

# **REQUEST FOR QUALIFICATIONS (RFQ)**

**for  
Professional Engineering Services  
on a Sewer Rehabilitation Project  
for the City of Tillamook  
in  
Tillamook County, Oregon**

**Work performed under this contract will be funded in full with grant funds from the Oregon Community Development Block Grant Program**

**November 26, 2013**

**Responses Due  
January 7<sup>th</sup>, 2014  
2:00 PM**

**CONTACT:  
PAUL WYNTERGREEN  
503-374-1829  
[pwyntergreen@tillamookor.gov](mailto:pwyntergreen@tillamookor.gov)**

**SUBMIT RESPONSES TO:**

**PAUL WYNTERGREEN  
CITY MANAGER  
210 LAUREL AVENUE  
TILLAMOOK, OR 97141**

## 1.0 OVERVIEW

The City of Tillamook is seeking a qualified engineering firm which is interested in providing Engineer services on a Sewer Rehabilitation project for the City. The City has been awarded Community Development Block Grant (CDBG) funding from the Oregon Business Development Department Infrastructure Finance Authority (IFA) to complete this project. Please submit a letter of interest and response to our Request for Qualifications (RFQ), as further defined below.

Examples of the engineering tasks associated with the Sewer Rehabilitation project include:

- Review of relevant underground camera work.
- Review of existing known surveys, easements, and utility conflicts & co-alignments.
- Review of permits and other items related to the project.
- Identification of additional informational needs either prior or subsequent to design.
- Gathering of additional data, information, ground-truthing, and surveys as needed.
- Provide a timely project schedule that allows for a comprehensive examination and well-thought-out plans, but expedites where possible.
- Preparation of draft construction documents that optimize efficiency, maintenance requirements, and service delivery, with several review points for City Staff.
- Review and recommendation of alternative design options that may improve efficiency or other conditions for staff and IFA consideration and approval.
- Development of final construction documents and specifications that address all aspects of the rehabilitation project including, but not limited to, traffic control, access maintenance, erosion control, scheduling constraints, treatment of archeological discoveries, and maintenance of ongoing operations.
- Conduct of bid process, including review, selection, award, and contract assistance.
- Construction engineering and quality assurance inspections from pre-construction meetings up to and through close-out.

The City has been awarded Community Development Block Grant (CDBG) funding to complete Phase I of this project and therefore all aspects of engineering and construction are subject to the associated regulations and certain modifications may be subject to IFA authorization.

Sealed responses marked "Request for Qualifications for Engineering Services", containing one unbound and three bound copies with a digital PDF copy, will be accepted by the City of Tillamook, 210 Laurel Avenue, Tillamook, OR 97141, attn: Paul Wyntergreen, or by hand delivery to Paul Wyntergreen, City Manager, 210 Laurel Avenue, Tillamook, until 2:00 p.m. local time, Tuesday, January 7<sup>th</sup>, 2014. **NO PROPOSALS WILL BE ACCEPTED BY WAY OF FAX OR ELECTRONIC DATA FORMAT.**

Notice of Tentative Award is anticipated to be mailed on January 22<sup>nd</sup>, 2014. Consistent with state law, the successful firm will be chosen based on its qualifications. After the selection has been made, the City and the successful applicant will engage in negotiations to establish a cost for the project work and contract/price negotiations and refinement are anticipated to be prepared in the following month. The successful response will be used as the basis for a subsequent Professional Services contract. The City Manager will be the local contact for the Firm and will facilitate the Firm's interaction with the City, as it performs contractual services.

Assuming that such negotiations are successful, a contract will be entered into and the anticipated start date is March 3<sup>rd</sup>, 2014. Should there be an impasse, the City will enter into negotiations with the second-most qualified firm. Upon conclusion of price negotiations, a Notice of Intent to award the contract will be issued to all respondents.

The resulting contract may be amended to include engineering services for Phase II if requested by the City and agreed to by both parties and the State of Oregon.

## **2.0 BACKGROUND**

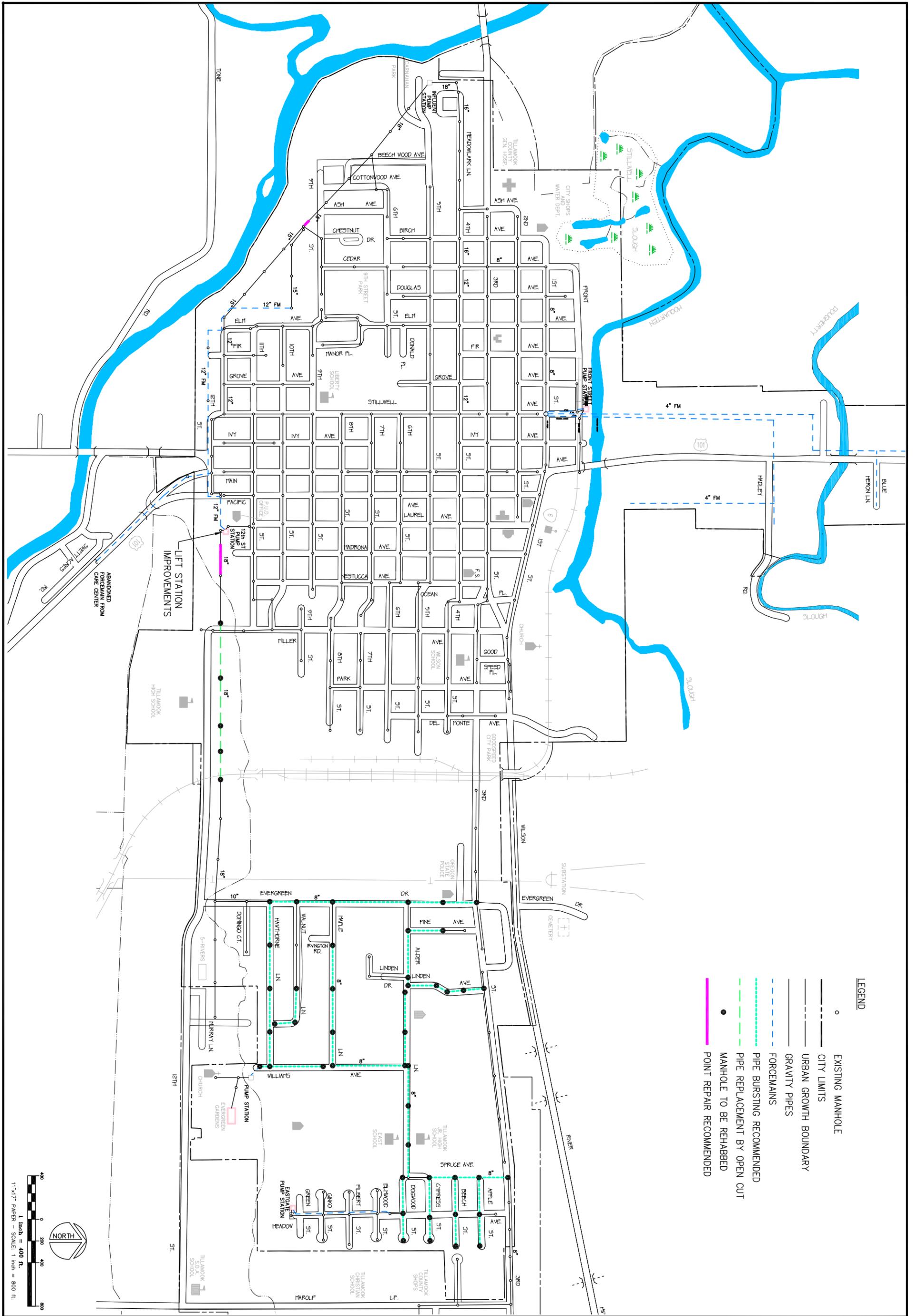
The Phase I project area proposed for rehabilitation (see attached map) flows around the south of the Central Business District, thereby primarily serving the residential sections of the City. The sewer collection system involved in the proposal has passed its useful life and is badly deteriorated with many structural and Infiltration & Inflow problems that cause recurrent sewer surging and can consume a significant portion of the City's Wastewater Treatment Plan capacity, particularly during high rainfall conditions, which can cause bypass conditions sending sewer flows directly to the Trask River. Given the high rainfall and sensitive wetland and floodplain conditions that surround and project into the community, developing a properly contained collection system is critical to environmental and public health and well-being.

Based upon camera review, the City's Engineer of Record has identified multiple relining and repair projects in problem locations throughout the subject area. These will be corrected by pipe bursting or cured-in-place pipe construction in most cases, thereby minimizing surface impacts. Manhole rehabilitation will also be included. There is also the reconstruction of an inadequate and antiquated 12<sup>th</sup> Street pump station, which services a large portion of the City extending upslope to the east and facilitating collection containment on over two-thirds of the elongated east/west configuration of the City. The rehabilitation project will minimize environmental impacts and improve operational efficiencies.

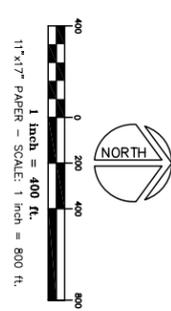
## **3.0 SCOPE OF SERVICES**

The Phase I project will utilize the repair-in-place techniques which maximize system rehabilitation efficiencies by looking at longer lengths fixing multiple issues while minimizing surface disturbance. This will hopefully lower the construction impacts on the community and the environment. Repairing the misaligned, crushed and inefficient 12<sup>th</sup> Street Pump station through a total reconstruction of the intake/discharge, pump layout, and housing/control structures, is also projected to remove many of the I & I issues while vastly improving the discharge efficiency.

The work will be performed by a contractor that is assisted by the City's system-trained personnel who will posit detailed information on each project location and attack smaller tasks such as chasing secondary line leakages or tying in individual household connections that require high mobilization costs in coordination with the engineer and the contractor. The design goal will be to maximize repairs through coordination of contractor and in-house services in a timely, efficient, and cooperative manner that eliminates the public and environmental health hazards.



- LEGEND**
- EXISTING MANHOLE
  - CITY LIMITS
  - URBAN GROWTH BOUNDARY
  - GRAVITY PIPES
  - FORCE MAINS
  - PIPE BURSTING RECOMMENDED
  - PIPE REPLACEMENT BY OPEN CUT
  - MANHOLE TO BE REHABBED
  - POINT REPAIR RECOMMENDED



DESIGNED	
DRAWN	
REVIEWED	
SUBMITTAL	

REVISION	BY	DATE
1		
2		
3		
4		
5		
6		
7		

**CITY OF TILLAMOOK**  
**SANITARY SEWER ASSESSMENT MAP**  
**N0182**  
**PHASE I**

FOR: CITY OF TILLAMOOK  
 SITE: EXSITING WASTEWATER CONVEYANCE SYSTEM  
 TILLAMOOK, OREGON

**NW ENGINEERS**  
**Engineering & Planning**  
 19075 NW Tanasbourne Drive, Suite 160  
 Hillsboro, OR 97124  
 503 601 4401 503 601 4402 - fax

Ideally this project will be accomplished within a year, but may extend into two.

The responding firm shall provide a full scope of services offered as outlined in this RFQ. The firm may also propose alternative components or solutions not identified in this document.

## **4.0 RFQ EVALUATION CONSIDERATIONS**

All responses will be judged based on the following criteria, with the evaluation weighted as indicated:

### **4.1 Category 1 – Design Skills (25%)**

- Provide 3 Examples of past work illustrating cost effective and workable design in a scale similar to the current project
  - Quality of design work
  - Examples of cost saving innovations
  - Examples of work to help communities find their most cost-effective designs
- Provide Resumes for:
  - Staff at the firm
  - Staff that will be engaged in the day-to-day work on this project

The experience of key personnel assigned to the project with regard to their documented ability to successfully provide the proposed services. Each resume shall reflect the competency of each staff member for the work, noting past experience and expertise of similar scope and complexity.

### **4.2 Category 2 – Quality of Design Documents (35%)**

- Provide a brief narrative that includes:
  - What sets your firm apart from others
  - History of cost overruns and cost savings
    - All of the Last 5 Years Projects for similar projects
      - Original Budget – Defined as when the engineer was selected (explain changes in the estimated budget, e.g. city had not anticipated X, Y, & Z circumstances that either increased or decreased to final estimate of the project’s cost)
      - The final construction estimate before bidding
      - The original contract amount
      - The final contract amount

### **4.3 Category 3 – Capacity (20%)**

- Describe what percentage of FTE each listed staff member is expected to provide. Explain how they will manage any unexpected work within their planned schedule.
- Describe the firm’s use of current technology.
- Provide a draft time frame for your services which includes these allocations of FTE.
  - from date of hire to final bid documents and contract award
    - Include major steps and benchmarks

The Firm's resources and responsiveness, including the description of services provided by the firm to successfully support the City and responsiveness to short notice needs.

### **4.4 Category 4 - Approach or Proposed Scope of Work (20%)**

- Please describe your approach to the project – how would your firm manage the various steps and activities.
- Propose and describe the process used to complete this project.
- Elaborate on how the Engineering tasks outlined in Section 1 will be accomplished.
  - Please include a description of the engineering tasks involved
- Describe your proposed methodology and schedule, including any necessary permitting processes
- Describe approach to coordinating multiple interests such as the City and the various utilities.
- Propose methodology for maintaining cost control.
- Describe how coordination with staff will occur.
- Propose method for staying on schedule.

## **5.0 INSTRUCTIONS TO FIRMS**

### **5.1 Contact Person**

For questions or clarifications regarding any element of this RFQ, the following individual can be contacted:

Paul Wyntergreen, City Manager  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141

503-374-1829

pwyntergreen@tillamookor.gov

### **5.2 Addenda to RFQ**

In the event that it is necessary to revise any part of the RFQ, addenda will be provided to all vendors who received the initial RFQ or subsequently requested a copy. This includes any

amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the RFQ. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by the City of Tillamook.

**If RFQ holders obtain the RFQ from a third party, they must notify Paul Wyntergreen of the City of Tillamook in writing or by email to be on the RFQ holders list.**

### **5.3 Firm's Responsibility for Response Costs**

The Firm shall be fully responsible for all response development and submittal costs. The City of Tillamook assumes no contractual or financial obligation as a result of the issuance of this RFQ, the preparation and submission of a response by a Firm, product demonstration by a Firm, the evaluation of an accepted/rejected response, or the selection of the finalist(s).

### **5.4 Ownership of responses**

All responses and associated materials received shall become the property of the City of Tillamook.

### **5.5 Response Acceptance or Rejection**

The City of Tillamook reserves the right to reject any or all responses, to accept or reject any or all the items in the response, to waive any informality in the responses received, and to award a contract in whole or in part, if it is deemed to be in the best interest of the City of Tillamook. The City of Tillamook reserves the right to negotiate with any firm on the structure of the proposal after responses are opened and the winning response is awarded, if such action is deemed to be in the best interest of the City of Tillamook.

In addition to the factors mentioned above, Firms are cautioned to review carefully all terms, conditions and specifications of the RFQ prior to submittal of responses. The Personal Services may be awarded strictly on the basis of the Firm's response including the Firm's qualifications as received and without further discussion. Therefore, each response should be submitted to the City of Tillamook in the most favorable terms from both a cost and qualification standpoint.

### **5.6 All responses shall be valid through April 15<sup>th</sup>, 2014.**

### **5.7 Withdrawals and Modifications**

Any responses can be withdrawn or modified in writing by contacting Paul Wyntergreen, City of Tillamook, prior to the January 7<sup>th</sup>, 2014 closing time.

### **5.8 Contract**

The successful respondent will be expected to enter into a contract with the City of Tillamook. The respondent will be required to maintain Errors and Omissions insurance for the duration of the agreement.

## 5.9 Proposed RFQ and Contract Schedule

The City of Tillamook reserves the right to change the schedule or terminate the selection process at any time at the City of Tillamook's sole discretion. Notice thereof will promptly be provided to parties on the City of Tillamook's RFQ holders list.

## 6.0 FIRM REQUIRED INFORMATION

The response must include:

- a. The Firm name, address, FAX, phone number, email, and voice phone number of the Contact Person for the response.
- b. A description of the Firm;
- c. A list of the names, positions, and responsibilities of each of the Firm's personnel that will be assigned to provide services for the contract;
- d. A copy of brief resumes for the lead persons to be assigned to the City;
- e. The identity of the Firm's manager with corporate responsibility for performance of the services provided; and
- f. The Firm's related experience to perform the range of services requested by this RFQ, including clientele reference contacts.
- g. List how many projects the Firm has been involved in within the City of Tillamook or anywhere within a 50 mile radius.
- h. List of *last five* projects your firm has completed, include the following: references for the projects; how many change orders for the projects; how much was the cost overrun vs. the Firm's estimate for the project; if the Firm's engineering staff changed during the project.
- i. List any litigation by or against the Firm in the past five years.

## 7.0 COMPLAINTS

Any respondent who has submitted a response to the City of Tillamook and who is adversely affected by the City of Tillamook's contract award to another respondent has 5 days after issuance of the Notice of Intent to award the contract, to submit a written protest of award to the City of Tillamook. Such right to protest shall conform to the requirements of OAR 137-030-0104(1) and specify the grounds upon which the protest is based.

An adversely affected respondent must exhaust all avenues of administrative review and relief before seeking judicial review of the City of Tillamook's contract selection. Written concerns must be mailed to:

Paul Wyntergreen, City Manager  
City of Tillamook  
210 Laurel Avenue  
Tillamook, OR 97141