the engineer's relevant, recent experience in writing and compiling a Comprehensive Plan for the Department of Health. (10 Points)
5. Describe both the consulting firm and engineer's most recent experience with estimating and forecasting construction costs for similar sized water systems. Please include a comparison of the project engineer's cost estimate and the actual bid award and construction cost, including an explanation of differences. Please include both water association and contractor reference contact names and phone numbers. Include the design and project management cost for each listed project as a percentage of construction cost. (10 Points)
6. Describe both the consulting firm and engineer's recent experience in completing a project within a short and challenging timeline. Provide agency and contractor names and phone numbers. (10 Points)
7. Explain how the engineer will maintain communication between the Association contact(s) and other possible entities such as but not limited to Island County, Department of Health, Department of Ecology. Describe what techniques or tools the project manager will use to ensure that all project team members are completing their tasks as assigned and on schedule, and how the engineer will report this information to the Association. Describe the engineer's experience with using MS Project or other project management software. (10 Points)
8. Future projects for the Association may cause major disruptions to the Association's customers. Describe your approach to reaching out and informing those affected. (10 Points)
9. Provide recent letters of recommendation from previous clients for similar sized water associations. (10 Points)
10. Identify the geographic location of the engineer's office. Preference will be given to offices closest to CWA's office on Camano Island. (5 Points)

The statements of qualifications shall be limited to twenty (20), single-sided, 8 ½" x 11" pages. One (1) 11x17 page may be exchanged for a standard page. Six (6) additional sheets will be allowed for letters of recommendation from previous clients. No additional information or pamphlets will be considered by the selection committee.

SUBMITTAL DUE DATE AND TIME

Please submit six (6) copies of the Statement of Qualifications to:

Dan Peterson, Operations Manager
82 W Monticello Drive
Camano Island, WA 98282

by Tuesday, December 3, 2019, not later than 3:00 PM. No submittals will be accepted after that date and time. Any questions regarding this project, solicitation, and submittals should be directed to Dan Peterson, Operations Manager, by e-mail at dan@camanowater.com. A copy of this RFQ is available on CWA's website - camanowater.com.