



BLACK LAKE SPECIAL DISTRICT

BLACK LAKE SPECIAL DISTRICT MEETING
Thursday, October 27, 2015 • 8:30 am • [1520-A Irving St](#), Tumwater

AGENDA

1. Roll Call
2. Approval of Agenda
3. Alum Treatment RFP
 - a. RFP Evaluation Scorecard
 - b. Set Evaluation Schedule
4. Adjournment of Public Meeting

Next Meetings:

Work Session, Thursday, November 5, 5:30 pm (OrgSupport office)
Regular Meeting, Thursday, November 19, 5:30pm (OrgSupport office)

Develop RFP

- Commission Reviews/Approves RFP - September 17, 2015
- RFP Released - September 18, 2015

Proposals

- Intents to Bid Received - September 25, 2015
- Proposals Received - October 23, 2015

Bidder Questions

- Receive Bidder Questions - October 2, 2015
- Respond to Bidder Questions - October 9, 2015

Evaluate Proposals

- Develop Evaluation Criteria - October 27, 2015
- Form Evaluation Committee - October 27, 2015
- Evaluate Proposals - November 5, 2015

Announce Successful Bidder

- Announcement of Apparent Successful Bidder - October 30, 2015
- Briefings with Unsuccessful Bidders - November 2-6, 2015

Finalize Contract

- Finalize Contract - November 13, 2015
- Approve Contract - November 19, 2015
- Work Begins - December 1, 2015



BLACK LAKE SPECIAL DISTRICT

SEPTEMBER 3, 2015

REQUEST FOR PROPOSALS (RFP)

MANAGEMENT AND OVERSIGHT OF AN ALUM TREATMENT

THE BLACK LAKE SPECIAL DISTRICT

120 STATE AVENUE NE, #303
OLYMPIA, WA 98501

PHONE: 1-360-867-8814

E-MAIL: INFO@BLACKLAKESPECIALDISTRICT.ORG



BLACK LAKE SPECIAL DISTRICT

PROPOSAL SUBMISSION

Firms and individuals wishing to submit proposals should notify the Black Lake Special District of their intention to bid no later than September 25, 2015. The proposal submission deadline is 5 pm, October 23, 2015. For consideration proposals must be submitted electronically, including any company brochures, pamphlets, and/or materials indicating the firm's qualifications, to the Black Lake Special District (BLSD) at Info@BlackLakeSpecialDistrict.org.

Questions concerning this RFP may be directed by email to: Info@BlackLakeSpecialDistrict.org. Questions regarding the proposal must be submitted no later than October 2, 2015 and will be answered no later than October 9, 2015.

BACKGROUND

The Black Lake Special District (BLSD) is a limited purpose local government separate from city, town, or county government. Revenue raised under BLSD are used to protect and enhance Black Lake in terms of plant management and water quality, as well as address emerging issues related to managing the lake in accordance with the IAVMP and best interests of the property owners within the district. The purpose of BLSD is to serve the public welfare by improving and maintaining the water quality of Black Lake for local homeowners, those with lake access, visitors, fish, and wildlife. The goal is to maintain a healthy and ecological balance in the lake so that it may be enjoyed by swimmers, boaters, fishermen, and campers.

In June 2015, Herrera, Inc. completed for BLSD the Black Lake Phosphorous and Algae Control Plan. BLSD desires to move forward with this plan which calls for the treatment of Black Lake with alum. BLSD requires the treatment adhere to all government regulations, maximizes safety for contractors and citizens, and minimizes risks to the environment.

The alum treatment is planned for the spring of 2016. The treatment may be delayed should financing conditions or spending priorities change for the BLSD.

SCOPE OF SERVICES

The BLSD is seeking to hire an individual or firm to provide management and oversight of the planned alum treatment, slated to occur in the spring of 2016. This RFP is not seeking proposals for alum application, only management and oversight. The successful proposal will address the required elements outlined below.

Proposals for alum treatment management on behalf of the Black Lake Special District at a minimum should address the "Next Steps" identified in Chapter 8 of the Phosphorous and Algae Control Plan and other items identified below:



BLACK LAKE SPECIAL DISTRICT

- FINAL DESIGN
 - Refinement of the method and cost estimate provided in the control plan.
- PERMITTING
 - Preparation and submission of a Discharge Management Plan, SEPA addendum and any other documents required by regulatory agencies.
- TECHNICAL SPECIFICATIONS AND CONTRACTOR PROCUREMENT
 - Preparation of bid documents to include a bid schedule, minimum qualifications of contractors, liability insurance requirements, technical specification, and Treatment Design Report for procurement of a contractor to perform the alum treatment.
- TREATMENT OVERSIGHT
 - Engineering services to include technical oversight of the alum contractor during treatment.
- WATER QUALITY MONITORING
 - Conduct water quality monitoring according to the treatment design report and permit requirements.
- TREATMENT REPORT
 - Preparation of a treatment report summarizing all observations and data collected for treatment oversight and water quality monitoring.
- PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION
 - Ongoing contract administration of the alum treatment project including preparation of invoices, progress reports, and coordination of work efforts with the Black Lake Special District.
- BUDGET
 - A high-level budget that estimates costs for all the requirements above and any others you deem necessary. Also include an explanation of your billing procedures.
- TEAM
 - List team members, and include brief (not to exceed one page) biographies for principal participants, and each person's role or level of participation in the event.
- REFERENCES/CLIENT LIST
 - Provide a list of clients for whom you have worked in a similar vein.

PROPOSAL DELIVERY

The deadline for submitting proposals is 5 pm, October 23, 2015. Please email a PDF of the proposal to info@BlackLakeSpecialDistrict.org.

Please submit Intent to Bid no later than September 25, 2015 to info@BlackLakeSpecialDistrict.org.

All proposals at a minimum must include in the following order and clearly titled:

- FINAL DESIGN
- PERMITTING
- TECHNICAL SPECIFICATIONS AND CONTRACTOR PROCUREMENT
- TREATMENT OVERSIGHT



BLACK LAKE SPECIAL DISTRICT

- WATER QUALITY MONITORING
- TREATMENT REPORT
- PROJECT MANAGEMENT AND CONTRACT ADMINISTRATION
- BUDGET
- TEAM
- REFERENCES/CLIENT LIST

PROPOSAL PREPARATION

Firms submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

PROPOSAL EVALUATION

Proposals will be evaluated based on plan description, previous experience, qualifications, and budget.

Final selection will be made October 30, 2015 with the expectation that a contract will be in place and work begun by December 1, 2015. The Black Lake Special District Commissioners will review proposals. Upon review of proposals, BLSO will conduct briefings with unsuccessful bidders during the week of November 2, 2015 – November 6, 2015. BLSO reserves the right, after reviewing proposals, to not award a contract. However, if a contract is awarded, it will be done no later than November 13, 2015.

SCHEDULE

- Submission of intent to bid – September 25, 2015
- Submission deadline for proposals – October 23, 2015
- Submission of questions by bidders – October 2, 2015
- Send responses to questions to all bidders – October 9, 2015
- Announcement of apparent successful bidder – October 30, 2015
- Briefings with unsuccessful bidders – November 2, 2015 – November 6, 2015
- Finalize contract – November 13, 2015

BACKGROUND MATERIALS

Black Lake IAVMP

<http://blacklakespecialdistrict.org/wp-content/uploads/2014/09/Black-Lake-Int-Aquatic-Vegetation-Management-Plan1.pdf>

Black Lake Phosphorous and Algae Control Plan

http://blacklakespecialdistrict.org/wp-content/uploads/2015/06/15-05987-000-Black-Lake-P-A-Cntrl-Plan_2015-06-161.pdf

RFP EVALUATION SCORECARD

The evaluation criteria with the highest priority will have the highest multiplier, e.g., “x 10” and the lowest priority criteria will have the lowest multiplier, e.g., “x 1”. Multiply the multiplier by “5” to obtain the highest number of points for each criteria (since “5” is the highest score).

Reviewers must check one score (0-5) for each criteria. Multiplying the marked score by the multiplier will result in the total points awarded for that criterion

NAME OF BIDDER: NAME OF REVIEWER:	<i>Score Unsatisfactory</i> <i>0 pts</i>	<i>Score Satisfactory</i> <i>1 pt</i>	<i>Score Good</i> <i>2 pts</i>	<i>Score Very Good</i> <i>3 pts</i>	<i>Score Excellent</i> <i>4 pts</i>	<i>Score Outstanding</i> <i>5 pts</i>	<i>Multiplier</i>	Points Awarded (mark score from 0-5 and multiply by multiplier)	Maximum Points Available (5 x multiplier)
<i>EVALUATION CRITERIA LISTING</i>									
EXAMPLE - 1						XX	(x 5)	25	25
1. Plan Description							(x __)		
Comments:									
2. Previous Experience							(x __)		
Comments:									
3. Qualifications							(x __)		
Comments:									
4. Budget							(x __)		
Comments:									
5.							(x __)		
Comments:									
									Total: _____
Comments:									

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