



**CITY OF ALGONA**  
200 Washington Blvd.  
Algona, Washington 98001

Administration (253) 833-2897  
Public Works (253) 833-2741  
Police (253) 833-2743  
Fax (253) 939-3366

February 15, 2024

Dear Sir/Madam,

The City of Algona is seeking proposals from qualified and experienced consultants to design, provide environmental compliance, and permitting services to execute a cost package for the Storm Water Retention Pond project. Qualified consultants shall have, for similar projects, demonstrated success in project management, engineering design, hydraulic modeling, geotechnical engineering, construction plans and specifications, preparing documentation to satisfy the Washington Department of Ecology, Washington Department of Fish and Wildlife, and securing environmental regulatory permits. The purpose of this Request for Proposal (RFP) is to identify a consultant who can provide us with the best value for our investment as well as the following:

- Review existing background information
- Conduct environmental investigations, studies, and preliminary engineering evaluations
- Create a project description
- Draft an environmental impact report
- Prepare 30% design plans, specifications, and cost estimates

This project proposes to design a stormwater capture facility on the northwest part of the city (see attached map). It is to be designed to help with peak stormwater flow events and will include an in-stream diversion structure and pipe, trash capture, outfalls, and a pumping station. The basin will also serve as a centralized sediment capture facility, preventing downstream sedimentation and reducing the demand for dredging downstream. The facility should be designed for maximizing ease of maintenance, sediment, and trash removal. The size of the basin will be partially determined by budget and site constraints.

**Consultant Responsibilities:**

- The Consultant is responsible for performing project scope in compliance with all applicable federal, state, and local laws, regulations, standards, and guidelines.
- The Consultant will submit draft deliverables in electronic format and final deliverables in both electronic and hardcopy format unless otherwise directed by the City.
- The Consultant will prepare a set of 30% construction documents for project components that incorporate forward-thinking design and emerging techniques that minimize construction costs and maximize flood mitigation and recreational/ecosystem connectivity enhancements. This project may be constructed in phases.
- The Consultant will provide Quality Assurance/Quality Control (QA/QC) on all services performed by the Consultant. The Consultant is expected to work closely with the City throughout the Project to ensure critical information used for design and environmental

analysis is available in a timely manner.

Selection Process and Anticipated Timeframe:

Date	Task
February 15 <sup>th</sup> , 2024	Publish Request for Proposals
March 5 <sup>th</sup> , 2024	Deadline to submit Proposals
March 5 <sup>th</sup> – March 11 <sup>th</sup> , 2024	Review Period
March 11 <sup>th</sup> – March 20 <sup>th</sup> , 2024	Selection of proposal and prepare contracts with scope of work and fee schedule
March 25 <sup>th</sup> , 2024	City Council award of contract*

*\*Depending on contract dollar amount*

The City of Algona's selection will be based upon:

1. The firm/team's ability to perform the work;
2. A focus on small cities;
3. Demonstrated experience with similar projects;
4. Ability to apply creative solutions to complicated projects;
5. Demonstrated ability to keep projects on time and within budget;
6. Demonstrated ability to communicate and work effectively with the public, staff, policy and review bodies;
7. Responsiveness to this request for qualifications.

Proposals must be submitted by 5:00 PM, March 5<sup>th</sup>, 2024. Submit them to the Public Works Director, Russ Avery, by one of the following listed methods:

- Email: [russa@algonawa.gov](mailto:russa@algonawa.gov)

- Mail or in-person:

City of Algona  
Attn: Russ Avery  
200 Washington Blvd  
Algona WA 98001

Again, proposals must be submitted by 5:00 PM, March 5<sup>th</sup>, 2024. Notice will be provided for receipt of submittals.

A site visit is recommended and can be scheduled with myself and/or the City Administrator Jessica Griess. Please reach out with any questions at 253-833-2897.

Thank you,



Russ Avery, Public Works Director

[russa@algonawa.gov](mailto:russa@algonawa.gov)

CC: Jessica Griess, City Administrator

[jessicag@algonawa.gov](mailto:jessicag@algonawa.gov)