



CITY OF SANDY, OREGON
REQUEST FOR PROPOSALS (RFP) #SCWP – 08 – 23:

ON CALL ENGINEERING SERVICES FOR WASTEWATER FACILITY MINOR
UPGRADES

Request for Proposals Information:

RFP NUMBER: SCWP 8-23

RFP TITLE: On-Call Engineering Services for
Wastewater Facility Equipment Upgrades

DATE ISSUED: 08/04/2023

CONTACT PERSON:

City of Sandy
Jenny Coker, PE
Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055

EMAIL ADDRESS: jcoker@ci.sandy.or.us

CONTACT PHONE: 503-816-3972

QUESTIONS DUE: 08/16/2023
2:00 p.m. Pacific

ADDENDUM ISSUANCE: 08/23/2023
2:00 p.m. Pacific

RESPONSES DUE: 09/13/2023
2:00 p.m. Pacific

**Submit Qualification Statements and all
Proposal information to:**

**FOR DELIVERY BY HAND, UPS, FEDEX,
USPS OR OTHER COURIER SERVICE:**

City of Sandy
Jenny Coker, PE
Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055



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REQUEST FOR PROPOSALS

CITY OF SANDY, OREGON

ON CALL ENGINEERING SERVICES FOR WASTEWATER FACILITY MINOR UPGRADES

1. Instructions to Proposers

The City of Sandy (City) is soliciting statements of interest and qualifications information from consulting engineering firms to enter into a Master Services Agreement to provide professional engineering design services for planned minor equipment replacement, upgrades, and related improvements to the City's existing wastewater facility.

Request for Proposal documents may be examined at: [Bids and RFPs | Sandy, OR](#).

Questions or Requests for Clarification must be sent to Jenny Coker via email to jcoker@ci.sandy.or.us and be received by **2:00 p.m. on August 16th, 2023**. Incomplete or late inquiries may not be considered. If required, an addendum addressing these matters will be issued by no later than **2:00 p.m. on August 23rd, 2023**.

No Pre-Proposal Meeting will be held.

The City reserves the right to cancel this RFP or reject any and all statement of qualifications and other proposal documents submitted or to waive any minor formalities of this solicitation if the best interest of the City would be served. The City reserves the right to seek clarifications of each proposal submission, in its sole discretion. The City reserves the right to negotiate a final PSA that is in the best interest of the City. Proposers responding to this RFP do so solely at their expense, and City is not responsible for any proposer expenses associated with this RFP.

Proposers may not withdraw statements of qualifications after the stated due date and time, unless award of contract is delayed for more than ninety (90) days.

To be considered, four hard copies and one digital copy (USB flash drive preferred) of the Statement of Qualifications in a sealed envelope must be physically received by the City at **City Hall, 39250 Pioneer Boulevard, Sandy, OR 97055** no later than **2:00 p.m. (Pacific Time) September 13th, 2023**. Submissions received after the specified time will not be accepted. The City is not responsible for delays in delivery. Official delivery time shall be documented by City-affixed time stamp.

Statements of qualifications and other proposal documents submitted via the United States Postal Service (USPS), United Parcel Service (UPS) or Federal Express (FedEx) or any other courier service must be addressed:

**City of Sandy, Jenny Coker, PE, Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055**



Statements of qualifications and other proposal documents must be in a sealed envelope, and clearly marked “RFP 1-23 ON-CALL ENGINEERING SERVICES FOR WASTEWATER FACILITY MINOR UPGRADES.” Proposals submitted by **FAX** or **EMAIL** will **NOT** be accepted. The City is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises.

The City of in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises, as defined in 49 CFR part 26, will be afforded full opportunity to submit qualification statements in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Moreover, the City reserves the ability to utilize Water Infrastructure Finance and Innovation Act (WIFIA) funding and therefore requires proposers to accept the following conditions to be included in the Master Services Agreement:

Debarment and Suspension. Contractor certifies that it will not knowingly enter into a contract with anyone who is ineligible under the 2 CFR part 180 and part 1532 (per Executive Order 12549, 51 FR 6370, February 21, 1986) or who is prohibited under Section 306 of the Clean Air Act or Section 508 of the Clean Water Act to participate in the [Project]. Suspension and debarment information can be accessed at <http://www.sam.gov>. Contractor represents and warrants that it has or will include a term or conditions requiring compliance with this provision in all of its subcontracts under this Agreement.

Federal Lobbying Restrictions (31 U.S.C 1352). Recipients of federal financial assistance may not pay any person for influencing or attempting to influence any officer or employee of a federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, continuation, renewal, amendment, or modification of a federal grant, loan, or contract. These requirements are implemented for USEPA in 40 CFR Part 34, which also describes types of activities, such as legislative liaison activities and professional and technical services, which are not subject to this prohibition. Upon award of this contract, Contractor shall complete and submit to the City the certification and disclosure forms in Appendix A and Appendix B to 40 CFR Part 34. Contractor shall also require all subcontractors and suppliers of any tier awarded a subcontract over \$100,000 to similarly complete and submit the certification and disclosure forms pursuant to the process set forth in 40 CFR 34.110.

Furthermore, construction projects resulting from completion of bid documents by selected proposers maybe further encumbered with construction contract requirements required by WIFIA funding.

Jennifer Coker, PE
Public Works Director



2. Introduction and Background

The City of Sandy, Oregon (City), is executing a large Program to upgrade its wastewater collection and treatment facilities. The Sandy Clean Waters Program (SCWP) will protect the environment while planning for a growing community. The Wastewater Facility Plan, adopted in 2019, is currently being amended by the City. The plant recently completed hydraulic and process stress testing and it is anticipated that various minor near-term plant equipment upgrades will be necessary to provide a reliable and resilient facility.

As a result, the City of Sandy is soliciting proposals from prospective consulting engineering firms to provide engineering design services to develop reports, plans, specifications and bid documents necessary to implement individual capital equipment replacements and improvements as directed by the City of Sandy through a task order process on an as-needed basis.

The City intends to conduct a competitive selection process based on qualifications consistent with OAR 137-048-0130 and execute an On-Call Master Professional Services Agreement (PSA) with each of the selected consultants. These Master PSAs will be considered Price Agreements, as defined in OAR 137-048-0110(3) and further provided for in OAR 137-048-270. The City is anticipating awarding Master PSAs no fewer than three (3) firms, when feasible.

Each Master PSA will be valid through December 31, 2024, with a renewal option at the City's discretion for an additional two calendar years. Once established, the City intends to use the On-Call consultants for its routine consulting service needs and will issue project specific Task Orders against individual Master PSAs. The maximum value of any Task Order or group of Task Orders associated with the same project is \$500,000, irrespective of the time frame or year in which the work is performed.

The City intends to rotate work amongst the selected consultants; however, selection of a particular consultant for a particular task or project will be based on the City's sole discretion and judgment, taking into account the consultants' expertise, availability, and pricing information. By agreeing to execute an On-Call PSA with the City, Consultant is agreeing that there is no guarantee of any particular dollar value of work, and that the City retains the sole right to make a selection for any individual project or task.

Work under the On-call PSAs will generally be associated with equipment and asset replacement to maintain required reliability and redundancy at the facility. This could include:

- **Ultraviolet (UV) Equipment Replacement.** The existing UV system is a Trojan UV4000 with medium pressure bulbs. A new UV system was installed as part of the Phase 1 improvements to meet peak disinfection needs and provide redundant capacity, however the older gravity-fed system is used for base disinfection needs as it feeds the plant utility water system. The UV4000 does not provide reliable service and needs to be replaced.
- **Headworks Screening Equipment Installation.** Screening of raw influent is provided with a single rotary fine screen with ¼-inch screen openings. When influent flow exceeds the current capacity of the screen or the fine screen is out of service, raw wastewater is bypassed to a manual bar screen with ¾-inch openings. Providing reliable, redundant influent screening would mitigate existing issues caused by materials bypassing the screening process.



- **High priority reliability improvements.** The City completed a Spare Parts and Repair, Replace, Refurbishment Prioritization Report in August 2022 identifying current needs and future considerations to improve overall reliability of the treatment processes. This report identifies improvements such as installation of new instruments and analyzers, improving access to below grade equipment, and replacing hard-to-access valves.
- **Ongoing Phase 1 needs.** During the Phase 1 Treatment Upgrades project, the City identified several improvements that were not included in the original scope of the project. Some of these improvements may be completed during Phase 1, but some may require greater design effort or procurement time than can be accommodated within the existing Phase 1 project.



3. Desired Qualifications

1. A consultant registered as a licensed professional engineering firm including individual engineers in responsible charge who are licensed in the State of Oregon.
2. A consultant team with the local capability, including staff and equipment, to perform the services and will have demonstrated experience performing this level of work as a regular part of their business. Key team members will be asked to regularly commute to the City of Sandy.
3. A consultant team and Project Manager with a demonstrated track record preparing and completing wastewater facility equipment replacement and upgrade projects while maintaining facility operations to not interrupt flow or treatment objectives.
4. A consultant team that can work closely with the City, the City's Program Manager, and treatment plant staff to develop scope and level of effort for individual task orders, and with proven expertise in delivering on-call or as-needed services associated with wastewater treatment facilities.
5. A consultant team with a local Northwest presence with key team members able to regularly commute to the City of Sandy.



4. Tasks and Deliverables

The City has contracted with Stantec Consulting Services to serve in the role of the Program Manager for SCWP. The City and its Program Manager will develop requests for services as needed from selected consultant(s). Such requests will outline tasks and deliverables determined based on the specific needs of each Task Order. Typical task order activities are described below.

1. Project Management

- a) Coordination with the City's project team, regulatory agencies, and Program Manager.
- b) Manage and supervise subconsultants if required.
- c) Prepare agendas and minutes and lead regular progress meetings.
- d) Maintain a project schedule and update monthly.
- e) Prepare and submit monthly invoicing and progress reports to include earned value metrics in .pdf format by email to portia.inman@stantec.com.

2. Engineering and Design Phase Services

- a) Consultant may prepare test plans, inspection reports, alternatives analysis, basis of design reports, and other documents as necessary for each task order to clearly define the scope, schedule, and budget for required improvements.
- b) Consultant may prepare design documents for each of the proposed design milestones (Conceptual, 30%, 60%, 90%, Final and Issued For Construction (IFC)) to include reports, plans, details, specifications, and cost estimates as necessary for each task order assignment and its corresponding complexity or level of detail required.
- c) Consultant may prepare equipment procurement technical requirements as necessary for each task order assignment and its corresponding complexity or level of detail required.
- d) Consultant may participate in value engineering studies on the City's 2019 Wastewater System Facilities Master Plan, the pending 2023 Master Facilities Plan Amendment or any task order assignment.
- e) It is anticipated that construction activities required as part of any task order assignment will be completed using a Design-Bid-Build delivery model. As such the consultant may be asked to prepare bidding documents and IFC packages to be utilized by the City for competitive procurement of construction services.
- f) It is not anticipated that land use planning or permitting, public education or outreach or environmental permitting beyond that necessary to secure Oregon Department of Environmental Quality approval to make equipment replacement and modifications will be required.
- g) Deliverables will be in .pdf format. It is preferred that design be completed in Revit and Civil3D platforms.



3. Bid Phase Services

It is anticipated that projects will be delivered using a design/bid/build approach. As such, Consultant may be required to provide services during solicitation, bid evaluation and award of construction projects to include:

- a) Pre-Bid Meeting
- b) Addenda
- c) Bid Evaluation
- d) Recommendation for Award

4. Engineering Services During Construction (ESDC)

Consultant may be required to provide services during construction to include:

- a) Material Sample Submittal Reviews
- b) Response to Requests for Information
- c) Design and Field Change Orders
- d) Limited and Periodic Site Inspections
- e) Operations and Maintenance Manuals plus training
- f) Record Drawings, substantial and final inspection and punch-lists
- g) One year warranty inspections and assistance
- h) Deliverables will be in .pdf format

5. Cost Estimation

- a) Consultant may be requested to provide Engineer Opinion of Probable Construction Cost (OPCC) estimates at various design milestones to assist the City in programming and budgeting cost demands.
- b) OPCC development shall generally follow and align with the Association for the Advancement of Cost Engineering (AACE) cost estimating guidelines.

6. Miscellaneous Tasks

Consultant may be requested to provide additional various work items on an as-needed basis. Tasks may include, but are not limited to:

- a) Presentations to City staff, City council, and/or the public
- b) Presentations to Program Manager



5. Submission Requirements

Interested and qualified firms are invited to submit the information that demonstrates their experience in performing projects of this scale and complexity. Documentation should include the following information:

1. **Cover Letter.** All submissions shall include the following information:

- Complete legal name, address, and telephone number of the proposing firm.
- Name, telephone number and title of the person(s) authorized to represent proposer in any negotiations and legally authorized to sign any contract that may be awarded.
- A statement that the proposal is valid for a period of 90 days.
- A statement that the firm is licensed to perform engineering services in the State of Oregon and a certified statement that the firm is not disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

2. **Firm Profile.** Provide the firm's length of time in business, number of employees, and the locations of key offices supporting the project. Describe the firm's overall experience with providing professional services related to preparing design deliverables for process equipment replacements and maintenance of plant operations. Provide a brief profile of the firm and available firm resources. Describe any special skills, software, or services the firm offers that would be relevant to work under the PSA.

3. **Project Team.** Provide a brief profile of the key team members including principal, project manager, project engineer, discipline engineers, task leads, and subject matter experts available to support on-call task orders. Include a brief description of the experience and expertise offered by each team member and the office location of each staff member. List staff with local presence available for regularly meeting in Sandy as required. Include relevant information on sub-consultants your firm would employ for this project, including sub-consultants firm(s) history & profile, specialties, experience, and references.

4. **Related Experience and References.** Describe the firm's experience performing similar projects in the Pacific Northwest including the proposed Project Manager and/or project team. Describe the firm's overall experience with providing professional services on an on-call or as-needed basis related to preparing studies and design deliverables for equipment replacement and upgrades at an existing wastewater treatment plant under continuous operation. Provide a minimum of five (5) project descriptions completed in the past 10 years including the project scope that is similar to the needs of the City's WWTP, the challenges facing the Owner/Agency, and the proposed solution. Include the proposed team members that worked on these past projects. Provide the contact information (name, title, email address, and phone numbers) for Owner/Agency project staff on these projects.

5. **Project Approach.** Describe your approach to providing on-call services associated with alternatives analysis and design of equipment replacement, rehabilitation and reliability upgrades, and related



maintenance projects at wastewater treatment plants. Describe how you will determine the project needs and scope, assign staff to a task order, and coordinate with City staff through execution of the task order.

6. Appendices.

- a. Resumes - Include resumes that reflect the education, registrations, and experience of key staff.



6. Limitations

Concise responses with relevant information as outlined in the Submission Requirements section above will be more useful than extensive submittals with elaborate graphics and corporate boilerplate. The following are submissions limitations:

1. Statement of Qualifications is limited to a total of 15 pages excluding cover letter and resumes.
2. Cover letter is limited to two (2) pages, and resumes are limited to two (2) pages each.
3. The limitation does not apply to covers or dividers unless they are used to convey project information.
4. Any 11-inch x 17-inch page will be counted as two pages.
5. A two-sided 8½ x 11-page counts as two (2) pages.
6. Pages beyond these page limitations will not be evaluated.
7. Pages shall be numbered in consecutive order.
8. The body text of the proposal text shall be Arial font, minimum size of 11 points is required.



7. Selection Process

The selection of the engineering firm for this project will be accomplished through the following general timeline for this RFP. No formal pre-proposal meeting is planned. The anticipated schedule may be changed as needed.

Activity	Date(s)
Advertisement of RFP	August 4th, 2023
Respondents to submit qualifications package	September 13, 2023
City to review qualifications and make selections	One week following submittal
Interviews (optional)	TBD
City to issue Notice of Intent to Award	Two days following interviews
Contract Negotiations Completed	Four weeks following NOI
Anticipated Council Approval of Agreements	November 6 th , 2023
Task Order Issuance	4 weeks following Council approval

Statement of Qualifications (SOQs) will be evaluated by the City Staff and a committee (consisting of at least three elected officials and City staff). During the evaluation process, evaluators reserve the right, where it may serve the City of Sandy's interests, to request additional information or clarification from potential firms, or to allow corrections of errors or omissions.

The City reserves the right to request an interview from the top three (3) firms.

Any and all costs incurred for the preparation of a proposal in response to this solicitation shall be the sole responsibility of the firm or firms submitting the SOQ. The City of Sandy reserves the right to accept or reject any SOQ. However, the City intends to use this solicitation and the process herein described as the preferred method of evaluating responses and of negotiating with short-listed Respondents. The City of Sandy also reserves the right to select the firm that best meets its needs and serves the interests of the City.



8. Selection Criteria

The City will evaluate responses per ORS 279C.110, the corresponding administrative rules, and the stated evaluation criteria within this RFP. The selection of the engineering firms for this project will be accomplished through a one-step process with an optional interview as follows:

1. An Evaluation Committee (Committee) will be appointed to evaluate the SOQs received. For scoring proposals, each committee member will evaluate each SOQ in accordance with the requested information in **Section 5**.

The committee will require a minimum of ten (10) working days to evaluate and score the proposals. At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a SOQ. However, a request for clarification does not permit changes to the SOQ.

Evaluation will be based on the criteria given in **Table 1**.

Table 1. Evaluation Criteria and Importance Factors

Category	Maximum Points:
Cover Letter	0
Firm Profile	10
Project Team	35
Related Experience and References	35
Project Approach	20
Total Possible Points:	100

The sum of points awarded to each firm by the reviewing body will be used to rank candidates. If an interview is held, the City will recalculate the total score and add points for interview performance (25 points available, if held).



9. Sample Form of Contract and Protest Procedures

A sample Professional Services Agreement is attached to this document (**Attachment A**). This is intended to demonstrate the basic framework of the Agreement between the City and the selected candidate(s) and not the final form of Agreement between the parties.

A protest, (if any) of the evaluation, ranking, and selection process shall substantially conform to those procedures described in OAR 137-048-0240.

The City will negotiate individual contracts no fewer than three, if feasible, of the highest-ranked firms to arrive at a mutually acceptable (fair and reasonable) agreement terms and conditions for the Master PSA and task order language. If the City and firm are unable to reach such an agreement within a reasonable amount of time, negotiations will cease and negotiations will begin with the firm chosen as the next highest-ranked and so on until an agreement is reached.

After Master PSAs are in place and fully executed, City will then request firms to prepare scope and fee proposals for assigned Task Orders. Task Orders will be negotiated with the firm selected for the task order assignment to arrive at a mutually acceptable (fair and reasonable) agreement to scope, fee, and schedule. Pricing of Task Orders shall be based on the format provided in attached **Exhibit 2** and on a time and materials with a not to exceed value utilizing the reimbursement schedule of values included as attached **Exhibit 1**.



10. Proposal Due Date

To be considered, four hard copies and one digital copy (USB flash drive preferred) of the Statement of Qualifications must be physically received by the City by **2:00 p.m. on September 13, 2023.**

Submission Location

Mail, Delivery Service, or Hand-Delivered:

City of Sandy
Jenny Coker, Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055

Telephone, facsimile, or electronically transmitted proposals will not be accepted. SOQs received after the specified date and time will not be given further consideration.



11. Point of Contact

Any questions, clarifications, or requests for general information on this RFP should be directed by EMAIL ONLY to the point of contact. Please include the following in the subject line: *RFP – On Call Wastewater Facility Minor Upgrades*. All Questions must be submitted by **2:00 p.m. on August 16, 2023**, for a response.

Point of Contact:

City of Sandy
Jenny Coker
Public Works Director
39250 Pioneer Boulevard
Sandy, OR 97055
E-mail: jcoker@ci.sandy.or.us

Attachments

- 1) **Attachment A** – Sample Master Services Agreement (PSA)
- 2) **Exhibit 1** – Professional Service Commercial Terms
- 3) **Exhibit 2** – Professional Services Task Order Template