



REQUEST FOR QUALIFICATIONS

Cast Iron Main Replacement Consultant Design Roster

Deadline: 3:00 p.m. on Thursday, August 27, 2026

Purpose

The Silver Lake Water and Sewer District (District) is requesting qualifications from consulting firms to provide professional engineering design services for the replacement of cast iron water mains with ductile iron pipe. The District shall choose multiple consultants for the consultant design roster (Roster) for additional backup capabilities and a wider variety of experience and skill sets. Unless another request for qualifications (RFQ) solicitation is requested by the District, the District shall utilize the Roster to select consultants through year end of 2030.

Background / Project Description

The District is a Water and Sewer District formed under RCW Title 57 serving approximately 20,000 customer accounts in portions of the City of Mill Creek and urban area of unincorporated Snohomish County. The District has approximately 200 miles each of water and sewer mains, three water reservoirs with booster pump stations, and 23 sanitary sewer lift stations.

Typical projects will consist of capital replacement packages consisting of approximately 2,000 to 10,000 lineal feet of water main replacements with a full PS&E bid package; however, water main design of small/limited works and/or in-house construction projects may be requested from the Rostered consultants. Small sections of sewer main rehabilitation/replacement and side sewer installations may be included in the design packages when determined necessary in pre-design investigation.

This project is part of continual maintenance and updates to the water system that are included in the adopted Water Comprehensive Plan, which is available on the District's website at www.slwsd.com. The long-term goal is to replace all the aging cast iron pipes in the District to improve available fire flow and system reliability. Upsizing of undersized mains will also allow for redevelopment consistent with the adopted comprehensive plans of the land use jurisdictions.

Tentative Schedule

Date	Task
Thursday, August 27, 2026	Deadline for RFQ Submittals
Mid-September 2026	District prepares a short list of firms to interview
Early October 2026	Interviews (if determined necessary) and reference checks
November 2026	Contract scope and fee negotiation
December 2026	Board of Commissioners contract award for 2027 Water Main Design Package(s)
January 2027	Contract execution, Notice to Proceed for 2027 Water Main Design Package(s)

Scope of Work

The overall project Scope of Work will likely include the following elements:

1. General Project Management.
2. Coordination with District Engineering and Maintenance staff.
 - Once a consultant(s) is selected, a kick-off meeting will be held to determine potential specific water main package elements.
3. Engineering design services for Plans, Specifications, and Estimates to produce a bid package for construction.
4. Surveying and base mapping.
5. Environmental and Land Use permitting as appropriate.
6. Land/ROW Acquisition Services (possible temporary construction easements).
7. Archaeological and Cultural Resource Survey if State funding is obtained.
8. Feasibility and cost-benefit evaluation of extending sewer in unserved areas.
9. Utility Coordination (i.e., power, natural gas, communications).
10. Public Outreach.
11. Quality Assurance/Quality Control Review.
12. Bidding Support.
13. Construction Management & Inspection.
14. Attend Board Meeting(s) as needed.

Consultant Qualifications

To be considered, a successful on-call engineering consultant team will have the following qualifications, either in-house or through a sub-consultant:

1. Offices located within the Puget Sound region, preferably in Snohomish or King County.

2. Previous experience and projects working with Silver Lake, other local utility Districts, and/or public agencies in a similar design role.
3. Knowledge of regulatory requirements of the Washington State Departments of Health and Ecology for water and sewer systems.
4. Full-service design capabilities for water and sewer utilities, including survey.
 - Geotechnical and Environmental capabilities or sub-contract contacts
5. Hydraulic modeling capabilities for water systems; capacity sizing for sewer mains.
6. Public involvement/information services.
7. Ability to perform a Cultural and Historical Resources Review in compliance with Executive Order 21-02.
8. Experience with PWTF Loan programs and their design/bidding requirements.
9. Construction management & field inspection capabilities.

Procedures for Submittal

To be considered for this RFQ, a firm must be a registered consultant on the Municipal Research and Service Center (MRSC) of Washington – Shared Small Works and Consultant Roster (<http://mrscrosters.org/>).

If interested in responding to this RFQ, submit an email to proposals@slwsd.com with the submittal items listed below by 3:00 p.m. on Thursday, August 27, 2026. The submittal items shall be attached as a pdf file, and shall include:

1. “Cast Iron Main Replacement Consultant Design Roster” in the email subject line.
2. Primary contact information with qualifications and experience of key staff members, one page maximum per person.
3. An explanation of how the consultant meets the desired qualifications listed above.
4. The submittal items are limited to 8 pages maximum. The pdf submittal shall not contain more than 8 pages, and all pages shall be 8.5x11.

The District will provide an email receipt to confirm your submittal. Emails received after 3:00 p.m. on August 27, 2026, and all paper copy submittals will be disregarded.

Selection Process

A committee of District staff will evaluate and rate the available information and submittal materials against the desired qualifications.

Following the initial evaluation, the District may invite a short list of firms/teams to participate in an interview. The interview is intended to be more of an informal

conversation about the firm's experience and capabilities but will likely include a short presentation by the design team.

Inquiries

Direct all inquiries regarding this Request for Qualifications to Paj Hwang, PE, District Engineer, at 425-337-3647 or phwang@slwsd.com.

Reservations

The District reserves the right to reject any and all RFQ's and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the District to pay any costs incurred by respondents in the preparation and submission of an RFQ. This solicitation does not obligate the District to accept or contract for any expressed or implied services. Furthermore, the District reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute a contract within thirty (30) days after Board approval and receipt of contract for signature(s).