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**Project Manager for Programmatic Environmental Impact Statement (EIS)
for Lower Green River Corridor Plan
Request for Proposals:**

The King County Flood District (District) is seeking proposals from firms to serve as the project manager (Project Manager) to achieve the District's goals and objectives for the Lower Green River Corridor Plan (LGRCP) and Programmatic Environmental Impact Statement and that the associated scope of work is successfully completed by the District's EIS consultant (EIS Consultant). The Project Manager will report to the District Executive Director and would be charged to monitor and coordinate the work of the various consultants, agencies, jurisdictions, advisory, and technical committees involved with the development of the LGRCP and Programmatic EIS.

The Project Manager will be required to work collaboratively with the District's service provider, King County Water and Land Resources Division (KCWLRD). The Project Manager must demonstrate experience in project management for complex infrastructure, land use, and regulatory plans; intergovernmental facilitation; issue management; project reporting; staffing boards, commissions, and advisory committees; and working with diverse stakeholders including, elected officials, tribes, resource agencies, and business interests. The Project Manager must demonstrate the highest degree of objectivity and integrity in balancing multiple objectives including public safety, environmental protection, recreation, tribal treaty rights, economic development, agriculture, and social equity. The estimated fee for this contract will not exceed \$85,000.

I. Description of Lower Green River Corridor Plan and Programmatic EIS

The District is embarking on corridor planning for approximately 21 river miles of the Lower Green River, from approximately the City of Auburn, through Kent, to the cities of Tukwila and Renton. Unincorporated King County is also within the study area. The Lower Green River includes existing flood control facilities in ownership by multiple jurisdictions. Commercial, residential, industrial, recreational, open space, and agricultural uses border the river. The Muckleshoot Tribe has identified river water temperature, lack of shade, degradation and lack of juvenile rearing habitat, as significant risks to fish populations that are protected by the Endangered Species Act. Water Resource Inventory Area 9 is responsible for planning related to improving salmon habitat in the Lower Green River.

The Lower Green River Corridor Plan (LGRCP) is a follow-up plan to the Interim System-wide Improvement Framework (SWIF) submitted to the United States Army Corps of Engineers for acceptance in February 2016. The Interim SWIF was written

to maintain eligibility for flood damage repairs under the Federal PL 84-99 Program. The Interim SWIF did not address multiple objectives.

The LGRCP will establish a long range, 30 to 50 year vision for management and improvements along the Lower Green River. The LGRCP will be based upon clearly defined policy and performance goals and objectives developed in partnership with stakeholders represented in two supporting committees: An Advisory Committee appointed by the District comprised of elected officials, stakeholders, and senior agency heads, and a Technical Working Group comprised of representatives from permit agencies and the Muckleshoot Tribe.

The intent of the Lower Green River Corridor Plan (LGRCP) Programmatic EIS is to:

- Establish a shared vision and goals for the river corridor related to flood risk reduction, habitat, recreation, agriculture, and other values that may be developed in open collaboration with stakeholders;
- Develop a coordinated set of performance and development guidelines and standards to implement the goals;
- Identify alternatives for capital improvements that together can help achieve the plan's vision and goals; and
- Institute programmatic agreements or batched permitting processes to aid in efficient regulatory review of planned improvements.

By developing the LGRCP through a Programmatic EIS process and review the District can:

- Build understanding among public and private stakeholders of the need for improvements, define attributes of potential capital projects, and identify system-wide effects of those projects; and
- Facilitate subsequent implementation of capital projects by involving regulatory agencies and local jurisdictions at the planning level to establish agreement on the processes and a programmatic set of performance standards for achieving regulatory compliance and approval.

The LGRCP will draw on technical work already completed by KCWRLD on behalf of the District including but not limited to the Interim SWIF, which addresses long-range issues associated with flooding and flood protection.

When complete, the LGRCP will be formally adopted by the District. The LGRCP is also expected to lead to programmatic agreements with other agencies with regulatory authority or jurisdiction over flood risk reduction improvements or measures. These agreements would describe the process to be followed during development of capital projects, including the standards to be met in order to comply with regulatory requirements and receive needed approvals. The advantages of programmatic agreements are significant to the District in terms of facilitating an expedited and cost effective approach to permitting and

implementation actions along the river corridor.

II. SUBMITTAL SCHEDULE

The District will follow the following timetable, which should result in a selection of a Project Manager in early April, 2017.

Issuance of RFP: March 24, 2017.

Deadline for Submittal of Proposals: 12:00 p.m., April 5, 2017.

Interviews of one or more proposers: April 6, 2017 and April 7, 2017.

Notification of selected facilitator: On or about April 7, 2017.

Commencement of services: Early April, 2017.

III. INSTRUCTIONS TO PROPOSERS

- A. The District is **requiring both electronic and hard copy submittals** for this solicitation. Electronic submittals shall be delivered through email to melani.pedroza@kingcounty.gov. Six hard copy submittals shall be provided and delivered to the District Clerk:

Melani Pedroza, Acting Clerk
King County Flood Control District
King County Courthouse
516 Third Avenue, 12th Floor
Seattle, WA 98104-3272

- B. All proposals must be received by 12 p.m., April 5, 2017. It is the responsibility of the submitter to ensure timely delivery of submittals.
- i. The hard copy submittal shall be in a sealed envelope and clearly marked: Request for Proposals – Project Manager Lower Green River Corridor Plan and Programmatic EIS.
 - ii. The email submittal shall include the Request for Proposals – Project Manager Lower Green River Corridor Plan and Programmatic EIS title, and due date and time in the subject line of the submittal email.
 - iii. The District will use the time stamp on the submittal email to determine timeliness.
 - iv. Submitters are responsible for ensuring timely delivery of submittals.
 - v. The District is not responsible for submitters' technical difficulties in submitting electronically.
 - vi. Late submittals will not be evaluated.

- C. Proposals should be simple and concise. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness and clarity of content. Printing on both sides of paper, and use of recycled paper is desirable whenever practicable.
- D. All proposals must include the following information:
 - i. The names of all individuals who will be providing services and providing administrative support for the services, describing for each individual his or her services or responsibility.
 - ii. The specific experience of each named individual.
 - iii. A description of and schedule for services or tasks including the number of hours required to complete each service or task.
 - iv. The budget for each service or task.
 - v. References, preferably from elected officials and employees of governmental agencies.

IV. EVALUATION CRITERIA

- A. The proposals will be evaluated on the following qualitative factors:
 - i. Responsiveness of the proposal to the description of scope of services in RFP.
 - ii. History of successfully completing contracts of this type, history of meeting projected deadlines, and experience in similar work.
 - iii. Price.

V. CONSULTANT SCOPE OF WORK

- A. Assist Executive Director to ensure overall project scope is achieved on time and within budget.
- B. Assist Executive Director with negotiation of scope of work and contract with EIS consultant.
- C. Review work product KCWLRD, to ensure responsiveness to District direction on Corridor Plan.
- D. Coordinate work effort between the EIS Consultant and KCWLRD on the Corridor Plan.

- E. Facilitate Advisory Committee meetings including agenda setting, framing of discussion questions, and plan and review presentations to Advisory Committee.
- F. Facilitate Technical Committee meetings including agenda setting, framing of discussion questions, drive discussion to achieve programmatic permits.
- G. Ensure EIS Consultant fulfills contract scope, public meetings, work product, deadlines, and budget.
- H. Monitor agency, jurisdictional, and stakeholder concerns to identify issues and work with Executive Director to resolve.
- I. Flag issues for Executive Director, District Executive Committee, and District Board of Supervisors and work with Executive Director, District Executive Committee, and District Board of Supervisors to resolve.

VI. COMPENSATION

- A. The Project Manager must submit monthly an itemized billing statement using a form specified by the District. At a minimum, the billing statement must describe the services or tasks performed, and state the names of, hours spent by, and charges for each person performing services or tasks. The District will pay a proper billing statement thirty (30) days after receipt.
- B. Total compensation shall not exceed \$85,000 for the contract period.