

Memorandum

Date: August 26, 2008
To: Watershed Forum
From: Staff Committee
Subject: Selection and Recommendation of a Qualified Firm to Develop the Forum Strategic Action Plan

BACKGROUND:

At the last meeting of the Watershed Forum on July 15, 2008, a Request for Qualifications (RFQ) was approved by the Forum Board for publication to secure a consultant to develop a Strategic Action Plan designed to address water resource issues within the greater Lake Ballinger/McAleer Creek basin. The RFQ was developed by the Staff Committee according to the provisions of the Interlocal Agreement. The City of Edmonds, in its capacity as the Fiscal Agent, coordinated advertisement of the RFQ.

Thirty three requests for RFQ packets were received by Edmonds resulting in submittals from three teams of consultants. Submittals from Brown and Caldwell, Herrera Environmental Consultants and Otak were evaluated by the Staff Committee. Interviews with each firm were conducted on August 20th at Edmonds City Hall consisting of an oral presentation and follow-up questions from the Staff Committee.

ANALYSIS:

For each team, the Staff Committee evaluated the written Statement of Qualifications packet submittal and listened to an oral presentation. Based on all the materials and information presented, the team of consultants led by Otak was selected by the Staff Committee as most qualified to develop the Strategic Action Plan. The Otak team demonstrated the necessary expertise to assess surface and groundwater impacts to the level of Lake Ballinger along with issues further identified by the Department of Ecology and the Staff Committee for inclusion in the RFQ. Otak demonstrated the ability to develop and deliver a Strategic Action Plan by the May 31, 2009 time frame listed in the RFQ. Otak has regional experience in the Lake Washington Watershed and has recently worked with three of the member jurisdictions on related stormwater projects.

RECOMMENDATION:

The Staff Committee recommends that the Forum approve the selection of Otak to develop the Strategic Action Plan and finalize a contract scope of work with the consultant. Once the scope of work is finalized, it is recommended that the Forum

then authorize the City of Edmonds as Fiscal Agent to execute a Professional Services Agreement with Otak for this work in the amount of \$195,000.

ATTACHMENTS:

- Draft Scope of Work

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