



**CITY OF SANDY, OREGON
REQUEST FOR PROPOSALS (RFP) # SDWRP 03-24**

**ENGINEERING SERVICES FOR THE ALDER CREEK WATER TREATMENT
PLANT UPGRADES**

Request for Proposals Information:

RFP NUMBER: SDWRP 03-24

RFP TITLE: Engineering Services for Alder Creek Water Treatment Plant Upgrades

DATE ISSUED: 3/18/2024

CONTACT PERSON:

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

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

CONTACT PHONE: 503-668-6927

QUESTIONS DUE: 2:00 p.m. on April 1, 2024

ADDENDUM ISSUED: 2:00 p.m. on April 4, 2024

PROPOSALS DUE: 2:00 p.m. on April 22, 2024

Submit Proposals to:

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

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



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REQUEST FOR PROPOSALS

CITY OF SANDY, OREGON

ENGINEERING SERVICES FOR THE ALDER CREEK WATER TREATMENT PLANT UPGRADES

1. Instructions to Proposers

The City of Sandy (City) is soliciting proposals from consulting engineering firms to enter into a Professional Services Agreement (PSA) to provide professional engineering design services for the planned upgrades at the Alder Creek Water Treatment Plant which includes upgrades to the Raw Water Pump Station and new building infrastructure containing new membrane filtration equipment, support facilities, and a new Finished Water Pump Station. The City believes that the constructed value of the aforementioned Project will range between \$12 and \$14 million and is expected to be completed by Q1 of 2026.

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 must be received by **2:00 p.m. (Pacific Time) on April 1, 2024**. 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. (Pacific Time) on April 4, 2024**. Each prime consultant will be allowed one proprietary meeting with Program Management staff which will be held during the week of March 1st to the 5th only. Meetings can be held virtually or onsite at the Alder Creek WTP. Meetings can be scheduled by Contacting Adam Odell via email to Adam.Odell@Stantec.com, or by calling 503-220-5409.

The City reserves the right to cancel this Request, reject any and all proposals submitted, seek clarifications of any submitted proposals, and/or waive any minor formalities of this solicitation if the best interest of the City and the public would be served, as determined in the City's sole discretion. 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 proposals after 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 (thumb drive preferred) of the proposal documents in a sealed envelope must be physically received by the City no later than **2:00 p.m. (Pacific Time) April 22, 2024**. 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.

Proposals 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.



Proposals must be in a sealed envelope, and clearly marked “**RFP SDWRP 03-24 ENGINEERING SERVICES FOR THE ALDER CREEK TREATMENT PLANT 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 proposers 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.

This project was funded in part with a financial award from the Special Public Works Fund, funded by the Oregon State Lottery and administered by the Oregon Infrastructure Finance Authority.

Jennifer Coker, PE
Public Works Director



2. Introduction and Background

The City of Sandy, Oregon (City), is executing a large Program to upgrade its water supply, transmission, distribution and treatment facilities. The Sandy Drinking Water Reinvestment Program (SDWRP) will stabilize the City's drinking water supply through a new connection to the Bull Run Supply at the proposed Bull Run Filtration Facility, construct a new pump station and transmission pipeline to convey filtered water from the Bull Run Filtration Facility to re-connect to the Hudson Transmission Main as well as make various reliability upgrades and replacement components at the City's Alder Creek Water Treatment Plant.

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 proposal documents necessary to upgrade and construct new infrastructure at the Alder Creek WTP so as to provide a firm capacity of 1.8 MGD. The City is pre-purchasing containerized membrane treatment systems and select support equipment for the membrane system. The selected Consultant is expected to design all necessary infrastructure to support the pre-purchased treatment equipment, as well as any other infrastructure necessary for a complete and operable water treatment plant. Piloting equipment will be provided by the selected membrane supplier and Consultant will be requested to provide pilot testing support. Engineering services during construction are also included in the requested services.

The City intends to conduct a competitive selection process based on qualifications consistent with ORS 279C.110, OAR 137-048-0130, and OAR 137-048-0130 and then execute a PSA with the selected consultant. The City reserves the right to conduct interviews following review of the Proposals if they so deem it necessary to make a final selection.

Reference documents available on the City website at www.ci.sandy.or.us/publicworks/page/drinking-water-system-reinvestment-project.



3. Desired Qualifications

1. A consultant registered as a licensed professional engineering firm including individual engineers in responsible charge in the State of Oregon.
2. A consultant team with local capability, including staff and equipment, to perform the services and will have demonstrated experience with performing this level of work as a regular part of its business.
3. A consultant team and Project Manager with a demonstrated track record of completing design of water treatment plants using membrane filtration technology.
4. A consultant team with demonstrated regulatory permitting experience in Oregon and in particular with Oregon Health Authority.
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 Inc. (Stantec) to serve in the role of the Program Manager for SDWRP. The City and its Program Manager have prepared a Alder Creek Water Treatment Plant Upgrade Conceptual Design Report to be used as the basis of design for the project. See **Attachment A**. Utilizing this Conceptual Design Report, anticipated activities and services requested by the City to be provided by the Consultant are as 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 design progress meetings and workshops.
- 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. Piloting

- a) Help coordinate piloting with the selected membrane system supplier

3. Engineering and Design Phase Services

- a) Topographic surveying and base mapping have been completed, and the City will provide survey files to selected Consultant with Notice to Proceed.
- b) Geotechnical explorations have been completed, and the City will provide Geotechnical Data Reports to selected Consultant with Notice to Proceed.
- c) Wetlands inventories have not been completed as there are no known wetlands within the project boundary.
- d) Consultant shall prepare a basis of design report and other documents as necessary to support the design development for the project.
- e) If applicable, the Consultant shall coordinate with Oregon Energy Trust to appraise them of energy saving design selections that may qualify the City for grants.
- f) Consultant shall provide "local" SCADA control only. Integration into the City's SCADA system will be performed by the City.
- g) Consultant shall prepare design documents for each proposed design milestone (30%, 90%, Final and Issued for Construction (IFC)) to include reports, plans, details, specifications and opinions of probable construction costs as necessary.
- h) It is anticipated that construction activities required will be completed using a Design-Bid-Build delivery model.
- i) It is not anticipated that public education or outreach or environmental permitting beyond standard building permitting will be required.



- j) Land Use Permit application and approvals (if required) will not be the responsibility of the Consultant but will be handled by the City and its Program Manager. Consultant will be expected to support application and review comments with drawings, reports, specifications, and calculations as necessary.
- k) Deliverables will be in .pdf format. It is preferred that design documents be completed in Revit and civil work in Civil3D platforms.

4. Bid Phase Services

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

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

5. Engineering Services During Construction (ESDC)

Consultant shall be required to provide services during construction, which may include:

- a) Material Sample Submittal Reviews
- b) Responses to Requests for Information
- c) Design and Field Change Orders
- d) Limited and Periodic Site Inspections
- e) Operations and Maintenance Manuals
- f) Record Drawings, substantial and final inspection and punch-lists
- g) One year warranty inspection and assistance
- h) Startup services
- i) Site Visits
- j) Coordination with permitting agencies
- k) Deliverables will be in .pdf format.

6. Cost Estimation

- a) Consultant may be requested to provide Engineer's Opinion of Probable Construction Costs (OPCCs) 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.

7. Miscellaneous Tasks

Consultant may be requested to provide various additional 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
- c) Coordination meetings with Program Manager and the City for integration or coordination between the two (existing and new) water treatment plants.



5. Submission Requirements

Interested and qualified firms are invited to submit 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.
- Cover letter shall be signed by a representative authorized to bind the firm to the terms of the agreement.

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 water pumping stations and transmission mains. 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 design and services during construction. Include a brief description of the experience and expertise offered by each team member. List staff with local presence available for regular meetings in Sandy, as required.

Include relevant information on subconsultants your firm would employ for this project, including subconsultant 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. Provide descriptions of a minimum of five (5) projects completed in the past 10 years including the project scope, the challenges that were faced by the Owner/Agency, and the proposed solution(s). Include the proposed team members who 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 completing the design of the project. Describe how you will determine the project needs and scope, assign staff, and coordinate with City and City's Program Management staff through execution of the project.

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. Proposal is limited to a total of 12 pages excluding cover letter and resumes.
2. Cover letter is limited to 2 pages, and resumes are limited to 2 pages each.
3. The page limitation does not apply to covers or dividers unless they are used to convey project information.
4. Any 11-inch x 17-inch pages will be counted as two pages.
5. A two-sided 8½ x 11 page counts as two 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	03/18/2024
Respondents to submit Proposals	04/22/2024
City to review qualifications	05/01/2024
Interviews (optional)	Week of May 13th, 2024
City to issue Notice of Intent to Award (NOI)	05/20/2024
Contract Negotiations Completed	06/7/2024
Anticipated Council Approval of Agreement	06/17/2024
Notice to Proceed	06/21/2024

Proposals will be evaluated by a committee comprised of City and Program Manager 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 two to three 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 proposal. The City of Sandy reserves the right to accept or reject any proposal. 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

No preproposal meeting will be held.

The City will evaluate responses per ORS 279C.110(3) and OAR 137-048-0220. The selection of the engineering firm 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 proposals received. To score proposals, each Committee member will evaluate each proposal 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 proposal. However, a request for clarification does not permit changes to the proposal.

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 re-calculate 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 (PSA) is attached to this document (**Attachment B**). 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. All work contracted will comply with the Commercial Terms outlined in **Attachment C**.

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

The City will negotiate a contract with the highest-ranked firm to arrive at a mutually acceptable (fair and reasonable) agreement terms and conditions for the PSA. If the City and firm are unable to reach such an agreement, negotiations will cease and negotiations will begin with the firm chosen as the next highest-ranked and so on until an agreement is reached. The City expressly reserves the right to negotiate a final form of PSA that is in the best interest of the City.



10. Proposal Due Date

To be considered, four hard copies and one digital copy (USB flash drive preferred) of the proposal must be physically received by the City by **2:00 p.m. on April 22, 2024.**

Submission Location

Mail, Delivery Service, or Hand-Delivered:

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

Telephone, facsimile, or electronically transmitted proposals will not be accepted. Proposals 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 – Engineering Services for the Alder Creek Water Treatment Plant Upgrade*. All Questions must be submitted by **2:00 p.m.** on **April 1, 2024**, for a response.

Point of Contact:

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

E-mail: jcoker@ci.sandy.or.us

Attachments

- 1) **Attachment A** – Alder Creek Water Treatment Plant Upgrade – Conceptual Design Report
- 2) **Attachment B** – Sample Professional Services Agreement (PSA)
- 3) **Attachment C** – PSA Commercial Terms