



CITY OF  
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE  
REGULAR MEETING  
WEDNESDAY, NOVEMBER 10, 2021  
5:30 PM  
ZOOM MEETING

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THE UTILITY ADVISORY COMMITTEE WILL HOLD THIS MEETING USING  
A VIRTUAL, ZOOM WEBINAR, PER GOVERNOR INSLEE'S  
"STAY HOME, STAY HEALTHY" ORDERS

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/97357473020](https://bainbridgewa.zoom.us/j/97357473020)

OR TELEPHONE: 1-253-215-8782

WEBINAR ID: 973 5747 3020

#### AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE  
5:30 PM
2. APPOINTMENT OF CHAIR / CO-CHAIR – 10 MIN
3. DISCUSS UAC 2022 WORK PLAN – 15 MIN
4. STORMWATER SYSTEM PLAN SCOPE OF WORK – 15 MIN
5. NEXT MEETING AGENDA PLANNING – 5 MIN
6. ADJOURNMENT

## City of Bainbridge Island Stormwater System Plan

The City of Bainbridge Island (City) is soliciting qualifications from consultant firms with experience in stormwater planning and asset management to support the preparation of the City's Stormwater System Plan. The plan will provide a comprehensive approach for managing stormwater and related surface water on Bainbridge Island.

The Stormwater System Plan will inform stormwater quality improvement initiatives, capital improvement program; facilities monitoring and maintenance; financial elements, and regulation of new developments. The Stormwater System Plan will address climate change impacts and considerations for future development and will be linked with ongoing efforts such as the development of the City's Groundwater Management Plan.

The City is looking for input to the approach and scope of the Stormwater System Plan as well as support for development of the plan.

### Project Description

The work to be performed by the consultant consists of four distinct, but related efforts:

1. **Complete stormwater asset inventory and GIS mapping.**
2. **Stormwater System Plan approach / scope development support** including but not limited to:
  - a. Summarize status of recommended actions contained in the City of Bainbridge Island Surface Water Management Plan 2001.
  - b. Complete a gap analysis to identify changes required for compliance with Ecology's Stormwater Management Manual for Western Washington (SWMMWW ,2012, amended in 2014) as well as looking ahead to the 2019 version which is anticipated to be adopted before July 2022 and the City of Bainbridge Island Municipal Code Title 15 Chapter 15.20 Surface and Stormwater Management.
3. **Stormwater System Plan preparation support** including but not limited to:
  - a. Summarize the interface with NPDES Phase II Permit requirements, Ecology's SWMMWW, City of Bainbridge Island Climate Action Plan, the City's forthcoming Groundwater Management Plan, and other applicable City plans, codes and policies.
  - b. Recommend improvements to current stormwater monitoring program / asset management program.
  - c. Recommend actions to improve stormwater water quality.
  - d. Recommend actions to address climate change impacts including sea level rise and increased storm intensities.
  - e. Develop a Stormwater Management Action Plan (SMAP) consistent with the City's NPDES permit requirements.
  - f. Provide a prioritized project list from the City's current Capital Facilities Plan.
  - g. Recommend additional projects, as needed including ballpark budget estimates, resource requirements, rationale and general timing, differentiate 'have to' vs 'nice to have' projects, and general cost benefit considerations.

- h. Prepare an Implementation Plan and Plan Effectiveness Monitoring Plan.
- 4. **Community engagement support** and coordination with City Advisory Committees, which will be led by the City.

**Requirements for Qualifications Responses (as applicable)**

- Identify each person involved with the project including any technical partners and describe their respective roles, including:
  - a. Information regarding each member’s experience and qualifications.
  - b. Resume of key team members.
  - c. Description of how the team will be organized and led.
- Identify the project lead and their relationship to other members of the team.
- Describe the consultant’s relevant project experience with similar projects. Projects described must illustrate the consultant’s experience with preparing documents, designs and plans similar in scope to the proposed project. Provide client references for relevant projects.

**Evaluation Criteria**

Evaluation of RFQ responses will be based upon the following:

- Success in developing similar projects.
- Quality of representative projects.
- Qualifications of project team and key project managers, including references.
- Demonstrated creativity and outside-the-box thinking.

**General Provisions and Conditions**

The City reserves the right to:

- Reject any and all responses.
- Waive minor irregularities in a response.
- Cancel, revise, or extend this solicitation.
- Request additional information on any response beyond that required by this RFQ.
- Have the final decision on the selection.
- Modify the timeline and to issue addenda to this document.

**Schedule**

This project is scheduled to start in early February 2022 and be completed by February 2023.

Submittals Due	December 3, 2021
Consultant Interviews	Week of December 13, 2021
Consultant Selected	Week of December 20, 2021
Contract Executed	Week of January 24, 2022

If you are interested in pursuing this project, we invite you to submit qualifications.

**Budget**

The budget project this project is anticipated to be in the range of \$200,000.

**Submission Requirements**

Interested consultants must submit an electronic copy of the response to the RFQ. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFQ. All consultants must demonstrate compliance with the City's insurance requirements at the time of contract approval and obtain a City Business License.

The deadline for this RFQ is **4:00 PM, Friday December 3, 2021**, Pacific Standard Time. **Only emailed submissions will be accepted.**

**Contact Information**

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**Americans with Disabilities Act (ADA) Information**

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov) or by calling collect 206.842.2545.

**Title VI Notice:** The City of Bainbridge Island 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 at 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.

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