

# **REQUEST FOR QUALIFICATIONS (RFQ)**

**for  
Professional Services  
as the Engineer of Record  
for the City of Tillamook  
in  
Tillamook County, Oregon**

**July 3, 2014**

**Responses Due  
August 7, 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 who is interested in providing Engineer of Record services to the City on an as-needed basis, without a retainer, to submit a letter of interest and response to our Request for Qualifications (RFQ), as further defined below.

General Civil Engineering tasks include those associated with sewer, water, streets, storm drainage, public facilities, parks, and planning including:

- Water Supply, Distribution and Storage
- Water Rights
- Sanitary Sewer Collection, Treatment and Disposal
- Sanitary/Storm Cross Connections and I&I issues
- Storm Drainage
- Streets, sidewalks, and other transportation facilities
- Site Surveys, staking and utility alignments
- Parks and recreation areas
- Project Management
- Public facility improvements
- Local Improvement District reports
- Private Development Plan Review and Project Inspection
- Preparing contract bid documents and working with the city through the contract process
- Assisting with funding opportunities, grant applications, and grant administration

In addition to the general scope of work listed above, the following are services the engineering firm may be asked to provide:

- Provide suggestions and make recommendations to City Council and/or Staff, and
- Be available for telephone or e-mail inquiries concerning technical questions.

Sealed responses marked "Request for Qualifications for Engineering Services" 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, Thursday, August 7, 2014. **NO PROPOSALS WILL BE ACCEPTED BY WAY OF FAX OR ELETRONIC DATA FORMAT.**

Anticipated Start date is September 1<sup>st</sup>, 2014, with Notice of Award to be mailed on August 20, 2014 and contract refinement to be prepared the following week. The successful response will be used as the basis for a subsequent Personal 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.

## **2.0 BACKGROUND**

Periodically the City goes out for a Request for Qualifications for Engineering services as a means of reviewing current market availability. The RFQ process is being applied across the board to almost all existing Personal Service contracts. The current Engineer of Record will be encouraged to respond. The Council is seeking to increase efficiency & services and to test market competitiveness.

## **3.0 SCOPE OF SERVICES**

The firm shall provide a full scope of services offered (and affiliated billing rates) as outlined in Section 1. The responding firm may propose additional services, 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 – Qualifications (45%)**

The experience of key personnel assigned to the project with regard to their documented ability to successfully provide the proposed range of engineering services. The firm shall submit resumes of the key personnel who would perform the described work. Each resume shall reflect the competency of each staff member for the work, noting relevant past experience and expertise. Indicate whether or not your firm has a Certified Water Rights Examiner and/or Surveying services on board, or if not, how those services will be proposed to be incorporated or coordinated:

- Provide a brief narrative that includes:
  - What sets your firm apart from others:
    - Examples of the Last 5 Years Projects in similar fields
    - List projects that required review from DHS, DEQ, WRD:
      - Has your firm been named in a legal action or lawsuit in the last 5 years?
      - List your firm's projects in Tillamook or within 20 miles of Tillamook over the past 10 years.
      - Your firm's approach to cost control and minimizing change orders and time/cost overruns.

### **4.2 Category 2 – Resources and Capabilities (35%)**

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.

How does your Firm have the capability to provide quality and responsive services with respect to the following:

- a. How each listed staff member will manage any unexpected work within their planned schedule?
- b. Ability to meet the City of Tillamook's engineering needs and tasks identified in Section 1. including the ability and willingness to work cooperatively with City staff and other engineering firms?
- c. Use of current technology?
- d. Responsiveness to short notice needs?
- e. Methodology for maintaining cost control?
- f. Demonstrated ability to deliver the proposed services for the optimal benefit of the City?
- g. Plan to minimize change of principal staff during the life of the contract?
- h. When your firm would recommend a different firm for a project?

#### **4.3 Category 3 – Service pricing (20%)**

The proposed service rate pricing and billing methodology and the firm's approach to minimizing engineering service costs will be evaluated under this category. Include:

- Any prepayment requirements on projects;
- Billing rate sheet and reimbursable procedure.
- Increments of time used for billing;
- How your firm works to reduce costs by the use of city staff where the City is willing and able to assist.

## **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 an RFQ holder obtains 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 holder's 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 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 contract 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 October 30, 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 August 7, 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, voice phone number of the Firm and 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.

## **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