



# Request for Qualifications (RFQ)

## SEA LEVEL RISE FLOODING VULNERABILITY AND RISK ASSESSMENT

The City of Bainbridge Island is soliciting detailed statements of qualifications from consultant firms with experience and expertise in sea level rise flooding vulnerability and risk assessments.

### Description of Services

The City of Bainbridge Island has identified sea level rise as a significant vulnerability and has made adapting to sea level rise a priority action in our 2020 Climate Action Plan. This project will complete a high-resolution sea level rise flooding vulnerability and risk assessment using:

- Current relative sea level rise projections ([Miller et al, 2018](#)).
- Outputs from the United States Geological Survey (USGS) Puget Sound Coastal Storm Modeling System ([PS-CoSMoS](#)).
- Lessons Learned from Local Governments Incorporating Sea Level Rise into Shoreline Master Programs report ([WA Dept. of Ecology, 2021](#)) and other available examples or case studies.
- Existing local elevation data for infrastructure and structures available in GIS/CAD and as will be digitized during this project from as-built engineering plans and FEMA flood elevation certificates.
- New elevation and attribute data acquired during this project.
- Other relevant information.

See attached documents for additional information. Deliverables will include:

- Quality Assurance Project Plan (mini-QAPP for grant from WA Dept. of Ecology)
- Preliminary online GIS vulnerability map(s) and technical memo
- Public engagement process for collecting technical feedback on the preliminary map(s)
- Final online GIS vulnerability and risk map(s) as well as a final project report
- Public information session

The selected consultant will be expected to have well-documented qualifications related to:

- GIS and CAD, including:
  - Geodatabase design and management
  - Spatial analysis using raster and vector data
  - Digitizing information from design drawings and site plans in paper, PDF, and possibly other formats
  - Online GIS products, including story maps

- Professional land surveying (rapidly completed at-scale)
- Public engagement (online and in-person)
- Coordinating multi-agency collaboration
- Technical writing

## Schedule

This project is funded by two grants with different deadlines. The majority of the project needs to be completed by June 30, 2023. Some additional elements of the project may continue through June 30, 2024. The schedule for consultant selection and contract execution is shown below.

Qualifications Due	February 17, 2023
Finalists Selected	week of February 20, 2023
Finalists Interviewed	week of February 27, 2023
Consultant Selected	week of February 27, 2023
Contract Executed	Approx. March 31, 2023
Project Completion	June 30, 2024

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

The deadline for this RFQ is **4 PM, February 17, 2023**, Pacific Standard Time. No faxed, telephone or hardcopy proposals will be accepted.

### 1. Requirements for Qualifications Responses

- Identify each person involved with the project team including technical partners, and briefly describe their respective roles, including:
  - Information regarding the team member's experience and qualifications.
  - Resume of key team members.
  - 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 comprehensive plan updates.

### 2. 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
- References

### **3. 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.

### **4. Submission Requirements**

Interested consultants must submit a PDF file of the response to the RFQ to the project contact listed below. 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.

### **5. Contact Information**

Peter Best, MMA – Senior Planner

206-780-3719

[pbest@bainbridgewa.gov](mailto:pbest@bainbridgewa.gov)

City of Bainbridge Island

Department of Planning and Community Development

280 Madison Ave N

Bainbridge Island, WA 98110

**Title VI Notice:** The (Local Agency) 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. For more information, contact the City Clerk's office at 206.842.2545 and/or [cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov).