

**City of Seattle, Seattle City Light Department
 Consultant Information Meeting
 July 24, 2006**

**Consulting Services to Perform the Study Program for the Boundary
 Relicensing Integrated Licensing Process.**

Following is a summary of information that was shared with interested consultants in a meeting hosted by Seattle City Light on July 24, 2006. The subject of the meeting was the upcoming Request for Proposals (RFP) process for Consulting Services to Perform the Study Program for the Boundary Relicensing Integrated Licensing Process. The RFP is currently being drafted and City Light reserves its right to change any and all of this information prior to publication of the RFP.

1. Status of the Boundary ILP/ Schedule

- Filed PAD in May 5 to start process
- Prior to that and since then working with RWGs to refine studies
- See hand-out of chart showing studies
- Studies are across the board, but our greatest areas of interest are in the water quality, fish and aquatics areas
- Information on the studies is on the Boundary relicensing website, and is updated as the studies are developed. Studies will be included in the PSP to FERC on October 16.

Key dates after the Technical Consultant comes on board

February 14, 2007	SCL Files Revised Proposed Study Plan
March 16, 2007	FERC issues Study Plan Determination, identifying all required studies
April – October 2007	First Study Season
March 2008	Initial Study Report
March 2008	Initial Study Report Meeting
April 2008	Initial Study Report Meeting Summary
April – October 2008	Second Study Season
March 2009	Updated Study Report
March 2009	Updated Study Report Meeting
April 2009	Updated Study Report Meeting Summary
April 30, 2009	File Preliminary License Proposal (PLP), including proposed protection, mitigation, and enhancement measures for new license
September 30, 2009	File License Application

2010 – 2011	FERC processes license Application
2011	FERC issues new license

2. Role of the Technical Consultant

Seattle City Light structure (organizational chart)

- ◆ Executive
- ◆ City Light Superintendent
- ◆ Policy Team – senior management
- ◆ BRT
- ◆ Law Dept

LVA's Team:

- ◆ R2 Resource Consultants: Water Quality, Fish and Aquatics
- ◆ EDAW: Botanical, Wildlife, Recreation, Geology and Soils, Land Use, Aesthetics, Socioeconomics
- ◆ Western Shore Heritage Services: Cultural Resources
- ◆ Environmental Science Associates. NEPA

LVA is responsible for providing City Light with:

- policy and strategy guidance for effectively navigating the Integrated Licensing Process.
- project management services for their team, and overall schedule development for the ILP
- consultation and workgroup support and consultation record development
- document development including the Revised Proposed Study Plan, PLP, and final License Application.
- assist in monitoring study progress to assure they are performed in accordance with scope, schedule and budget expectations. LVA will coordinate the effort on our behalf to synthesize and integrate the results of the individual studies, address crossover issues, and develop potential PME measures for consideration by City Light and stakeholders.
- LVA will coordinate the effort on SCL's behalf to synthesize/integrate the results of the individual studies, address crossover issues, and develop potential PME measures for consideration by SCL and stakeholders.

Preston Gates and Ellis:

- ◆ City Light retained Preston Gates and Ellis to provide legal services related to the relicensing process.
- ◆ Together with LVA, PGE also provides strategic and regulatory guidance to the City on the relicensing process, and on related regulatory processes.

Other consultants:

- ◆ A number of “early information development” activities are underway in support of the study program already. For example, we are doing some initial testing of biotelemetry systems to determine what works best (LGL), and we are assessing the effectiveness of fish sampling methods (Terrapin).

In addition, other consultants are providing technical services in a variety of different areas. For example,

- ◆ Chuck Howard has created a model to illustrate a variety of different operating scenarios at Boundary, and will continue to operate that model for us for several years.
- ◆ Battelle is performing modeling service related to water temperature, and is also performing bathymetry services.

Both of those tasks should be substantially complete by the end of the year.

This is not an exhaustive description of work currently being performed by consultants for the Boundary Relicensing Program.

3. Women and Minority Business Enterprises (WMBE) Affirmative Efforts Requirements – Jim Anshutz

Information on the City of Seattle’s Women and Minority Business Enterprises Affirmative Efforts Outreach Plan is available at <http://inweb/contracting/docs/OutreachPlan.doc>)

Resource Information for WMBEs

The following resources may be helpful in identifying WMBE firms and/or other trade organizations that may be of assistance in your solicitation efforts.

Urban League of Metropolitan Seattle Contractor Development & Competitiveness Center
 105 14th Avenue, 1st floor
 Seattle, WA 98122
 Telephone: 206-323-0721
 Fax: 206-323-0793

Office of Minority and Women’s Business Enterprises
 406 South Water Street - PO Box 41160
 Olympia, WA 98504-1160

Telephone (360) 753-9693 Toll Free: (866) 208-1064
OMWBE Directory: <http://www.omwbe.wa.gov/directory/directory.htm>

Northwest Minority Business Council
320 Andover Park East, Suite 205,
Tukwila, WA 98188-7635
Telephone (206) 575-7748
Fax (206) 575-7783

4. Scope of Work

- A. Performance of the Studies. 40 separate studies are identified, some cross one or more resource areas. Details of the studies can be found at www.seattle.gov/light/news/issues/bndryRelic/br_schedule.asp

The Technical consultant team will:

- Assist City Light in finalizing study implementation details with Stakeholders and Tribes, within the context of the Revised Study Plan and FERC-approved Study Plan
- Prepare an Implementation Plan for each Study for review/approval by City Light prior to initiating study effort.
- Organize any logistical details and acquiring any equipment as required by the study methodology
- Perform the technical work (e.g. fieldwork, literature research, and modeling) or other tasks as defined in the study methodology.
- Prepare study reports describing methods, data, field observations, analysis, and conclusions. This may include GIS services for some of the studies. Each study report will be submitted for Internal Review by City Light and LVA staff. The report for Internal Review should be considered 100% complete, and not a “first draft”. After Internal Review, comments will be incorporated by the consultant and a study report issued for External Review by Stakeholders and Tribes. After External Review comments are received and incorporated, the consultant shall issue the final Study Report.
- Support information exchange at stakeholder meetings, tentatively in quarterly engagements with stakeholders during the course of the study program.

B. Project Management

City Light will be looking for a lean, efficient, centralized project management system that can ensure that the study program is being managed to successfully achieve technical scope expectations while meeting tight timelines, within budget.

C. Assistance in Developing PM&Es

The Technical Consultant will assist City Light in developing, evaluating possible PME measures based on information gained through performance of the studies. Information on possible PME measures will be provided to SCL separately from study reporting. Preparing recommendations for actions pursuant to the studies will be a joint responsibility of City Light staff, LVA, and the Technical Consultant team, and will be performed after analysis of the study reports. It is currently anticipated that City Light staff will lead the effort in conjunction with LVA and the Technical Consultant team to synthesize the results from the individual studies, address crossover issues between studies, and develop potential PME measures for consideration. It is possible costing out PMEs could be requested of the Technical Consultant by the City at any time during the term of the contract, but is likely that it would be concentrated in late 2008 and early 2009.

As PME measures become more developed, the consultant will be asked to develop cost estimates. Proposals should not incorporate this task now. This task will be negotiated separately at the appropriate time.

D. Potential Additional Scope of Work

Because the ILP process is new, it is difficult to define all the services that may be required of the Technical Consultant. The City reserves the right to include in the Technical Consultant's Scope of Work ILP-related services not currently defined. In the event that the City requests the Consultant to perform such services, the Consultant will identify personnel with the appropriate expertise within its own firm or from a subcontractor to perform the work, and will submit their resume(s) for review and approval by the City.

5. RFP Schedule and Process

The RFP schedule is currently proposed as follows is subject to change at our discretion:

Activity	Date, 2006
Release RFP	September 29
Pre-Submittal Conference at Boundary Dam	October 10
Last day for Clarifying Questions	October 13
Addendum Issued	October 18
Statements of Qualification due	November 3
Finalists Notified	November 13
Interview Finalists	November 20, 21
Apparent Consultant Selected	November 29
Contract Negotiations Initiated	December 4
Contract Negotiations Completed	December 22
Contract Executed	December 29

Mandatory Attendance at Pre-Submittal Conference and Project Tour

Primes must attend the Pre-Submittal Conference and Project Tour that is tentatively scheduled for October 10, 2006. Subconsultants are welcome too.

- Cutter Theatre 9am
- Bus Tour of key sites or viewing points in the Project Area
- Finish Tour at Powerhouse and Dam
- Back to the Cutter by approx 2:30pm
- Suggest overnight stays in the Metaline Falls area or Spokane
- List of accomodations in the Metaline Falls available

Questions regarding the RFP process will be entertained now through August 4 by City Light staff on the Boundary Relicensing Team (BRT) only. BRT staff is identified below:

Barbara Greene, Program Lead, (206) 615-1091
John Armstrong, Project Manager, (206) 684-3798
Michele Lynn, Terrestrial Resources, (206) 386-4578
Kim Pate, TDG, Engineering, (206) 684-3705
Christine Pratt, Water Quality, (206) 386-4571
Lisa Rennie, Cultural Resources, (206) 684-3793
Doug Rough, Operations, (206) 386-4516
Al Solonsky, Fish and Aquatics, (206) 386-4580

Questions will be answered in writing and posted on the relicensing website by Aug 9. After that time we will not be entertaining questions until the opening of the RFP process itself.

When the formal RFP process is underway consultants should contact only the person specifically designated for information about this RFP – John Armstrong. Respondents will be restricted from calling any other City Light staff or any of City Light's consultant team with regard to this RFP process. The purpose of this directive is to ensure that equal and consistent information is communicated to all respondents. Disregarding this directive may result in the respondent being declared ineligible to submit a proposal.

6. Evaluation Criteria:

Max Points	Criteria
70	
15 Modeling Instream Flow and Varial Zone Studies	Technical Depth and Experience of Team, including Prime and Subs in each of the areas of study. Maximum points will be achieved by teams that have the best technical depth and experience across the broad range of disciplines required to perform the Scope of Work. Points will be awarded among the study areas as shown in
10 Fish Entrainment Studies	
5 Fish Biotelemetry Studies	

<p>5 Other Fish and Aquatics Studies</p> <p>10 TDG-related Studies</p> <p>5 Toxics Assessment</p> <p>5 Water Quality Studies</p> <p>5 Botanical and wildlife, Geology and Soils Studies</p> <p>5 Recreation, Land Use, Aesthetics and Visual Resources Studies</p> <p>5 Cultural Resources Studies</p>	<p>the column to the left.</p> <p><i>(This information should be incorporated into your <u>Project Staff and Team Organization, and Related Experience, Technical Capacity, and References</u> sections of the Submittal)</i></p>
<p>10 Cost</p>	<p>Individual cost estimates for each study must be provided, as must a cost for project management. Points will be awarded for the most competitively- priced study programs when viewed as a whole</p> <p>IMPORTANT NOTE: Prices for TDG-related studies will NOT be subject to cost evaluation because that work is covered by RCW 39.80. Prices for these studies should be submitted separately in a sealed envelope clearly marked TDG Study Price Estimates. Only the envelope containing TDG-related pricing for the apparent winning consultant will be opened for negotiation purposes. All other sealed envelopes will be returned to their owners.</p> <p>Cost estimates should not include costs providing cost estimates for potential PME measures. Costs for this body of work will be negotiated separately at the appropriate time.</p> <p><i>(This information should be incorporated into your <u>Cost</u> section of the Submittal)</i></p>
<p>15 Project Management:</p>	<p>Maximum points will be achieved by teams that present a clear and well organized team structure, illustrate experience in performing project management for large and complex projects, and experience in managing subconsultants.</p> <p><i>(This information should be incorporated into your <u>Project Staff and Team Organization and Related Experience, Technical Capacity, and References</u> sections of the Submittal)</i></p>
<p>5 Overall Quality of Proposals</p>	<p>Overall quality of the Statement of Proposals with particular emphasis on the Consultant's proposed approach to satisfactorily achieve the required results on this project.</p>

	<i>(This information should be incorporated into the <u>Executive Summary</u>, <u>Project Approach</u> and <u>Administration Questions</u> sections of the <u>Submittal</u>)</i>
100	Total Points for Statement of Proposals

7. Proposals shall include the following sections:

- A Executive Summary
- B Administrative Questions
- C Project Approach: Discuss your firm’s approach to working with the City. Include here how often you anticipate needing to meet face-to-face with City staff throughout the performance of the Scope of Work described in Section III. Where will your project office be located, who will typically be housed there, and how will this impact your ability to communicate and coordinate work with the project team including the City and subconsultants?
- D Related Experience and References
References: Provide three references, including telephone numbers, in each of the following resource areas (Modeling Instream Flow and Varial Zone, Fish Entrainment, Fish Biotelemetry, Other Fish and Aquatics, TDG-related, Toxics Assessment, Water Quality Studies, Botanical, Wildlife, Geology and Soils, Recreation, Land Use, Aesthetics, Visual Resources, Cultural Resources)
- E Project Equipment Description
- F Project Staff
- G. Cost

8. Cost

Proposers will be asked to estimate their costs using the templates below for (a) Study Performance and (b) Project Management.

Study Title:

Name of Study Lead:

Prime						
Task	# hours to complete	Avg. Hourly rate\$	Unburdened Cost	Overhead rate %	Profit Rate%	Total Cost
Implementation Plan & Mobilization						
Perform technical work						
Report Writing						
Assist in PME identification/evaluation						
Total						
Subconsultant 1						
Implementation Plan & Mobilization						
Perform technical work						
Report Writing						
Assist in PME identification/evaluation						
Total						
Subconsultant 2						
Implementation Plan & Mobilization						
Perform technical work						
Report Writing						
Assist in PME identification/evaluation						
Total						
Subconsultant 3						
Implementation Plan & Mobilization						
Perform technical work						
Report Writing						
Assist in PME identification/evaluation						
Total						
Total Study Cost						

Project Management

Prime	# hours to complete	Avg. Hourly rate\$	Unburdened Cost	OH Rate %	Profit Rate %	Total
Develop and maintain a project Master Schedule						
Attend Monthly Resource Team Meetings with SCL and the LVA team						
Attend Quarterly Summit Meetings with SCL and the LVA Team						
Attend Quarterly Stakeholder Meetings						
Internally manage Study Leads and/or subconsultants in the conduct of the field/office portions of the scopes of work, preparation of reports, and coordination with the overall-relicensing schedule.						
Total						

9. Contract

The term of the contract shall extend from the date of execution by the Superintendent of Seattle City Light, or designee, to December 31 2009. The contract may be extended for up to two additional years in one-year increments. The cost of the scope of work for 2007 and 2008 is estimated at a range from \$6 to \$16 million. SCL will negotiate with the consultant to agree a budget and not-to-exceed amounts for each study before the contract is signed.

The contract to be signed in January 2006 will access City appropriations for 2007 and 2008. Appropriations for 2009 and beyond will be added by amendment.

Contract boilerplate will be attached to RFQ. Proposers must identify any issues or proposed changes to the boilerplate contract language at the time they submit their proposal. The contract boilerplate is available at

Minimum limit of liability for professional liability insurance and/or self-insurance shall be \$5,000,000 each claims. Evidence shall be provided with proposals in the form of an informational certificate of insurance issued "To Whom it May Concern" or "Seattle City Light" specifying that such insurance coverage and limit of liability is currently in force.

Consultant costs for performing cost estimates for PMEs will be negotiated separately at such times, as the PMEs are known.

10. Next Steps

Questions regarding the RFP process will be entertained by the BRT until Aug 4. No further questions will be answered after that time until the RFP process formally begins.

By August 9, 2006 answers to questions received between July 24 and Aug 4 will be emailed to attendees, and posted on the City of Seattle webpage at <http://www.seattle.gov/light/aboutus/jobs/>