



Silver Lake Water & Sewer District

REQUEST FOR PROPOSALS

2027 Water and Wastewater Comprehensive Plan Updates

Deadline: 4:30 p.m. on Friday, November 22, 2024

Purpose

The Silver Lake Water and Sewer District is requesting proposals from consulting firms to update the existing Water and Wastewater Comprehensive Plans. The District may choose to divide the update work between the two Plans with different consultants.

Background / Project Description

The District is a water and sewer district formed under RCW Title 57 and is located just south of Everett. The District has approximately 18,000 sewer connections in two basins, 175 miles of sewer main, and 24 sewer lift stations. The District does not treat wastewater, but instead conveys sewage to either the City of Everett or King County.

The District purchases treated water supplied by the City of Everett (COE) through seven active master meters, either directly from the COE or through Interlocal Agreements with the Clearview Water Supply Agency and Alderwood Water and Wastewater District (AWWD). Silver Lake has approximately 19,000 water connections, three reservoirs and pump stations with 16.4 MG of storage, 208 miles of water main, and 15 PRV's to create three pressure zones.

The existing 2017 Water Comprehensive Plan and 2018 Wastewater Comprehensive Plan are available on the District's website at <https://www.slwsd.com/resources>. The District has also updated their Emergency Response Plan in 2021 with 2024 updates in process, Water and Sewer Design Standards in 2022 with ongoing minor updates, Safety Manual in 2023, and new Sewer Lift Stations Standards will be completed in late 2024.

Tentative Schedule

Date	Task
November 22, 2024, 4:30 p.m.	Deadline for RFP Submittals
Early December	Selection by District of a short list of firms to interview
January 2025	Interviews and reference checks as needed
January – February	Contract scope and fee negotiation
February / March 2025	Board of Commissioners contract award, NTP

The Comprehensive Plan update process is expected to take two+ years for updating, review, comments, and final approval by the State Departments of Health and Ecology.

Scope of Work

The overall project Scope of Work to update the Comprehensive Plans could include, but is not limited to, the following elements:

1. General Project Management.
2. Coordination and information gathering with District staff.
3. Hydraulic modeling – Note the District is in process of evaluating modeling platforms, and whether to have future modeling done in-house or outsourced.
4. Review of current and proposed land uses, zoning, and 2024 Comprehensive Plans for District service areas in both the City of Mill Creek and unincorporated Snohomish County.
5. Evaluate current and future trends in development, along with their potential impacts on District connections, capacity, and ERU / rate classifications. Examples include ADU's, Adult Family Homes, Mixed Use development (i.e. residential over commercial), micro apartments, etc.
6. Water and/or Sewer system review and analysis.
7. Development of future capital improvement projects for water and/or sewer.
8. Draft of updated Comprehensive Plan elements as required by WAC, including updated figures.
9. Revisions based on staff review and input.
10. Preparation of a SEPA checklist for the Comprehensive Plan Update(s). The District will be the lead agency to make the SEPA determination, as well as publish and distribute for outside agency comments.
11. Submittal to State Departments of Health and/or Ecology.
12. Final revisions based on State and/or other agency review and input.
13. Final adopted version of Water and/or Wastewater Comprehensive Plan.

In addition to the typical Comprehensive Plan elements required in WAC 246-290-100 for water and WAC 173-240-050 for sewer, the following is a summary of some specific items to be evaluated with input from District staff during the update process, including:

Water Comprehensive Plan Work Items / Known Major Projects

- Note that long term (2050) population, employment, growth and demand projections were established in 2023 as part of the Long Range Facility Plan for the Clearview Water Supply Agency, which is available upon request, but may need minor updates
- Update system history to reflect past projects
- Hydraulic modeling of the water system
 - Analysis of District staffing needs for in-house modeling vs. consultant
- Evaluate network capacity for peak hour and fire flow with future denser development zoning
- Identification of system deficiencies and corrective capital projects

- Update Water Quality section to reflect current DOH and EPA requirements
- Update Water Use Efficiency / Conservation program and goals
- Cast Iron Main Replacement – Ongoing project to replace 30+ miles of existing CI pipe in identified zones based repair history, age, future development, and restoration requirements
- New water main segments
 - 25th Avenue SE between 119th and 116th to eliminate Everett “Add” accounts
 - 83rd Avenue SE between Cathcart Way and 150th or 151st Place SE cul-de-sac
- Clearview Water Supply Agency - Adopted Long Range Facility Plan projects
 - New transmission main and Master Meter from second CWSA reservoir to District 640 zone in lieu of previously planned District Reservoir No. 5

Wastewater Comprehensive Work Items / Known Major Projects

- Update system history to reflect past projects
- Hydraulic and hydrologic modeling of the sewer system
 - Analysis of District staffing needs for in-house modeling vs. consultant
 - Flow monitoring to verify infiltration rates and existing capacity
- Evaluate network capacity with future denser development zoning
- Evaluate growth and collector capacity rights under the Everett ILA, and develop potential long term alternate options if capacity is exceeded or needed by COE.
- Identification of system deficiencies / surcharging and corrective capital projects
- Future service to large unsewered areas, including but not limited to:
 - Silver Acres sewer subbasins, north of 128th Street SE, east of I-5
 - 29th Avenue SE area, south of 116th Street SE
 - 36th Drive SE, north of 116th Street SE
 - 123rd Street SE, east of 29th Avenue SE
 - Northern Cross Valley service area west of Lowell Larimer Road
- Incorporation of Proposed Sewer map in GIS for unserved areas
- Potential future new development lift stations with MUGA boundary change
- New Lowell Larimer Road collection system to Everett South End Interceptor
- Concrete Sewer Pipe Lining (CIPP) – Ongoing biannual project
- FOG program administration and enforcement / problem area solutions
- Analysis of potential District staffing needs for FOG program administration and potential in-house CCTV inspection

- Sewer Force Main Replacement Projects, including, but not limited to:
 - Pioneer Trails Force Main Replacement in 35th Avenue SE
 - Existing Cast Iron Force Mains
- Lift Station No. 2 – Options analysis study in process
- Existing Lift Station Rehabilitation / Replacement Projects
 - Electrical Control System Upgrades, some sites in process
 - Several lift station projects in process, evaluate remainder of inventory
 - 164th Street, the Point, and Valmont Lift Stations
 - Highlands 2 abandonment with easement or future development
 - Lowell Larimer 2 for increased capacity with future upstream abandonments (i.e. Creekside and Highlands 2)
- City of Everett Water Pollution Control Facility Capacity Projects

Consultant Qualifications

To be considered, a successful engineering consultant team will have the following minimum qualifications, either in-house or through a subconsultant:

1. Offices located within the Puget Sound region, preferably in Snohomish or King County.
2. Knowledge of regulatory requirements of the Washington State Departments of Health and Ecology for water and sewer systems.
3. Previous experience and operational support working with Silver Lake, other local special utility Districts, and/or public agencies with utilities.
4. Experience with preparing and/or updating Utility Comprehensive Plans.
5. Modeling and capacity analysis capabilities for water and sewer systems.
6. Scoping, design and construction of sewer and water infrastructure capital improvements, including linear pipe projects and sewer lift station projects.
7. Understanding of the City of Mill Creek and Snohomish County land development process and zoning regulations.
8. Understanding of interagency relationships between local Utility Districts via Interlocal Agreements, as well as larger regional agencies (i.e. City of Everett).

Procedures for Submittal

The District will be reviewing a firm's resources that are available online and in the submittal items listed below.

If interested in responding to this RFP, submit an email to proposals@slwsd.com with the submittal items listed below by 4:30 p.m. on Friday, November 22, 2024. The submittal items can be contained in the body of the email (i.e. online links) and/or included with an attached pdf file, and shall include:

1. "2027 Comprehensive Plan Updates" in the email subject line.
2. Link to the firm's website.
3. Organizational structure and roles of the consultant project team.
4. A description of how the project team meets the desired consultant qualifications listed above.
5. General proposed overall approach, steps and sequencing, and timeline of the Comprehensive Plan update process.
6. A description of the consultant teams' capabilities and approach to coordinating and collecting existing infrastructure, operational, and financial information with District staff. (i.e. what data will you need, and how do you propose to get it?)
7. Primary contact information with qualifications and experience of key staff members for the primary consultant firm and subconsultants, one page maximum per person.
8. Copies or online links (preferable) to at least one example of a Comprehensive Plan that has been recently prepared / updated for a Water and/or Sewer District.
9. The submittal items are limited to 25 pages maximum, not including information requested in Item 7 and 8 above.

The District will provide an email receipt to confirm your submittal. Emails received after 4:30 p.m. on November 22, 2024, and all paper copy submittals will be disregarded.

Selection Process

A committee of District Engineering and maintenance staff will evaluate and rate the available information and submittal materials against the desired qualifications. Note that the internal review / rating audience may consist of some staff who are not familiar with past or current consultant work on District projects.

Following the initial evaluation, the District will invite a short list of firms/teams to participate in an interview. The interview is intended to be more of an informal conversation about the firm's experience and capabilities, but will likely include a short presentation by the consultant team on their proposed approach to update the Comprehensive Plans, and how they would coordinate with District staff.

Inquiries

Direct all inquiries and responses regarding this Request for Proposals to Scott Smith, P.E., District Engineer, at 425-659-2302 or ssmith@slwsd.com.

Reservations

The District reserves the right to reject any and all RFP's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the District to pay any costs incurred by respondents in the preparation and submission of an RFP. This solicitation does not obligate the District to accept or contract for any expressed or implied services. Furthermore, the District reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute a contract within thirty (30) days after Board approval.