

Proposer's Instructions

BELFAIR WASTEWATER DESIGN

A Request by Mason County, Washington, for Proposals to Provide Engineering Design and Other Related Services for a Wastewater Collection and Treatment System Serving the Belfair Urban Growth Area

Summary:

Mason County is seeking proposals from wastewater system engineering organizations to prepare plans, specifications and estimates for a wastewater treatment and collection system to serve the Belfair Urban Growth Area (UGA) in northeast Mason County. Since there is no sewer system in the Belfair UGA, this is an opportunity to design and offer assistance during construction of an integrated, highly efficient, modern system with membrane bioreactor treatment producing Class A reclaimed water for re-use.

The initial sewer service area will serve a population of about 600. Growth and system expansion may triple the served population by 2015. Mason County will own and operate the wastewater utility serving the Belfair UGA, a Facilities Plan and Programmatic Final EIS are prepared, and grant and loan funding is in place to cover the current estimated capital cost of design and construction.

Background:

Belfair, while not an incorporated city or town, is designated an Urban Growth Area (UGA) consistent with the Washington State Growth Management Act. The Belfair UGA in northeast Mason County currently has no sewers and wastewater is managed using individual on-site systems. Over the last several years various sewer system approaches have been proposed for the Belfair UGA. These included serving areas outside the existing UGA boundary and the possibility of sending wastewater collected in Belfair to the North Shore utility in Allyn for treatment and re-use/disposal. A previous Facility Plan (as described in Washington Administrative Code 173.240) and an amendment were submitted to the Washington State Mason County of Ecology prior to the current amendment being approved.

In June 2007 the Washington State Department of Ecology approved the most recent Belfair Facilities Plan amendment. This plan calls for the phased installation of a wastewater collection system that uses gravity, grinder pump and force main sewers to deliver sewage to a membrane bioreactor (MBR) treatment plant. The plant will produce Class A reclaimed water that will be used initially for forest land irrigation and eventually serve other reclaimed water uses as availability and re-use opportunities develop. Initially, biosolids from the treatment process will be partially dewatered at the treatment plant and trucked to suitable disposal locations. Eventually Belfair biosolids could be managed using regional solids handling capabilities developed to serve several treatment plants in Mason County. A CD copy of the "Final Belfair/Lower Hood Canal Water Reclamation Facility Plan Supplemental Information" (Mason County of Ecology approved plan amendment) is available on request for each interested firm responding to this RFP.

A Final Programmatic Environmental Impact State was prepared and made available in January 2007. This document covers impacts and possible mitigations for facilities serving not only the

Belfair UGA but also a neighboring area known as North Shore or Lynch Cove/North Shore. The Mason County Board of Commissioners determined that **only the Belfair UGA** should be served at this time. The Facilities Plan Amendment reviewed and approved by the Department of Ecology reflects this decision. A CD copy of the “Final Programmatic Environmental Impact Statement” is available on request for each interested firm responding to this RFP.

Mason County will form and manage the sewer utility serving Belfair. At this time the County is considering combining its wastewater utilities. Based on the conclusion of those considerations, Belfair may be served by a general Mason County wastewater utility or a utility formed by Mason County serve Belfair wastewater needs. In either case, the Mason County Board of Commissioners and the Mason County Mason County of Utilities will be the responsible legislative and administrative organizations.

The process for selecting a design firm involves submitting a proposal in response to this request, rank ordering of the responses based on qualifications and approach by a “Short Listing Committee” from Mason County government, ranking based on interviews of the 2 to 4 highest ranked firms by a “Selection Committee” composed of Mason County officials and a citizen representative, and negotiation, first with the highest ranked firm, then other firms in rank order, until a satisfactory final scope of services and contract is agreed upon.

This is the first Mason County wastewater project on Hood Canal. The Governor, all of state government, the Puget Sound Partnership, various environmental groups, Tribes, Washington’s two Senators, the United States Environmental Protection Agency and, in particular, Congressman Norm Dicks, are keenly interested in the rapid progress and successful completion of the Belfair system. From many perspectives the Belfair UGA project is the vanguard of wastewater management efforts in the populated, but largely rural, communities that surround Hood Canal. These projects are vital to the Canal’s environmental well-being. Consequently, there is with this project an obvious and very public opportunity to “do the right thing” quickly and well.

In recognition of the Belfair UGA Project’s significance, funding for design and construction is largely in place thanks primarily to “ear marked” State of Washington funds aimed at Belfair wastewater management. The tables below in the **Finances** section summarize funding.

Size of the Project

As noted above, the Belfair project includes only the Belfair UGA in its service area. Lynch Cove/North Shore is not part of the current project. Consequently, only the Belfair UGA population forecast column in the table should be considered at this time.

Year	Belfair UGA Service Population	Lynch Cove/ North Shore Service Population	Total Service Population
2005	594	750	1,344
2010	1,041	750	1,791
2015	1,824	750	2,574
2020	3,195	750	3,945
2025	5,600	750	6,350

The following table is an excerpt from the Facilities Plan Table 4-1 showing the flow estimates for the Belfair UGA over a 15 year period. Please refer to page 4-2 of the Facilities Plan for details.

	2005 (Immediate)			2010 (5 yr.)			2015 (10 yr.)		
	Population	Flow Units gpd (1)	Total Flow gpd	Population	Flow Units gpd (1)	Total Flow gpd	Population	Flow Units gpd (1)	Total Flow gpd
Belfair Sewer Projections within UGA									
Domestic	594	65	38,610	1,041	65	67,665	1,824	65	118,560
I/I	594	15	8,910	1,041	15	15,615	1,824	15	27,360
Comm/Ind (2)			56,486			99,548			175,437
Sub-Total			104,006			182,828			321,357

The following table is an excerpt from the Facilities Plan Table 4-2 showing the loading estimates for the Belfair UGA over a 15 year period. Please refer to page 4-3 of the Facilities Plan for details.

	2005 (Immediate)			2010 (5 yr.)			2015 (10 yr.)		
	Population	Unit Rates TSS & BOD lb/d (1)	Load TSS & BOD lb/d	Population	Unit Rates TSS & BOD lb/d (1)	Load TSS & BOD lb/d	Population	Unit Rates TSS & BOD lb/d (1)	Load TSS & BOD lb/d
Belfair Sewer Projections within UGA									
Domestic	594	0.2	119	1,041	0.2	208	1,824	0.2	365
Comm/Ind (2)			143			252			444
Sub-Total			262			460			809

Section 7 of the Facilities Plan details the collection system plan.

Scope of Services:

The following “Preliminary Scope of Services” was prepared as part of the contract to prepare the Facilities Plan Amendment. It is being used to roughly estimate the cost of design services (exclusive of “assistance during construction”) for the purposes of determining needs and securing grant and loan assistance for the Belfair UGA project. The design services estimate is \$2.63 million in current dollars. Please note that besides design, environmental documentation and mitigation plans for site specific proposed actions, permitting, and assistance with land acquisition are also included as part of this project. The “Preliminary Scope of Services” is included here to illustrate an approach to design and is not intended to be limiting or proscriptive.

The “Preliminary Scope of Services” below is illustrative of Mason County’s need and is offered here as a “starting point” for firms interested in responding to this RFP. While many of the sub-tasks presented here will be part of the final scope of services, firms responding are encouraged to propose work elements that will expedite design elements and allow construction to begin as soon as possible. Other desired approaches include sustainable facilities design, modern yet highly stable operations, sensitivity to related water resource management opportunities, and maximum efficiency. A detailed scope of services is not expected as part of the response to this request for proposals.

Preliminary Scope of Services Belfair Wastewater Design

Task 1- Project Administration/Management:

Activities

- A. The CONTRACTOR will administer and manage the project. Responsibilities will include, but not be limited to: maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, grant and loan contract requirements; interlocal agreement requirements; attainment of all required permits, licenses, easements, or property rights necessary for the project; conducting, coordinating, and scheduling of all project activities; quality control; and submittal of required performance items.
- B. The CONTRACTOR will ensure that every effort is made to maintain effective communication among the CONTRACTOR's designers, Mason County, all affected local, state, tribal or federal jurisdictions, and/or any interested individuals or groups. The CONTRACTOR is expected to propose and, with concurrence from Mason County, execute a program to assure Mason County personnel (especially operating staff) involvement in the design process. The CONTRACTOR will carry out this project in accordance with completion dates outlined in the contract covering this scope of services.
- C. The CONTRACTOR shall submit all invoice requests and supportive documentation, to the Utilities Director of Mason County.
- D. As part of the 70% design review, the CONTRACTOR will prepare and submit an Operator Training and System Commissioning Plan which the CONTRACTOR will execute when timely.
- E. The CONTRACTOR shall submit as a portion of the quality assurance and project plan, on its own, or in the final report for Mason County approval a "Post Project Assessment Plan" that explains how the CONTRACTOR will assist Mason County 3 to 5 years after the expiration of the AGREEMENT, as it assesses project effectiveness.

Required Performance:

1. Effective administration and management of this project.
2. Maintenance of all project records.
3. Submittal of all required performance items, (including the Post Project Assessment Plan), progress reports, financial vouchers, and maintenance of all project records.

Task 2 – Preliminary Design Services:

Activities

- A. Information Gathering -- Compile and review available County, WSDOT, utility and other entity's plans, record drawings, tax lot maps (from County GIS) and other mapping, data, and information available from others relevant to the proposed work. Notify utilities for locates that will be located by the design survey and identified on the drawings.
- B. Design Survey -- Conduct field surveys within the public rights-of-way, along proposed routes and at specific site locations of the proposed sewer facilities. Identify roadway limits, driveways, existing underground utilities as located by the utility owners, existing overhead utilities and other structures, critical ground topography and other geographic features which may have a bearing on the design. Provide horizontal and vertical ties to all relevant physical features. Project

horizontal and vertical control will be coordinated with the County to develop maps for design purposes.

C. Pre-design Worksheets and Interagency Coordination -- Develop pre-design worksheets identifying preliminary concepts and locations for the proposed sewer facilities, based on field surveys, noting roadways, existing utilities, environmentally sensitive areas and other relevant features. Coordinate preliminary design review meetings as needed. Coordinate design interests and proposed sewer alignments with the County, WSDOT, PUD, Water District and other utilities and agencies to ensure routing conflicts are identified with existing facilities and potential plans of such other agencies.

D. Geotechnical Investigations -- Geotechnical investigations will be provided to determine the anticipated subsurface conditions relative to the required construction. Geotechnical engineering reporting will provide input to the location of facilities and the routing of collection system components. The Geotechnical information will also be used in the development of design concepts for the construction of structures and the placement of sewer collection system components. Anticipated subtasks are outlined as follows:

1. Review geologic maps, soil surveys and available geotechnical reports in the vicinity regarding subsurface soil and groundwater conditions.
2. Conduct site visit to review site conditions, locate proposed borings, and plan a traffic control program. Develop and submit permit applications, traffic control plans and boring exploration plans to the County for temporary occupancy during drilling.
3. Explore subsurface soil and groundwater conditions at specific site locations and along the proposed alignment as necessary to develop an understanding of subsurface conditions.
4. Engineering studies and analyses will be accomplished that will lead to the preparation of conclusions and recommendations concerning the design and construction of the proposed sewer facilities. These conclusions and recommendations will be presented in a written report along with all supporting data.

E. Hydrogeological Investigation -- Hydrogeological Investigation of the proposed water reclamation land application site and surrounding area will be conducted. The investigation will assist in the design and configuration of the irrigation system and identify conditions and constraints that will impact the operation of the system.

1. Conduct a complete hydrogeologic characterization of the area and map hydrologic/hydraulic features.
2. Calculate characteristics of the resulting ground water mound and hydraulic residence time in the aquifer. Evaluate continuity between ground water and surface water and impacts on surface water base flows.
4. Define system constraints, identify buffers, subsurface conditions limiting system performance, change in soil strength and slope stability, etc.
5. The hydrogeologic investigation will yield conclusions and recommendations that will be used in the design and operation of the land application site. A written hydrogeologic report will be prepared to present the finding of the investigation.

F. Preliminary Plans -- Using the project information developed in the previous tasks, preliminary drawings will be developed to the 30% complete level. Preliminary drawings will show the overall schematic and hydraulic profile of the proposed sewer system, sewer and force main routes for all sewer collection components, site layouts of the proposed pump stations and reclamation facility sites and the configuration, plan and profiles of all pump stations, treatment components, and buildings.

G. Construction Cost Estimates -- A Preliminary construction cost estimate will be developed and will include a schedule of estimated quantities, unit prices and total cost for the project.

H. Preliminary Design Report -- A Preliminary Design Report (a.k.a. "Engineering Report" per Washington Administrative Code 173.260) will be prepared to summarize the work, conclusions and recommendations associated with the preliminary design tasks as described previously. This report will include:

1. Recommendations for the preferred siting and routing of all proposed sewer facilities
2. Geotechnical and Hydrogeological reports
3. Permitting and approval requirements of all affected agencies
4. Easement and property acquisition needs
5. Proposed project schedule
6. Project cost review
7. Preliminary plan set

The report will be a stand-alone document that will define the project and provide sufficient information and detail to proceed with final design.

I. County/Agency Review – Copies of the draft Preliminary Design Report will be submitted to the County and then to the Washington State Department of Ecology (DOE) and appropriate agencies, especially design elements concerning the fate of reclaimed water to the Washington State Department of Health (DOH), for review and comment. Meetings will be conducted to review the draft report and discuss comments. The report will be revised based on comments and discussions and will be considered final when the Preliminary Design Report ("Engineering Report") is approved by DOE.

Required Performance:

1. Completion of design surveys.
2. Presentation of pre-design worksheets and interagency coordination.
3. Completion of Geotechnical and Hydrogeological investigations and reports.
4. Development of preliminary plans at 30% complete.
5. Development of preliminary construction cost estimates.
6. Development and submission and approval of the Preliminary Design Report.

Task 3 – Final Design and Bid Services:

Activities

A. Prepare Plans and Specifications (70%) -- The preliminary design drawings will be revised and further developed to incorporate comments from the Preliminary Design Report review and applicable permit conditions. Technical specifications will be developed to support the preliminary design. Plans and specifications will be approximately 70% complete. Copies of the 70% complete plans and specifications will be prepared and submitted to the County and other agencies for review and comment. Submittal will include an updated cost estimate. Meet with the County and agencies to review 70% submittal and discuss review comments.

B. Prepare Plans and Specifications (95%) -- The 70% complete plan and specifications will be revised and further developed to incorporate comments from the previous review and applicable permit conditions. Plans and specifications will be developed to near complete, 95%. Copies of the 95% complete plans and specifications will be prepared and submitted for review and comment. Submittal will include an updated cost estimate. Review 95% submittal and discuss review comments.

- C. Final Plans and Specifications -- Prepare final plans and specifications incorporating prior review comments and applicable permit conditions. The final plans and specifications will be bid ready documents. Prepare a bid tabulation that will include an updated engineer's estimate of quantities, unit prices and total construction cost.
- D. Regulatory and Agency Review -- Transmit two sets of draft final documents to DOE and DOH for plan review. Coordinate with DOE and DOH and respond to any comments during the review process (as needed). Also provide draft final documents to tribes, the Environmental Protection Agency and others as requested by the County and coordinate modifications and response to review comments and complete final documents.
- E. Advertisement/Plan Distribution -- Prepare advertisement(s) for construction contractor(s) and arrange for publication in the appropriate media. Distribute the contract documents to the appropriate plan centers and to prospective bidders, subcontractors, equipment suppliers and other vendors upon request. Maintain a list of plan holders for distribution upon request.
- F. Bidder Inquiries/Addenda -- Respond to questions from bidders, subcontractors, equipment suppliers and other vendors regarding the project and plans and specifications. Prepare and issue any addenda as necessary to clarify the contract documents.
- G. Pre-Bid Briefing(s) -- Conduct voluntary or mandatory pre-bid briefing(s) to review the project with prospective bidders.
- H. Engineer's Estimate(s) -- Prepare Engineer's Estimate(s) for the Bid Opening(s) and use in the evaluation of bids.
- I. Bid Opening and Award -- Attend the bid opening and assist the County with the bid opening process. Assist the County with the evaluation of the bids and prepare a written bid tabulation/summary document. Provide a written recommendation of award of the construction contract.

Required Performance:

1. Completion and submission of plans and specification at 70% and 95%.
2. Incorporation of review comments and permit conditions.
3. Completion and delivery of final, bid-ready plans and specifications.
4. Coordination and documentation of plan distribution.
5. Timely response to inquiries and issuance of addenda.
6. Conduct pre-bid briefing with prospective bidders.
7. Preparation of construction cost estimate.
8. Assist with bid opening, evaluation and award.

Task 4 – Permits, Easements and Property Acquisitions:

Activities

- A. Permit Management Plan -- Prepare and maintain a Permit Management Plan to identify and track all temporary and permanent permits for construction.
- B. Environmental Permits and Processes – Coordinate the necessary applications and submittals for permits and process approvals. This will include the following subtasks:
1. Identify natural features or conditions that may affect project permitting, route selection or facilities siting. Obtain critical areas information; conduct site visits, assessments and delineate environmentally sensitive areas.

2. Coordinate a Pre-Application meeting with County staff to review permit/process requirements for this project. The following permits and processes are anticipated: SEPA, NEPA, Dept. of Fish and Wildlife HPA, DOE 401, Army Corp Section 404, Shoreline, Stormwater and Grading.
3. Prepare permit applications and supporting documentation for the various permits and processes described. Provide follow-up and agency coordination as necessary to obtain permits and approvals.

C. Permits and Agreements -- Under this task, various other permit applications will be prepared and filed. Anticipated permits include: Department of Natural Resources leases and permits, WSDOT Franchise Permits, Conditional Use Permit, utility permits and County land use permits.

D. Cultural Resources Assessment -- The Skokomish Tribe has indicated that there are a number of potential cultural potential locations in the project area. A Cultural Resources Assessment will be performed by qualified archaeological personnel based on the Pre-Design information (plans at 30% complete). The assessment will be coordinated through the Skokomish Tribe and in cooperation with the Squaxin Island Tribe. The results will be incorporated into the appropriate permitting processes with the aim being to avoid to the greatest extent possible disturbance of probable cultural resource locations. During design appropriate and agreed upon measures and strategies will be developed in the event cultural resources are found during construction. The measures and strategies will include construction observation and resource management/curation plans along with construction management strategies that are consistent with the guidance of tribal cultural resource officials and the State of Washington Historic Preservation Officer.

E. Property Needs and Acquisition Plan -- With the pre-design information (30% plans) a Property Needs and Acquisition Plan will be developed that will identify, schedule and track the acquisition of all property, easements and leases needed for the project.

F. Easement Acquisitions -- Under this task, land acquisition services will be provided in support of County acquisition of easements for the sewers, force main and supporting facilities. This support will consist of easement descriptions, maps, recording, and appraisal and negotiation services.

G. Property Purchases and Leases -- Services will be provided in support of County purchase or long term lease of property for the sewer facilities, including pump station sites and the reclamation facility site. Support will consist of property descriptions, property acquisition maps, recording and appraisal and negotiation services.

Required Performance:

1. Maintenance of Permit Management Plan.
2. Submission and coordination of required permit applications.
3. Coordination of cultural resources assessment and preparation of plans.
4. Maintenance of Property Needs and Acquisition Plan.
5. Provide support services for acquisition of properties.

Task 5 – Community Participation:

Activities

A. Public Meetings -- Public meetings under the direction of the County will be held to assure opportunity for input on design issues such as location and appearance of facilities and construction management issues. The design team will participate in public meetings with the community to

present information on the project, alternatives and schedule and incorporate input as directed by Mason County.

B. News Releases/Project Information -- Assist the County in the preparation of news releases to convey information through the media and the County's web site. Prepare written materials for a Project Brochure for use at open houses and meetings, as a mailer or hand out.

C. Tribal Coordination -- Participate with the County in meetings with the Skokomish Indian Tribe and the Squaxin Island Tribe to discuss the project and present design concepts and information for review and input.

Required Performance:

1. Participation in community and organizational meetings.
2. Assist the County in preparing news releases and a project brochure.
3. Participation in meetings with tribes.

Task 6 – Assistance During Construction:

This task is optional for the County at completion of design. Based on the performance of the CONTRACTOR during design and the CONTRACTOR'S experience and capacity to deliver assistance during construction, the County may choose to negotiate a scope of services addendum with the CONTRACTOR for these services. There is no estimate for the cost of this service at this time.

Design Cost Estimate by Task Elements

1. Project administration/management	\$ 129,400
2. Preliminary design services	\$ 723,100
3. Final design and bid services	\$ 1,229,000
4. Permits, easements and property acquisitions	\$ 514,000
5. Community participation	\$ 38,800
Total project cost (design fee estimate):	\$ 2,634,300

Finances:

As a result of very helpful legislative session, the Belfair project appears well-funded. The Facilities Plan was prepared for review prior to the close of the legislative session and the resources it identifies are no longer current. The following table shows the cost estimates that are still considered current as detailed in the Facilities Plan.

Cost Estimate Summary

<i>Item</i>	<i>Amount</i>
Collection System Design & Construction	\$7,900,000
Transmission System Design & Construction	\$3,300,000
Treatment System Design & Construction	\$13,400,000
Total	\$24,400,000

The 2007 session of the Washington State Legislature resulted in restoration of \$4.8 million in grant funds previously used elsewhere as a result of the 2006 Special Legislative Session. The most recent Legislature also added \$5.3 million of "ear marked" grant funds for Belfair. The following table updates Table ES-6 in the Executive Summary of the Facilities Plan. Taking into account estimated operating costs and loan repayment expense, monthly Belfair sewer rates are estimated at approximately \$90.

Financial Resources Summary

<i>Item</i>	<i>Amount</i>
State Revolving Fund '08 (design)	\$2,700,000
CTED Jobs/Communities	\$8,000,000
CTED Job Development	\$8,000,000
'08 State Budget "Ear Mark"	\$5,300,000
Total	\$24,000,000

The State Revolving Fund loan monies identified to assist design may not be available to Mason County until sometime in 4th Quarter, 2007. In the interim, up to 10% of the CTED Jobs/Communities Grant (\$800,000) will be available.

Selection Process:

The selection process steps and calendar are as follows:

Belfair Selection Process Calendar

<i>Date/Hour</i>	<i>Event</i>
Thursday, July 12 th , 4:00 p.m.	<p>Proposal due. Physically delivered proposals should be addressed to:</p> <p align="center">Kerry Worf, P.O. Box 279 or 411 N. Fifth St. Shelton, WA 98584</p> <p>Electronically delivered proposals should be sent to: klw@co.mason.wa.us</p>
Monday, July 16th	The Short Listing Committee meets to consider the proposals and check references.
Wednesday, July 18th	The Short Listing Committee announces the 2 to 4 firms to be interviewed and the interview times assigned by lot to each firm.
On or after Thursday, July 26th	<p>Interviews are conducted by the Selection Committee according to the following schedule:</p> <ul style="list-style-type: none"> • 9:00 a.m. – Interview A • 10:30 a.m. – Interview B • 1:00 p.m. – Interview C • 2:30 p.m. – Interview D (if needed)
On or after Friday, July 27th	The Selection Committee announces its top ranked choice.
On or after Monday, July 30th	Negotiations begin with the top ranked firm.
Wednesday, August, 15th	A contract, preliminarily approved by staff from the firm and from the County is sent to appropriate authorities (for the County, the County Board of Commissioners) for final approval.
Tuesday, August 21st	The County issues a "notice to proceed."

Proposals offered in response to this request will initially be reviewed by a technically-oriented panel, the Short Listing Committee, charged with rank ordering the proposals based first on qualifications and second on approach to the project. The Committee is composed of the following individuals:

Belfair Short Listing Committee

<i>Name</i>	<i>Title</i>	<i>Function</i>
Tom Moore	Deputy Director of Utilities	In charge of all Mason County utility operations. Reports to Emmett Dobey.
Charlie Butros, PE	Director of Public Works	Responsible for Mason County roads and public works functions. Reports to the Board of County Commissioners.
Barbara Robinson	Director of Community Development	Responsible for Mason County planning and development services.

After reviewing the proposals and checking references, the Short Listing Committee will recommend whether the top two, three or four proposing firms be interviewed based on the qualification and approach differences of the highest ranked firms. The aim is to recommend three firms.

The Committee will use a blind drawing to determine the interview times of day for the firms ranked for interview. All submitting firms will be notified whether they have been ranked high enough for interview, and, if so, the assigned time of day. If one or more firms selected for interview decline to participate, the next ranked firm(s) will be asked to interview at the vacated time(s) of day so as to assure at least two firms are interviewed. If, when a next-rank firm is notified of an opportunity to interview, fewer than three business days remain before the scheduled date for interviews, the Short Listing Committee will re-schedule the interview date. The order of interviews will not change.

Interviews will be conducted by the Selection Committee, a group composed of the following individuals:

Belfair Selection Committee

<i>Name</i>	<i>Title</i>	<i>Function</i>
- to be determined -	Commissioner	Mason County Commission member.
- to be determined -	Belfair Citizen	Respected, well-known community member
Emmett Dobey	Director of Utilities	Chief administrative officer for all Mason County utilities including water, wastewater and solid waste. Reports to the Board of County Commissioners.

Interview schedule adherence is very important. No interview may exceed 60 minutes total duration including introductions, presentation and discussion/questions. Interviewees will be given access to the room 15 minutes prior to the start of the interview. The interview clock starts when the Selection Committee enters the room. It is the interviewee’s responsibility to end the interview before or when 60 minutes have elapsed. The Selection Committee will leave the

room and the interviewee will have 10 minutes to vacate. There are no exceptions to these requirements.

Each interview will begin with introductions. Each member of the Selection Committee will introduce themselves and the interviewee will introduce at least the initial speaker. The interviewee will make an initial presentation with the understanding that at least 15 minutes of the 60 minute period will be available for discussion/questions. If the interviewee wants to end the session with closing remarks, it is the interviewee's responsibility to close discussion/questions and allow sufficient time for the closing remarks.

Each Selection Committee member will have reviewed each proposal prior to the interview and will have a copy of the proposal with them. There are no limitations on additional informational handout material. Food, beverages, or non-informational material will not be accepted.

Electronic projections, flip-charts, core-boards, hand outs, sketching or other presentation aids are acceptable, but the interviewee must bring, set up, and remove all necessary equipment except for the writing surface available in the room. Non-damaging masking tap or other adhesives may be used provided there are no marks remaining. Push pins are not allowed except on the bulletin board surfaces in the room or on surfaces brought in and removed by the interviewee. Audio amplification for people in the room is discouraged except when necessary due to vocal disabilities.

Interviewees may inspect the interview room by appointment during regular weekday business hours. Please contact Kerry Worf, 360-427-9670 x207, klw@co.mason.wa.us to make an appointment. Tables and chairs may be rearranged and window coverings adjusted during the 15 minute set up time, but they must be restored to their normal positions during the 10 minutes allotted for leaving.

The Selection Committee is only interested in meeting the team members who will be working regularly with County staff and elected officials.

Following the last interview, the Selection Committee will rank order the firms interviewed. Notification will occur as noted in the schedule above unless the Selection Committee needs to revise the interview date, in which case all interviewees will be notified simultaneously of the revised schedule. When the Selection Committee has completed the interviews and determined its rank ordering, Mason County will initiate contract negotiations with the top ranked firm. If a satisfactory contract cannot be negotiated with the top ranked firm, Mason County will then negotiate with the second ranked firm, etc.

Selection Criteria:

The Short Listing Committee will have a more technical orientation while the Selection Committee will be concerned with both technical competence and the proposing organization's style and compatibility with Mason County. The following lists of criteria will be used by the committees in their ranking of proposals and interviewees.

Reference checks will be done immediately before the Short Listing Committee meets. They will be done primarily by phone or e-mail on July 13th and July 16th. Reference check material

will be used by the Short Listing Committee and provided to the Selection Committee. Additional reference checks may be done after July 16th and before the Selection Committee conducts interviews. Reference checking is an important criteria and providing current telephone and e-mail information for reference contacts will be noted and appreciated.

Criteria for Ranking Proposals to Form Short List
Qualifications of individual team members to perform work
Qualifications of proposing organization
Project management experience
References
Project delivery track record
Experience with similar projects or key project elements
Capacity to perform work
Innovative approaches to expedite design and construction
Innovative approaches to “rock solid” operational reliability with modern and efficient systems and equipment
Experience with incorporating sustainability in facilities design
Commitment and approach to project communication needs
Project understanding
Responsiveness to proposal requirements
Ability to discern and accommodate water resource management (potable, storm, surface, irrigation) needs with wastewater system design

Criteria for Ranking Proposers After Interview
Qualifications of individual team members to perform work
Qualifications of proposing organization
Project management experience
Project delivery track record
Experience with similar projects or key project elements
Commitment, approach and demonstrated ability to handle project communication needs
Proposer’s project team integration and experience working together
Proposer’s approach to work and the team’s “fit” with Mason County
Responsiveness to interview requirements

Submittal Document:

To be considered, proposals must be received by Mason County either physically or electronically according to the schedule at the start of the section titled **Selection Process**. Submittals arriving after the time stated in the schedule will neither be returned nor considered. No submittals will be returned, all submittals become the property of Mason County and all submittals will be considered public documents subject to public disclosure in accordance with

Washington State law. Firms must identify any portions of their proposals they consider to be exempt from Washington State disclosure laws and explain the exemption.

Proposals may have 10 pages (sides) of printed information formatted as described below. Front and back covers may be printed on the outside faces only with the proposal title, the name and address of the submitting organization, its contact information and graphic elements. Non-informational graphic elements may be printed on the insides of the front and back covers. Neither side of the front or back cover is counted in the 10 page limit. Recycled paper (at least 30% post consumer content) is strongly preferred as is double sided (two pages per sheet) printing excepted as noted below concerning 11" X 17" sheets. Proposing organizations are requested to supply 7 identical copies of their submittal. A single copy of a one page transmittal letter will be accepted and Mason County will assure each Short Listing and Selection Committee member receives a copy of the transmittal letter.

All proposals must be formatted on vertically (portrait) oriented 8.5" X 11" paper. In the case of physically delivered documents, 3 or fewer 11" X 17" sheets "Z" folded to fit within an 8.5" X 11" page size may be used provided the 11" X 17" sheets are printed on one side only. Each 11" X 17" sheet counts as one page (side). Margins must be at least 1.0" all around each side of each sheet with no bleeds. The standard font size is 11 or 12 points. Titling and emphasis font size may vary, but sizes below 9 points will be redacted. Columns are acceptable. Plastic comb or spiral binding, perfect binding, staple, or other binding along the spine of the document are acceptable. Plastic covers are not acceptable.

Electronically submitted format proposals will be printed by Mason County on standard 8.5" X 11" white paper, one side per sheet using vertical or "portrait" orientation. No 11" X 17" pages will be accommodated. Only black ink (gray scale for all colors in the original file) will be used. Electronically submitted proposals will be bound with a staple in the upper left corner. Electronic submittals must be in the form of a "portable document file" (.pdf) named using the name of the submitting firm. Formatting requirements for electronically submitted proposals are the same as those for physically submitted proposals.

A proposing organization may arrange its submittal in any order, however the proposal must, within its 10 pages (sides) clearly respond to the following 7 subjects:

- Project understanding
- Project approach
- Availability and capacity to perform work
- Personnel qualifications and experience
- Firm qualifications and experience
- References (a total of at least 3 and no more than 7 references covering the proposing organization and the key project personnel – please provide current telephone and e-mail contact information)

All proposals are due as described in the *Belfair Selection Process Calendar* in the **Selection Process** section above. For additional information about Mason County see www.co.mason.wa.us