CITY OF SEATAC
REQUEST FOR PROPOSAL
Des Moines Creek Basin Committee Coordination

RFP Due: May 23, 2025

Deliver To: Dan Smith, Maintenance Operations Supervisor, dsmith@seatacwa.gov.

Purpose

The City of SeaTac Department of Public Works is soliciting interest from consultants to provide administrative/coordination duties as a Basin Committee Coordinator for a two-year term (2025 and 2026). The year 1 and year 2 duties are described in the Des Moines Creek Basin Plan Restoration projects Interlocal Agreement V (ILA).

The scope of this work is funded by the ILA entered into by the City of Des Moines, the City of SeaTac, and the Port of Seattle [the joint board under the authority of RCW 39.34.030(4)(a)] and referred to as the ILA Parties.

The three ILA Parties make up the Basin Committee. At its discretion, the Basin Committee authorizes the City of SeaTac to hire the Basin Committee Coordinator.

ILA V Background

Since 1996, the Des Moines Creek Basin Plan Restoration ILA has functioned to combine resources for the protection and preservation of Des Moines Creek. In 2025, a new 20-year agreement was established to carry on ILA administration, coordination, project activities, and responsibilities. Key elements of the 2025-2045 agreement include:

- Pooling resources to preserve habitat and protect the stream from harmful pollution and hydrological impacts.
- Operating, maintaining, and inspecting existing stormwater management infrastructure.
- Replacing and improving system components as needed.
- Monitoring stream habitat.
- Disseminating important information to the public.
- Developing education and outreach programs.
- Initiating a plan to control and manage non-native/invasive vegetation.
- Conducting periodic needs assessments.

Scope of Work Primary Objectives

The year 1 and year 2 Des Moines Creek Basin Committee Coordinator RFQ duties and responsibilities are detailed within ILA V (Attachment 2, Attachment 5, Attachment 6, Attachment 9 and Attachment 10). From Attachment 2, the ILA Parties authorize the Basin Committee Coordinator, under the direction and management of the Basin Committee, to enter into contracts necessary to accomplish ongoing project activities.

The following list of tasks include, but are not limited to, the expected year 1 and year 2 Basin Committee Coordinator duties and responsibilities (fully described in ILA V):

1. **TASK 1, Administrative Duties, Year 1 and Year 2 (ILA, Attachment 2)**
   - Serve as meeting facilitator, prepare agenda and meeting notes, prepare issue papers and other documents as needed to assist the Basin Committee in analyzing issues and reaching decisions.
   - Schedule regular meetings and communicate the time and location of meetings to Committee members and attendees at least two weeks prior to any regular meeting (four times per year or as otherwise scheduled).
   - Call emergency meetings whenever an emergency calls for rapid decisions by the Committee. Emergency meetings may be called with 24-hour notice.
   - Set the agenda and prepare minutes for all Committee meetings.
   - Lead all meetings in a formalized manner that effectively facilitates discussions and group decision-making.
   - Serve as the recipient of mail and other forms of communication intended for the Committee and provide them in a timely manner to appropriate Committee members and Parties and staff.
   - Develop an annual budget and scope of work addressing all ILA activities planned for the following year, which shall be submitted to the Committee for approval prior to July 1st each year. The budget shall include the estimated Operation & Maintenance budget (ILA Attachment 9) and Replacement and Improvement budget (ILA Attachment 10), estimated annual contributions for each Party, forecasted expenditures for the current year and any remaining balance from previous years. These budgets shall be forwarded to each of the Parties for review and for appropriation action, if required by the legislative or administrative processes and procedures of that Party.
   - Prepare an annual report to the Committee detailing the status of Projects, any suggested operational changes, and a record of maintenance activities undertaken during the year. The report shall be submitted as part of the annual O&M budget review.
   - Perform other duties as assigned by the Committee.

2. **TASK 2, Invasive Vegetation Monitoring, Year 1 (ILA Attachment 5)**
   - Review existing documentation on past ILA vegetation monitoring and control activity.
   - Assess the current extent of invasive vegetation in the Des Moines Creek riparian zone within the scope of ILA V.
   - Provide a detailed corridor-wide stream-walk and vegetation reconnaissance to note approximate locations, areal extent, types, and densities of invasive vegetation within the

riparian zone of the Des Moines Creek stream corridor and area outside the riparian zone that could impact the stream corridor.

- Perform initial data collection to support future invasive species control, removal, and replacement. Produce maps, notes, photos, and measurements of approximate locations, areal extents, and types and densities of invasive plants.
- Develop a Monitoring and Maintenance Plan to facilitate long-term vegetation management that is set to begin in Year 2. Items to be addressed in the plan include, but not limited to:
    - Goals and strategies for success.
    - Management tasks and schedule.
    - Boundary of proposed control/restoration area.
    - Private and public property considerations.
    - Coordination with Open Space Plans.
    - Permit requirements.
    - Type and source of plant material.
    - Site preparation.
    - Care and temporary storage of purchased plant material.
    - Plant installation/protection, weed suppression, erosion control.
    - Provisions to minimize damage to property.
    - Cultural resource recognition.
- Provide the Committee with timely advice on the status of this activity.

3. TASK 3, Invasive Vegetation Control and Native Plant Restoration, Year 2 (ILA Attachment 5)

- Implement and coordinate Year 2 vegetation control and native plant restoration work based upon the Committee-approved Monitoring and Maintenance Plan (as described here in Task 2). Work includes, but not limited to:
    - Managing work parties, crews, or volunteer groups to conduct vegetation removal and restoration.
    - Coordinating equipment delivery to site(s).
    - Designing removal methods, equipment needs, estimated time, personnel needs, and material disposal.
    - Removing and disposing of invasive vegetation.
    - Developing of native plant list.
    - Coordinating of plant purchase and plant storage.
    - Minimizing damage to property.
    - Site safety.

4. Task 4, Education and Outreach, Year 1 (ILA Attachment 6)

- Develop an Education and Outreach Plan that raises awareness of Des Moines Creek ILA efforts and activities, and effectively involves community participation in selected projects, activities, and events. The Plan shall include, but not limited to, the following components:
    - Plan goals.
    - Identifying local community organizations and partners.
    - Identifying potential partners that may assist and/or staff events.

- List of suggested projects, activities and events. For example:
  - Volunteer work parties (plant management/control, water quality monitoring)
  - Strem clean ups
  - Corridor educational walks
- Proposed methods for effective public outreach and public involvement.
- Assess need of ILA website host a Party member site or other organization and support implementation as needed.
  - Website content includes but not limited to: educational information, links to relevant local community organizations working in the watershed, information about the ILA, web map with searchable geographic information and photos of restoration sites and documents, community events calendar, and public surveys.
- Identification of funding options (e.g., grants), applications for support, in-kind contributions.

5. **Task 5, Education and Outreach, Year 2 (ILA Attachment 6)**
   - Implement the Committee-approved Education and Outreach Plan (as described here in Task 4).

Proposed Project Timeline

The proposed work will take place in year 1 (2025), and year 2 (2026), as described in the ILA.

Project Budget

Budget for year 1 and year 2 Basin Committee Coordinator duties are provided in ILA V, Attachment 9.

Minimum Qualifications

Minimum qualifications are required to be eligible to submit an RFP response. Responses must clearly indicate compliance with these minimum qualifications. Consultants that do not comply with the minimum qualifications will be rejected by the City without further consideration.

The Consultants shall have the following minimum qualifications to be eligible for an award:

- Documented qualifications and proven experience per the tasks outlined in this RFP.
- Experience and expertise in meeting facilitation; developing and managing invasive vegetation control and native plant restoration work; and developing and managing environmental stewardship education and outreach/public involvement programs.
- Demonstrated experience providing satisfactory services comparable to this RFP within the last five (5) years.

Proposal Submission Requirements

Submittals shall not exceed fifteen (15) pages. The front cover, back cover, a one-page cover letter, resumes, and any appendices do not count toward the fifteen (15) page limit. Copies of past project examples are encouraged as part of a submission and do not count toward the fifteen (15) page limit.

All proposal responses should address the following:

1. Definition of the Project: Indicate your understanding of the project objectives.

2. Project scope and approach: Describe how the project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.

3. Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation.

4. Qualifications and Experience: Provide a summary of company and project team qualifications related to the project objectives. Describe examples of experience pertinent to the project.

5. References: Provide a minimum of three (3) client references of similar size which have been delivered over the past five (5) years. Provide a contact person, telephone number, and email address for each reference customer.

6. Describe your processes for Quality Assurance/Quality Control.

7. Project Cost Estimates: For consistency, please use this format for cost estimates (based on the task descriptions provided in the RFP Scope of Work section).

Task #	Description	Estimated Amount
1	Hourly rate for providing administrative and coordination duties to the ILA Committee (year 1 and year 2).	
2	Develop and deliver an Invasive Plant Monitoring and Maintenance Plan to the ILA Committee (year 1).	
3	Implement and coordinate an approved Des Moines Creek Basin Committee ILA Invasive Plant Monitoring and Maintenance Plan (year 2).	
4	Develop and deliver an Education and Outreach Plan to the ILA Committee (year 1).	
5	Implement and coordinate an approved Des Moines Creek Basin Committee ILA Education and Outreach Plan (year 2).	

Selection Criteria

To assist in selection, the RFP submittals will be scored and ranked per the criteria below:

RFP Ranking Criteria	Points (100 Total)
• Project understanding, approach, quality control	20
• Team organization, experience, qualifications of key personnel	20
• Experience with relevant projects	20
• Project references	20
• Cost Estimate	20

Final selection will be based on quality and thoroughness of submitted materials, responses from references, and an interview (if conducted).

Proposal Submission Logistics

RFP submittals must be received electronically via email to the project manager Dan Smith, at dsmith@seatacwa.gov no later than 5:00 PM, Pacific Standard Time, May 23, 2025.

Upon receipt of your documents, the City will send a confirmation email.

No hard copy proposals will be accepted. If the file size is too large to send via email, please coordinate with the project manager to submit electronically some other way.

RFQ Questions

Questions or requests for clarification regarding this RFP shall be directed to Dan Smith, at dsmith@seatacwa.gov. Questions must be received in writing no later than 5:00 PM, Pacific Standard Time, April 4, 2025. Questions will be answered via email and sent to all submitters.

Proposed Selection Process Schedule

Schedule of Events	Date
Request for Proposals (RFP) Notice	April 22, 2025
Clarifying Questions Due	May 9, 2025
RFP Submittals Due	May 23, 2025
Shortlisted Consultants notified	June 9, 2025
Interviews (approximate-may be subject to change)	June 16, 2025
Successful Firm Notified (approximate-may be subject to change)	June 20, 2025

Preparation Costs

The City of SeaTac shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

Rejection of Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject immaterial defects or minor irregularities in any submittal.

General Terms and Conditions

The following terms and conditions apply to all proposals to provide services to City of SeaTac:

A. City of SeaTac expressly reserves the following rights:
   a) To reject any and/or all irregularities in the proposals submitted.
   b) To reject any or all proposals or portions thereof.
   c) To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
   d) To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the City, is in the best interest of the City.

B. In the event negotiations are not completed with the top-ranked consultant team, negotiations may proceed with the next most qualified team or teams.

C. Any proposal or modification received after the hour and date specified will not be accepted. Receipt time is deemed to be the email's receipt as logged by City's email system.

D. All documents, reports, proposals, submittals, working papers, or other materials prepared by the consultant pursuant to this proposal shall become the sole and exclusive property of the City, and the public domain, and not the property of the consultant. The consultant shall not copyright, or cause to be copyrighted, any portion of said items submitted to the City because of this solicitation.

E. Insurance - The consultant shall procure and maintain insurance as outlined below for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best's rating of A VII or better, licensed to do business in the State of Washington. Liability insurance policies shall specifically name the City, its elected or appointed officials, officers, employees and volunteers as Primary-Non-Contributory Additional Insureds of said policies.

F. The Contractor shall not begin work under the Agreement until all required insurance has been obtained and until such insurances have been received by the City. The consultant shall file with the City a certificate of insurance evidencing that the policies are in force. The certificate shall be accompanied by policy endorsements as are necessary to comply with these requirements.

The types and limits of insurance are as follows:

The Consultant shall be responsible for maintaining, during the term of this Agreement, and, at its sole cost and expense, the types of insurance coverages and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Consultant shall take out and maintain in full force and effect the following insurance policies:

The minimum insurance types and limits are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form
$1,000,000 per occurrence liability/$2,000,000 annual aggregate, coverage to include Premise and Operations Liability
Blanket Contractual
Product and Completed Operations Liability

Stop Gap Liability - $1,000,000/$1,000,000/$1,000,000

AUTOMOBILE LIABILITY
$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile

ERRORS AND OMISSIONS
$1,000,000 per occurrence liability

PROFESSIONAL LIABILITY, ERRORS & OMISSIONS
$1,000,000 per occurrence, and in the aggregate

WORKER'S COMPENSATION
Employees of Consultant and subcontractors are to be insured under Washington State Industrial Insurance.

The above policy limits may be obtained through the use of excess liability (umbrella) insurance. Consultant must obtain a Certificate of Insurance that complies with the requirements above, which must be approved by the City's Risk Management division.

Failure of the Consultant to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of this Agreement.

Addenda

If at any time the City changes, revises, deletes, clarifies, increases, or otherwise modifies the RFP, the City will issue a written addendum to the RFP and post on the City website. It is the Proposer's responsibility to check for addenda and other new documents online.

Language Accommodation Statement

The City is committed to ensuring equal access to this document. For Limited English Individuals who need further assistance, please contact Dan Smith, dsmith@seatacwa.gov.

Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran owned consultant firms to respond or partner with prospective firms. The City's fair labor practices and non-discrimination policies shall apply.

The City of SeaTac, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined as 49 CFR part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

RFP Information

Information corresponding to this RFP may be found here on the City's website:
RFP, RFQ, Bid, Procurement | City of SeaTac (seatacwa.gov)

Accommodations for Persons with Disabilities

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Dan Smith, at dsmith@seatacwa.gov.

Solicitation Recipients

Anchor QEA
Apex Companies, LLC
Cascadia Consulting Group
Environmental Science Associates (ESA)
HDR Engineering, Inc.
Herrera Environmental Consultants, Inc.
HYDROGEOLOGIC, INC
Otak, Inc.
PBS Engineering and Environmental LLC, an Apex Company
Parametrix
PRR

Required Signature Page for Proposal

I, the undersigned, having carefully examined the Request for Qualifications, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

Being first duly sworn, on my oath, I hereby certify that this proposal is genuine and not a sham or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any consultant or supplier on the above work to put in a sham proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the City to consider this proposal, the proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to City of SeaTac, and proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a bid or proposal to or from performing work or providing supplies to City of SeaTac.

Signature: _____

Printed Name: _____

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

UBI No.: _____

THIS PAGE MUST BE SIGNED AND RETURNED WITH PROPOSAL.