

UPDATED SEPTEMBER 18, 2020



CITY OF SWEET HOME, OREGON

**REQUEST FOR PROPOSALS
WWTP VALUE ENGINEERING STUDY**

Closes 4:00 pm, October 9, 2020

REQUEST FOR PROPOSALS WWTP VALUE ENGINEERING STUDY

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Sweet Home (City) is soliciting proposals to provide value engineering services for the Wastewater Treatment Plant Improvements (WWTP) project. The City invites qualified consultants to submit a proposal package based upon the scope of work contained within this Request for Proposals (RFP).

Proposers shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). The City will consider proposals from engineering firms as well as individual engineers.

This RFP, issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

B. BACKGROUND

The City of Sweet Home is an Oregon municipal corporation with city limits covering approximately 6 square miles. The population of the City is approximately 9,225. The City is located in Linn County, 25 miles east of I-5, and is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a City Manager form of government.

The City's WWTP is in the Northwest corner of the City on the south bank of the South Santiam River adjacent to Ames Creek. The plant was first built in 1947 consisting of a trickling filter, sedimentation basin, and an Imhoff tank. In 1973, the WWTP was upgraded to an activated sludge plant with pressure filters. The final major upgrade was in 1992, which addressed capacity and treatment quality issues. The existing WWTP consists of an influent pump station, a headworks with 1-inch manual bar screens, two parallel complete mix aeration basins equipped with surface aerators, three secondary clarifiers, gravity sand filter, chlorine disinfection, and a belt filter press for solids dewatering.

City's collection system consists solely of gravity piping, which flows to the WWTP influent pump station (IPS) at the plant. There have been significant issues with inflow and infiltration (I/I) in the collection system. Flows to the plant have reached 20 MGD – over three times the plant's peak capacity. Due to the issues with I/I, the City established Mutual Agreement and Order (MAO) No. 86840 with the Oregon Department of Environmental Quality (DEQ) to address peak wet weather flows. The resulting I/I abatement program reduced peak flows to the plant by 50% between the years 2003 and 2012. The conditions of the MAO were nullified May 2015 when DEQ notified the City that it had fulfilled the obligations and a MAO was no longer pertinent. The collection system continues to pose challenges to plant staff during the wet weather months, and work on I/I abatement is ongoing.

The WWTP operates under NPDES Permit No. 101657, which was issued in April 2005. The permit expired in 2010; however, the City received an extension allowing them to operate under the existing permit until a new one is issued. The permit allows discharges to two outfalls. Outfall 001 discharges to the South Santiam River. This is the only permitted outfall for treated effluent, and it is to be the primary outfall through the year. Outfall 002 discharges to Ames Creek. This outfall is only to be used as an emergency overflow during storm events greater than a five-year occurrence interval. Due to the I/I in the collection system, this outfall has been used beyond the permitted amount resulting in violations.

In 2015 the City hired Brown & Caldwell to prepare a Wastewater Facilities Plan. The plan found numerous issues requiring a significant improvements program. The problems involved capacity issues with every unit operation and issues with solids management. These capacity issues translated to numerous permit violations. In 2017, the City requested proposals for design of WWTP upgrades necessary to increase capacity of the existing WWTP for the 20-year planning horizon. The City selected Murraysmith's plan to balance the investments in the collection system and at the WWTP at the most cost-effective point between WWTP upgrade costs and I/I reduction costs. To attain optimum balance between flow control and treatment, the basis of design for the WWTP improvements is currently being planned at a 12.4 MGD peak capacity.

In 2018, the Murraysmith team performed a condition assessment that identified key areas within the WWTP that may be reused or repurposed. The proposed plan includes upgrades to the influent pump station, a headworks screening facility, a primary clarifier, a secondary clarifier, expansion of the existing aeration basin, installation of a cloth media filter, and conversion of chlorine disinfection to UV disinfection. The plan also includes addition of a solids thickener, new anaerobic digester, repurposing the existing sludge storage tank to a secondary anaerobic digester, new dewatering equipment, and a new administration building with a lab. These improvements will allow the plant to meet current and future permitting needs over the 20-year planning horizon; automate the process to streamline operations and maintenance; and add instrumentation and control to improve treatment and consistency.

Murraysmith has completed the Schematic Design and 60% Design development phases of the project. The next step is the Value Engineering Study outlined in this request for proposals. The study must satisfy USDA's infrastructure financing application requirements regarding value engineering studies.

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

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| • RFP Advertised | September 23, 2020 |
| • <u>Proposal Due Date</u> | <u>4:00 pm, October 9, 2020</u> |
| • Selection | October 16, 2020 |
| • Award Contract | November 10, 2020 |
| • Commencement of Contract | November 11, 2020 |

D. SCOPE OF SERVICES

- Comprise a value analysis team that includes qualified professionals proficient in wastewater treatment design, operations, and construction. This team will work closely

with staff at the City's Public Works department and Murraysmith design staff to develop a final evaluation report.

- Provide a written job plan for the value analysis that includes scope and methodology of the value analysis, schedule, and deliverables.
- Conduct a four-day value analysis workshop/session consisting of an information and function phase, creative phase, evaluation phase, development phase, and closing/presentation phase. The design engineer will present a project overview on the first day of the workshop, be available during the workshop for questions, and be present for the closing phase of recommended concepts from the value analysis team.
- Review the Schematic Design report and appendices including NPDES permit.
- Review 60% design package including drawings, specifications, and Engineer's opinion of probable construction costs (OPCC).
- The team shall provide constructive input and feedback based on the review of materials.
- The Team will:
 - Evaluate process components and recommend cost saving alternatives and/or approaches to achieve similar or better treatment performance.
 - Evaluate or recommend energy efficient options that may provide savings over the lifespan of plant operations.
 - Review operational functionality of the proposed improvements and provide recommendations to improve operational efficiencies.
 - Review constructability and OPCC and provide recommendations related to constructability.
- **Deliverable:** Provide a draft written report of workshop findings and recommendations for review and comment by the City.
- **Deliverable:** Provide final written report that incorporates City comments generated by the draft report. The report must satisfy USDA's infrastructure financing application requirements regarding value engineering studies.

The City desires VE Study deliverables to be completed no later than December 31, 2020.

E. RESOURCES TO BE PROVIDED

The City will make copies available online for download of the 2016 Wastewater Facilities Plan; WWTP 20% Schematic Design Report; WWTP 60% Design Drawings, Specifications, and Opinion of Probable Construction Cost; and the facility's current NPDES permit.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide four (4) hard copies and one (1) digital copy in .PDF format of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Sweet Home WWTP Value Engineering Study". Proposals shall be submitted by **4:00 p.m. on October 9, 2020** to:

Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted in writing to:

Greg Springman
Public Works Director
1400 24th Ave
Sweet Home, OR 97386
Email: gspringman@sweethomeor.gov

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

D. PROTESTS

Protests of Solicitation

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms.

Protests of Contract Award

Proposers are directed to the protest procedures contained in OAR 137-048-0240. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Engineering Services described in the RFP.

F. PROPOSAL CONTENTS

Proposals shall be limited to 10 pages excluding attachments.

Minimum Qualifications: Proposers must meet the following minimum qualifications to be evaluated.

- A Civil Engineer licensed to work in the State of Oregon.
- Good legal standing.
- Ability to provide the value analysis work needed by the City to the standards required by the City, County and State.
- Demonstrate the ability to furnish insurance coverage as specified in Section 7 of the attached contract form.

Desired Qualifications: Proposers shall demonstrate their ability to undertake the City's WWTP Value Engineering Study by providing the technical qualifications of the Proposer, individual team members and subconsultants, if applicable. The City reserves the right to conduct an independent investigation of the Proposer's technical qualifications by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Proposer shall provide the following sections to demonstrate its technical qualifications:

Corporate Profile & Legal Qualifications

- Include the full name, tax identification number, main office address and telephone and facsimile numbers of the Proposer and the principal contact person. This shall include a description of the firm or organization (corporation, partnership, etc.) that will serve as the contracting party.
- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Name and license number of the individual who will serve as the project lead.
- Identify proposed subconsultants, if applicable.
- Demonstrate good legal standing in Oregon and in home state (no bankruptcy in the last 10 years, no fraud, no illegal activities).
- If applicable, identify ownership status and/or employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses.

Technical Experience & Qualifications

- A current résumé for the individual who will serve as the project lead, including a description of qualifications, skills, and responsibilities.
- The names of professional persons who will assist the project lead in performing the work and a current résumé for each, including a description of qualifications, skills, responsibilities, professional registrations and certifications, and office location. Professionals with experience in design, operation, and construction of wastewater treatment plants is a high priority.
- Explanation of proposer's facilities and availability of support staff.
- Organizational chart identifying members of the team, including subconsultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used and proof of adequate professional liability insurance for any subconsultants.
- Description of Proposer's project management techniques.
- Description of Proposer's expertise in the following areas:
 - Value Engineering Analysis;

- Activated Sludge Wastewater Process Engineering;
- Mechanical, Civil, Structural, and Electrical Engineering;
- Wastewater Treatment Plant Operations and Maintenance;
- Municipal Works Construction.
- Description of similar previous work demonstrating quality of work, ability to meet schedules, cost control and contract administration.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided, if available. (For all references, please include names, phone numbers, and description of work performed.) All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal:
 - List of Oregon local government jurisdictions your firm is currently providing wastewater analysis services and/or value analysis services for, or has provided analysis services and/or value analysis services for within the last 5 years.
 - Relevant Project Summary/Profile Sheets completed within the last 5 years. At a minimum, the sheets shall provide a brief description of the project, provide date project was completed, total cost of design, provide date construction was completed (if applicable), and cost of construction (if applicable).
 - Provide a list of staff members on the proposed value analysis team that were involved and the individual roles of team members.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFP and any resulting contract as proposer's provision of professional engineering services to any private property owner or developer within the City's jurisdictional boundaries.

G. PUBLIC RECORDS

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

H. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. EVALUATION CRITERIA

In evaluating the proposal, the City will utilize the requirements outlined in this section to identify the contractor best qualified to perform the services.

Completeness & Responsiveness (all must be yes)

- Timeliness of submittal
- Satisfies minimum qualifications
 - A Civil Engineer licensed to work in the State of Oregon.
 - Good legal standing
 - Ability to provide the value analysis work needed by the City to the standards required by the City, County and State.
 - Documentation of ability to provide required insurances.
- Includes all required sections
 - Corporate profile
 - Technical Experience & Qualifications

Scoring Criteria

Proposals meeting the above Completeness & Responsiveness requirements will be evaluated by the City using the following criteria:

(30%) Specialized experience, capabilities and technical competence, which the prospective consultant may demonstrate with the prospective consultant's proposed approach and methodology to meet the project requirements.

(25%) Resources committed to perform the services and the proportion of the time that the prospective consultant's staff would spend to perform services for the contracting agency, including time for specialized services, within the applicable time limits.

(25%) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

(10%) Familiarity and availability to the project locale.

(5%) Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses.

(5%) Proposed project management techniques.

B. SELECTION

The City is using a qualifications-based selection (QBS) process for engineering contracts in accordance with ORS 279C.110. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Each member of the evaluation committee shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, results of the evaluation will be posted to the RFP listing on the City website and will be emailed to the primary contact identified in each proposal, and the City will begin negotiating a contract with

the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

Upon reaching agreement, the notice of intent to award will be posted and the contract will be presented to City Council for approval. If City Council approves the award of the contract as presented, then the agreement will be executed.

It is the desire of the City to have a contract in place for WWTP value analysis services no later than November 11, 2020.

C. CONTRACT

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services in a lump sum, not-to-exceed amount. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The City of Sweet Home is an Equal Opportunity/Affirmative Action Employer.
Women, Minorities and Disabled Persons are encouraged to apply.

This RFP is issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home. Authorized & approved for posting by the City Council and the City Manager. Staff can amend the RFP and contract form to meet the best interests of the City with the approval of the City Manager.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.