

# 2015

## RFQ – NATURAL GAS SYSTEM PLAN – PROJECT 1503



William Hawthorne  
City of Enumclaw  
01/07/2015



**Department of Public Works**

**REQUEST FOR QUALIFICATIONS  
CITY OF ENUMCLAW**

January 2015

**Natural Gas System Plan Project 1503**

City of Enumclaw  
2041 Railroad St  
Enumclaw, Washington 98022

Statements of Qualifications will be received by the Gas Utility Manager, at the City Shops Office, located at 2041 Railroad St, Enumclaw, Washington 98022, until 2:00 P.M. on January 28, 2015.

The City of Enumclaw is seeking proposals from qualified firms (Consultant) in the Comprehensive Planning industry. The Consultant selected will perform all necessary tasks to provide the City with a Natural Gas Comprehensive Plan.

Copies of the Request for Qualifications & Proposal for this project are available for prospective CONSULTANTS through e-mail at [ehawthorne@ci.enumclaw.wa.us](mailto:ehawthorne@ci.enumclaw.wa.us) and on the City's website: [www.ci.enumclaw.wa.us](http://www.ci.enumclaw.wa.us).

Each prospective Consultant will be evaluated as to their experience in similar projects and their ability to successfully provide the services related to planning, organizing, and implementing the Comprehensive Plan.

The right is reserved by the City Gas Manager of the City of Enumclaw, Washington to reject any or all Statements of Qualifications.

The City of Enumclaw, Washington  
William, E Hawthorne (Gas Utility Manager)

1. PROJECT TITLE: Natural Gas System Comprehensive Plan, Project 1503.

2. PROJECT DESCRIPTION:

The Public Works Department invites qualified firms (Consultant) to submit qualifications & proposal for the performance of services necessary to prepare a Natural Gas System Comprehensive Plan, for the City of Enumclaw's natural gas utility.

3. INTRODUCTION:

The City of Enumclaw is located about 40 miles South East of Seattle Washington. The City operates a municipal gas utility with distribution facilities covering about 21 square miles. The City's natural gas distribution system is comprised of approximately 94 miles of main and 4300 gas services. The 250 psi MAOP High Pressure system has 13.16 miles of 6 inch steel main and one mile of 4 inch steel main. The intermediate piping system has two separate distribution systems operating at an MAOP of 40 psi and 60 psi. These two systems together consist of 7.66 miles of 4 inch steel, 3.66 miles of 4 inch HDPE, 26.770 miles of 2 inch steel, and 42.430 miles of 2 inch HDPE. The system services are comprised of 839 coated and protected steel services with an additional 3,379 HDPE services. The City operates 22 district regulator stations and 38 farm taps.

In May of 2014 the City of Enumclaw entered into a 20 year agreement to supply natural gas to the City of Buckley owned and operated by Puget Sound Energy (PSE). The city of Enumclaw is under contract to provide firm gas delivery with a maximum daily contract quantity of 2,469 Dth\day at a flow not greater than 124 Mcf per hour with a minimum delivery pressure of 100 psig and a maximum delivery pressure of 250 psig.

4. OBJECTIVES:

A. The Consultant will provide a gas system design and planning criteria including the validation of the City's Gasworks system and modeling software program. The Consultant will provide a master plan that addresses the following items:

- Replacing and/or upgrading portions of the present system as part of an ongoing program to replace steel gas mains with polyethylene (PE) and to serve proposed residential development, possible industrial development (including the City of Buckley), and possible retail development
- The Plan should include a Capital Improvement Program (CIP 2016-2021) and a map of the proposed improvements

- Assess the 6 inch high pressure line to verify capacity to handle the projected loads to year 2021 including the City of Buckley
- Determine if the system is adequate to handle existing and future peak loads at an estimated 55 HDD (Heating degree day)
- The Consultant will prepare a preliminary feasibility evaluation and cost estimate for the City to relocate a portion of the high pressure line in response to WSDOT plans to install a bridge on S.R. 164 near miles post 8.24.

#### B. Anticipated Milestones & Schedule

- |   |                   |
|---|-------------------|
| ● Issue the Request for Qualifications              | January 7th, 2015 |
| ● Consultant qualification deadline                 | January 28, 2015  |
| ● City review of submittals/consultant selection    | February 10, 2015 |
| ● Negotiation of contract for Professional Services | February 27, 2015 |
| ● City Council approval of Contract                 | March 09, 2015    |
| ● Notice to Proceed                                 | March 13, 2015    |
| ● Consultant requests records and information       | March 17, 2015    |
| ● Consultant submits draft System Plan to City      | June 1, 2015      |
| ● City provides feedback on draft                   | June 23, 2015     |
| ● Consultant provides final system plan             | July 21, 2015     |

#### C. Anticipated Deliverables

1. The Consultant shall prepare the report using Microsoft Word and provide an electronic copy of the final version in .docx format.
2. A complete copy of the report in a single electronic .pdf format.
3. Power Point presentation highlighting the System Plan to be presented by the successful consultant to the Council.
4. Drawings, details and diagrams in 8.5 x 11 or 11 x 17 format to be included.
5. The Gas System Master Plan shall be organized in eight sections, followed by appendices that provide more detailed information and supporting documentation for the results and recommendations of the study. The eight sections shall be comprised of the following:

- ***Executive Summary*** states the purpose of the Master Plan report and briefly describes the existing system and proposed improvements to both the existing system and for future expansion.
- ***Introduction*** presents a brief background of the City’s natural gas distribution system and discusses the need for the Gas System Master Plan and the scope and objectives of the study. A list of abbreviations if needed should also be provided to assist the reader with understanding the information presented in the report.
- ***Existing System Description and Planning Area Characteristics*** summarizes the existing system and identifies existing gas demands and develops future requirements based on potential growth and planned land use. Historical gas consumption and production records will be made available to evaluate and determine fluctuations in gas requirements and to estimate demands for each land use.
- ***Analysis Criteria*** should identify the various design criteria used to evaluate the City’s natural gas system.
- ***Gas System Model*** describes the calibration and testing used to determine the accuracy of our current model and describe any modification needed to bring the model into calibration.
- ***Computer Analysis Summary*** describes the recommended improvements for the city based on the model results.
- ***Recommended Capital Improvement Program*** shall present the recommended Capital Improvement Program for the City of Enumclaw natural gas distribution system, including the estimated cost of the recommended projects. Guidelines for implementation of the Capital Improvement Program and for future updating of the Gas System Master Plan shall also be provided. The CIP is based on the recommended projects described in previous sections of the plan and should be separated into improvements that are part of the Gas Main Replacement Program and improvements that are needed to serve new development and potential customers that are currently not served.
- ***Funding Plan*** would provide an overview a historical utility finances and policies and develop a financial plan and rate recommendations to accomplish the proposed capital improvements and maintain operating reserves.

## 5. QUALIFICATION EVALUATION:

Consultant selection will be according to Chapter 39.80 RCW and based on evaluation of qualifications unless it is deemed necessary by the City to conduct interviews of closely scored Consultants. The Consultant determined best qualified to perform the studies and

prepare the plan will be recommended to the City Council for acceptance, subject to successful negotiation of a Contract for Professional Services.

The City reserves and has the sole discretion to:

- Award a Contract for Professional Services for all, any, or any combination of the anticipated scope of work described within the RFQ
- Reject any and all Consultant qualifications considered by the City to be nonresponsive or not in the best interest of the City
- Supplement, amend or otherwise modify this RFQ or cancel this RFQ without substitution
- Waive any of all informalities in the Consultant's qualifications or failures to comply with RFQ requirements
- Request further information or presentations from Consultants as needed to support the City's selection of the most qualified Consultant.
- Select any Consultant that in the opinion of the City is most qualified.
- Modify the anticipated scope of work, and milestones and schedule
- Award the Contract for Professional Services with no additional discussions

#### 6. QUALIFICATION SUBMITTAL:

Interested Consultants should state their interest in this project by submitting 1 electronic copy of the following:

- Letter of interest and understanding on Consultant stationary
- Proposed Technical Approach to perform task(s) identified in section 4 (four page maximum)
- Description of Consultant, to include only the following:
  - ✓ Legal name, years in business, officers, staff size, and breakdown by classification;
  - ✓ Names and titles of the Consultant team; Table of organization proposed by the Consultant for this project including clearly stated availability to dedicate resources to the project;
  - ✓ List experience with regulators, preferably with Washington Utilities and Transportation Commission (WUTC)
  - ✓ List experience with gas modeling software, preferably with GASWORKS;
  - ✓ Resumes of all persons who will be working on this project, including sub-consultants and engineering design staff;

- ✓ List all legal proceedings where the firm or member is a part to, including by not limited to court of general jurisdiction and utilities commission.

7. SELECTION PROCESS:

The Selection Committee, consisting of representatives from the City’s Engineering, Public Works, and/or other departments, will review and evaluate the RFQ submittals.

8. SUBMIT COMPLETED RESPONSES TO:

Ed Hawthorne  
Gas Utility Manager  
City Shops Building  
2041 Railroad St  
Enumclaw, WA 98022

ehawthorne@ci.enumclaw.wa.us

All proposals must be received not later than 2:00 p.m. local time January 28, 2015. The City assumes no responsibility for responses received after the stated time and date, or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling or any other reason. Late responses will be held unopened and not considered for award.

The envelope shall be clearly marked with the Vendor’s name and words “**Natural Gas System Plan – City of Enumclaw Project 1503**”. Qualifications shall not be submitted via facsimile or electronic mail.

9. INSURANCE REQUIREMENTS:

See Exhibit “A” attached

10. DISTRIBUTION:

This RFQ is being mailed to Consultants that have contacted the City and those that are believed to have the experience needed for this project. The project is also being advertised per City of Enumclaw purchasing policies and being made available online though the City’s website.

11. PUBLIC RECORDS ACT:

A. Under Washington State Law (reference RCW 42.56 – the Public Records Act) all materials received or created by the City are considered public records. These records include but are not limited to qualification submittals, agreement documents, contract work product, or other information submitted by a vendor to the City.

- B. The State of Washington's Public Records Act required that public records must be promptly disclosed by the City upon request unless the RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (RCW 42.56 and RCW 19.108)
  
- C. Respondents must familiarize themselves with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website regarding the Public Records Act at: <http://apps.leg.wa.gov/RCW/default.aspx?cite=42.56>
  
- D. If the consultant believes that any of the records it submits to the City as part of your informational material are exempt from disclosure, you can request that they not be released. To do so, you must notify the City in writing. You should clearly and specifically identify each record and the exemption(s) that may apply.
  
- E. The City will not withhold materials from disclosure because they have been marked with a document header or footer, page stamp, or a generic statement that a document is; subject to non-disclosure, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope. Identify paragraphs or sentences that meet the specific exemption criteria you cite. Only the specific records or portions of records properly identified will be reviewed for potential non-disclosure. All other records will be considered subject to full disclosure upon request.
  
- F. If the City receives a public disclosure request for any records you have properly and specifically listed for nondisclosure, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten (10) business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a court order within the ten (10) business days, the City may release the documents.
  
- G. The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on and submit it with your solicitation. Should a public record request be submitted to the City for that (those) record(s), you can then seek an injunction under RCW 42.56 to prevent a records release. By submitting a response to this Request for Qualifications, respondent acknowledges this obligation; and also acknowledges that the City will have no obligation or liability to the consultant if the records are disclosed.