

Pierce County Flood Control Zone District



Pierce County Flood Control Zone District  
Request for Professional Services Qualifications and Proposals

*Technical Planning Support for “Comprehensive Plan of Development” Policy and Financial Planning*

**Proposal Due Date: 2/26/24**

The Pierce County Flood Control Zone District (District) invites proposals for contracted services. Proposals are due by email to the District’s Clerk’s Office [audrey.persons@piercecounitywa.gov](mailto:audrey.persons@piercecounitywa.gov) by 5:00 p.m. on February 26, 2024.

**Services Requested:** The selected consultant will prepare policy-oriented documents including issue papers and technical memos to inform decision-making by the Flood District Board of Supervisors related to the District Comprehensive Plan of Development (CPOD) in 2024.

**Due Date and Delivery:** Proposals must be sent electronically to the District Clerk, Audrey Persons at [audrey.persons@piercecounitywa.gov](mailto:audrey.persons@piercecounitywa.gov). Proposals are due to the District’s Clerk’s Office by 5:00 p.m. on February 26, 2024.

**Questions:** Questions about this RFP should be sent in writing, by email, to Audrey Persons at [audrey.persons@piercecounitywa.gov](mailto:audrey.persons@piercecounitywa.gov) no later February 9, 2024 at 5:00 p.m.

**Timeframes:** The selected consultant acknowledges the milestones and agrees to complete its services on or before the date identified below:

- a. Issue RFP- January 25, 2024
- b. RFP responses due February 26, 2024
- c. Select Consultant – March 1, 2024
- d. Tentative Contract approval – March 6, 2024
- e. Start-up/Kick-Off- March 8, 2024
- f. Task 1: Background Current Practices Report- April 12, 2024
- g. Tasks 2-4: Investment Categories and Approaches Issue Paper- -May 1, 2024
- h. Task 5: Draft Project Eligibility Criteria – May 30, 2024
- i. Task 6: Facilitate Project Evaluations –August 15, 2024
- j. Task 7: Financial Plan Options – September 11, 2024

**Budget:** The allocated budget for these services is \$100,000. Cost, qualifications, and approach will be considered in selecting the consultant. See Evaluation Process, step 1.

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**Contract:** A sample contract/service agreement is available upon request.

*The District expects all submitting firms or solo practitioners to consent to the District contract, terms and conditions. The District reserves the right to revise the stated contract terms and conditions prior to contract signature.*

**Evaluation process:**

Step 1: Written proposals will be reviewed for compliance with RFQ/P requirements and given a score, based upon the scoring system below.

45% Qualifications  
45% Approach to Scope of Work  
10% Cost

Step 2: Those proposer(s) whose written proposal(s) received the highest scores will be virtually interviewed by staff representatives of the District.

Step 3: The District will conduct reference checks for the top finalists.

Step 4: Staff will make a recommendation to the Executive Committee for recommendation to the Board of Supervisors.

Step 5: The District Executive Director will notify the winning proposer as determined by the District.

Step 5: Contract negotiations will commence with the selected firm or solo practitioner.

Step 6: If negotiations with the initially selected firm or solo practitioner fail to produce a contract, the District reserves the right to enter into negotiations with one or more other proposers.

Step 7: The Board of Supervisors must vote on the final contract.

**Request for Proposals Instructions:** Please submit a written Statement of Qualifications that addresses your firm's qualifications, approach to the scope of work, and proposed budget no later than 5:00 p.m. on February 26, 2024. Proposals must be sent by email to the District's Clerk's Office, Audrey Persons, [audrey.persons@piercecountywa.gov](mailto:audrey.persons@piercecountywa.gov).

Proposals are to address the firm's qualifications, approach to the scope of work, and budget, and should not exceed 10 pages. Submittals must be comprehensively assembled into a single PDF file and meet the page counts required herein. Submittals comprised of individual files will be rejected and not considered. Proposal content that exceeds 10 pages will be rejected and not considered. Please include resumes of the key personnel to be assigned to this project. In naming these key personnel, the firm commits these persons will be available to perform the services required under this RFQ/P during the life of any contract issued. Any substitution of these key personnel by the firm following selection by the District or during the life of any contract issued to the firm will be the discretion of and subject to the approval of the District. Resumes, supporting materials, covers, title pages, dividers, and attachments are not included in the page count for the 10-page limit.

# **Request for Qualifications: Professional Services Technical Planning, Policy Development, and Financial Planning Support for Comprehensive Plan of Development Policy**

## **Section 1: Qualifications**

The selected consultant must demonstrate experience and expertise in the following areas of technical services:

- a) Capital project planning
- b) Flood risk management
- c) Watershed planning and policy development
- d) Development of policy driven criteria for project funding priority setting
- e) Financial planning for investment plans
- f) Communications including document production, group meeting facilitation and presentations skills.

## **Section 2. Approach to scope of work**

### **Task 1. Prepare 2022-2023 District Annual Report including:**

- a) List of projects: Capital program, economic stimulus grants, Opportunity Fund projects
- b) Map of projects – 2022-2023 and since inception
- c) Description of projects, including relationship to basins
- d) Funding shares and leverage
- e) Maintenance of system, investments, and inspection reports
- f) Financial statements prepared by District for 2022-2023 (documents provided by District)
- g) Summary of most recent District Audit by State Auditor (document provided by District)

### **Task 2. Draft alternative vision options for District Comprehensive Plan of Development (CPOD)**

The selected consultant will draft recommended alternative visions to guide the overall goals of the CPOD. The alternative visions will be vetted with the Pierce County Flood District Advisory Committee and Executive Committee before being presented to the Board of Supervisors for selection.

### **Task 3. Describe investment categories and recommend investment policies for CPOD**

The selected consultant will describe the potential investment categories for four different flood risk areas: riverine, coastal, urban, and groundwater based on the Pierce County 2023 Flood Hazard Management Plan. The selected consultant will provide options for how the District could address each category including but not limited to defining project types, project partnerships and funding categories such as preliminary studies, engineering, planning, acquisitions, construction of facilities, habitat restoration, and other allowable activities under Chapter 86.15 RCW. The selected consultant will also recommend potential investment policies for the District.

### **Task 4. Recommend funding principles for inclusion in the CPOD**

The selected consultant will make recommendations and provide the pros and cons of various strategies for funding the investment categories described in task 3 such as: partial versus complete funding, grant making, and Opportunity Fund goals.

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### **Task 5. Draft funding eligibility criteria for inclusion in CPOD**

The selected consultant will draft recommended eligibility criteria for being included within the CPOD by reviewing selection criteria used in 2012 Plan, providing best practices from other flood risk management plans, and interviewing Board of Supervisors. The selected consultant will work with the Pierce County Flood District Advisory Committee, the District Executive Committee and Board of Supervisors to vet the recommended criteria for the 2024 CPOD.

### **Task 6. Evaluate projects including the comprehensive project list from Pierce County Flood Hazard Management Plan and collect and evaluate potential projects from jurisdictions**

The selected consultant will review the project information provided in the Pierce County Flood Hazard Management Plan and determine if it is sufficient for screening projects against eligibility criteria. Depending upon the outcome of this evaluation, the selected consultant would proceed to screen the projects against the eligibility criteria and present the results to the Pierce County Flood District Advisory Committee. The Advisory Committee would review the project rankings and modify, if necessary, before making a recommendation to the Board of Supervisors.

If the information provided in the Pierce County Flood Hazard Management Plan is insufficient for screening projects against the eligibility criteria, the selected consultant would make a recommendation for a project application process building on the recommendations advanced in Tasks 1- 4. The selected consultants would screen submitted projects against the eligibility criteria following a call for projects process and present the results to the Pierce County Flood District Advisory Committee. The Advisory Committee would review the project rankings and modify, if necessary, before making a recommendation to the Board of Supervisors.

### **Task 7. Financial Plan**

The selected consultant will develop financial plan options for District consideration. The financial plans could range from a 6-year investment plan to 10-years or more. The selected consultant will describe the pros and cons of alternative financial planning timeframes. The selected consultant will identify potential funding sources for the financial plan and assist in the scoping of a rate study to fund the plan.

### **Reserved rights and procedures**

The District expressly reserves the following rights:

- a) To waive 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 District, is in the best interest of the District.

The District may return unopened any emails proposals or modification received after the hour and date specified as the due date.

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### **Pierce County Flood Control Zone District Background**

The Pierce County Council established the Pierce County Flood Control Zone District in 2011 by Ordinance No. 2011-95s. The Council determined it was in the best interest of Pierce County citizens to have a District that could fund the acquisition, construction and operation of flood and stormwater control needs in Pierce County that would protect public safety and the County's economic vitality.

The District is an independent special purpose district of the State of Washington, as authorized by Chapter 86.15 of the Revised Code of Washington (RCW). RCW 86.15 authorizes the Pierce County Council to be the District's board of supervisors, the governing body for the District. This board is supported by an Executive Committee and Advisory Board.

In addition, the District's governance structure includes an Interlocal Agreement with Pierce County to provide administrative support under the authority of the Assistant County Engineer pursuant to RCW 86.15 and authorized county delegations, and contracts with an independent legal counsel, financial firm and an Executive Director.

The District is funded through a property tax levy (local funds). Information about the District is available at: <https://www.piercefloodcontrol.org>