

Request for Proposals
For Owner's Representative Services
For City of Sandy's Phase 1A Wastewater System Improvements

PROJECT BACKGROUND AND OVERVIEW

The City of Sandy is inviting qualified and interested firms to submit proposals for owner's representation services for phase 1A of the City's large wastewater system improvements project.

The Wastewater System Improvements Project is addressing the City's pressing problems with the City's sewage collection and treatment facilities. The existing system is not able to reliably meet federal and state requirements that protect the local rivers and streams, and community growth adds additional demand to a system under increasing strain. Under a Mutual Agreement and Order with the Oregon Department of Environmental Quality (DEQ), the city completed a Wastewater System Facilities Plan (<https://www.ci.sandy.or.us/publicworks/page/sewer-wastewater-system-facilities-plan>) that identified the preferred project approach for addressing the needs of the system. The most cost-effective solution is to address Inflow and Infiltration, improve the city's existing treatment plant, design and construct a new state of the art MBR treatment plant, and construct a new treated effluent outfall to the Sandy River. Phase 1A of the project includes:

- Collection system improvements to address inflow and infiltration (I&I) issues in the city's leakiest sewerage basins. The City has an engineering consultant and CM/GC contractor for this work with expected completion December 2021.
- Upgrades to the City's Existing Wastewater Treatment Plant to help bring the plant into compliance with permits. An engineering firm has been hired to design the improvements and a CM/GC contractor will be selected in March. The work is targeted for completion by December 2021.
- Initial NPDES Permitting Activities for a new Sandy River Outfall. The facilities plan showed that the best long-term path forward is to develop a second wastewater treatment plant, pump station and effluent pipeline with an outfall to the Sandy River. This option also includes the ability to divert flows into a constructed wetland area at Roslyn Lake, which could include opportunities for publicly accessible nature trails. The City has begun initial discussions with DEQ on permitting requirements.

Project information can be found on the city's project webpage at:
<https://www.ci.sandy.or.us/publicworks/project/wastewater-system-improvements>

SCOPE OF SERVICES

The Owner's Representative will work as an extension of city staff and represent the city's interests by overseeing and monitoring the design and construction work of phase 1A of the wastewater program. The Owner's Representative will work with the city, engineering consultants, contractors, operators, CM/GCs and other contractors throughout this phase of the project to ensure the success of the project.

Responsibilities will include:

- Oversee the project scopes, schedules, and budget.
- Develop and keep updated a master schedule and budget for all Wastewater System Improvements project elements.
- Lead weekly project team meetings with the City.
- Provide financial updates, project cost projections, and funding support for loans, grants, revenue bonds, and rate increases.
- Oversee consultant services and work performed by contractors to ensure they meet their obligations to city, including providing monthly reports of each consultant project reporting budget and progress status, and work in progress.
- Review invoices from City consultants and CM/GC contractor and develop variance reports.
- Facilitate progress meetings with City's design and engineering consultants and CM/GC, and other project meetings.
- Participate in and deliver presentations at City Council work sessions and meetings.
- Review and provide independent comment on all technical reports, drawings, and specifications for each project, as they prepared by other City consultants.
- Identify opportunities and advise city on alternate delivery contracting. Provide recommendations for value-based opportunities, such as prequalification of contractors or early materials/equipment procurement.
- Coordinate and assist City consultants in preparation of requests for proposals and bid documents. Provide bid assistance to the City, including coordinating the bidding process, participating in pre-bid conferences, review bids and make recommendations for award, and assist with contracting requirements such as insurance, bonds, and other financial and legal requirements. This includes advising City regarding CM/GC's proposed buyout of subcontracts.
- Review and approve pay requests, change orders and fieldwork directives, participate in a general preconstruction meeting and regular progress meetings, review construction contractor's payroll to ensure compliance with prevailing wage rates, coordinate public engagement efforts, and coordinate with the construction contractor the development of Record Drawings.
- In conjunction with the City's design consultant(s), monitor and observe the testing and start-up of all systems and equipment and review test reports.
- Complete the final close-out of each construction project.
- Provide collections system flow monitoring data analysis and determine need for additional modeling calibration and updates.
- Provide assistance with the city's negotiations with DEQ on a new Mutual Agreement and Order including coordination between the city and consultants, direct communications and assisting city with communications with DEQ, providing technical information, and attending meetings.
- Manage CWSRF loan requirements including coordination with City, City-consultant staff, and DEQ CWSRF program manager; submitting designs and procurement documentation to DEQ,

filling out bid checklists, submitting DEQ monthly reports, overseeing and submitting DEQ documentation, and completing DEQ CWSRF disbursement requests.

- Manage NPDES permitting activities for a new Sandy River outfall.
- Assist city and consultants and provide support for the City's application for Water Infrastructure Finance and Innovation Act (WIFIA) loan.

RESPONSE REQUIREMENTS

Interested parties shall submit a written response to the City. A response shall be no longer than 4 pages. A two-sided page counts as 2 pages. Front/Back covers, table of contents, team resumes, and previous client contact information are not included in the page count.

Each response shall include the following information:

- A narrative of the consultant's approach to providing Owner's Representative services and how the firm can assist in delivering a successful project for the city. Describe the general approach to performing the scope of services and responsibilities described above, concisely demonstrating a clear understanding of the project goals and how the consultant will assist in meeting these goals.
- A listing of the key personnel to be assigned to the project, including a brief description of background, experience, and skill.
- A statement of related experience on projects of a similar size and nature.
- A listing of previous clients who completed similar projects, the year in which the projects took place, and the names, phone numbers, and email addresses of contact person(s).
- A not-to-exceed fee including a loading chart showing the estimated consultant staff hours for each task, including any reimbursable expenses and hourly rate for various staff members assigned to the project.

SUBMISSION

Responses are due by **4 p.m. Wednesday, February 24.**

Submit by email only to Jordan Wheeler, City Manager, at jwheeler@ci.sandy.or.us.

DECISION

The City Manager will review the responses received by the deadline. The City Manager may confer with other staff or third parties as part of his review and may seek additional information or clarification from any firm or person who submitted a response. After completing his review, he will select a firm or person who will best serve the City's interest as the Owner's Representative for phase 1A, unless he decides to cancel this solicitation or extend it to allow the City to receive additional responses.