

REQUEST FOR PROPOSALS (RFP)

PUGET SOUND URBAN TREE CANOPY AND STORMWATER ANALYSIS

The King Conservation District (KCD) seeks to enter into a professional services contract to conduct an urban tree canopy and stormwater analysis for communities within Pierce, Snohomish and King Counties within the Puget Sound Region of Washington State. The goal for these analyses is to evaluate the accuracy and efficacy of the role that the urban forest plays in stormwater mitigation in the Pacific Northwest.

Proposals are requested from a consultant or team of consultants qualified to conduct urban tree canopy analyses and stormwater modeling using the Western Washington Hydrology Model (WWHM).

Scope of Work

The successful consultant team will:

- Conduct iTree Hydro modeling and stormwater modeling for a minimum of 3 urban locations in Western Washington. The goal for these analyses is to evaluate the accuracy and efficacy of the role that the urban forest plays in stormwater mitigation in the Pacific Northwest.
- Provide presentations and participate in a minimum of five collaborative project planning meetings and at public forum events to launch and present findings and project deliverables. All meetings and presentations will be facilitated by the KCD project manager.
- Produce a Technical Report and User Guide / Handbook in collaboration with a technical committee and stakeholder committee facilitated by KCD.

Project Schedule

The Puget Sound Urban Tree Canopy and Stormwater Analysis Project will begin January 2018 and conclude by June 2019.

Desired Qualifications

The consultant team must possess the necessary qualifications and show documented experience in the following areas:

- Conducting Tree Canopy Assessments (TCA) throughout the US and specifically in Western Washington

- Conducting iTree Hydro analyses
- Producing technical reports of findings and end-user guides
- Conducting stormwater modeling, specifically in Western Washington and the Puget Sound region using the Western Washington Hydrology Model (WWHM)
- Engagement with diverse and collaborative project planning teams

Request for Proposals (RFP) Submittal Details

KCD requests interested consultant teams to submit a proposal including the following components:

- Approach and itemized budget for completing the project based on the Scope of Work.
- Team's qualifications to complete the project
- Technical expertise and experience with similar work. Provide descriptions of at least two projects similar in scope, including references and contact information.
- Familiarity with the project area and urban forestry and stormwater stakeholders in King, Snohomish and Pierce Counties
- Resumes of consultant team members with documented professional credentials and roles they will play in the project

The proposal shall be no longer than ten pages in length excluding the cover, index, divider sheets, resumes and references.

Four (4) copies of the proposal must be received by mail or delivered to the King Conservation District no later than 4:00 pm on January 10, 2018 at the below address:

Brandy Reed
King Conservation District
1107 SW Grady Way Ste 130
Renton WA 98057

For technical information or questions, please contact Brandy Reed at (425) 282-1924 or email at brandy.reed@kingcd.org.

The King Conservation District is an equal opportunity employer and reserves the right to waive any informality or reject any or all submittals and shall be the sole judge thereof.

Anticipated contract award schedule

KCD anticipates completing proposal evaluation by January 19, 2018 with a contract awarded to the successful consultant team by January 31, 2018. The initial project launch meetings will be conducted the week of February 5, 2018 in the Seattle area.

Selection Process

Written proposals will be evaluated by a review panel and scored based on the following criteria:

<p>Qualifications and Related Experience</p> <ul style="list-style-type: none">A. Tree Canopy Assessment (TCA)<ul style="list-style-type: none">▪ Documented experience producing robust Tree Canopy Assessments, including in the Puget Sound region▪ Project team qualifications and technical capabilities in geospatial mapping and TCAB. iTree Hydro Analysis<ul style="list-style-type: none">▪ Documented experience conducting iTree Hydro analyses at various scales based on current conditions and with scenarios to evaluate annual runoff and specific stormwater events▪ Project team qualifications and technical capabilities in using the iTree suite of tools, specifically iTree HydroC. Stormwater modeling, specifically in western Washington state<ul style="list-style-type: none">▪ Project team qualifications, technical capabilities and documented experience conducting WWHM modeling at various scales in western WashingtonD. Engagement with diverse and collaborative project planning teams<ul style="list-style-type: none">▪ Documented experience building modeling scenarios and project outputs with collaboration from diverse stakeholder driven project teams▪ Familiarity with the project area and urban forestry and stormwater stakeholders in King, Snohomish and Pierce counties.E. Completed projects similar in scope<ul style="list-style-type: none">▪ 2 project descriptions, including references and contact information.	<p>40 points</p>
<p>Approach to Scope of Work</p> <ul style="list-style-type: none">▪ Demonstrated understanding of the project and how the resources produced will assist urban forest managers and stormwater managers in Puget Sound communities▪ Feasible and effective approach for iTree Hydro and stormwater modeling methodologies▪ Methods to collaborate with KCD Program Manager on effective stakeholder committee engagement in order to produce effective modeling outputs, technical report and user guide / handbook	<p>25 points</p>

Cost Estimates <ul style="list-style-type: none">▪ Clarity and completeness of pricing structure, fees, overhead, hourly rates▪ Appropriate allocation of hours and expenses for each task▪ Cost effectiveness of the proposed budget and associated tasks	10 points
Overall Proposal <ul style="list-style-type: none">▪ Concise, clearly written and complete	10 points

Maximum Written Proposal Score: 85 points
