

CITY OF HUBBARD

3720 Second Street
PO Box 380
Hubbard, OR 97032

REQUEST FOR PROPOSALS

**TO PROVIDE ENGINEERING SERVICES FOR
DEVELOPMENT OF A WASTEWATER
MASTER PLAN**

DATE OF ISSUANCE: **August 4, 2021**

PROJECT TYPE: **Engineering Services**

**PROPOSALS DUE BY: 5:00 p.m. September 2, 2021 (Mandatory Site
Visit Tuesday, 2:00 p.m. August 10, 2021)**

CITY PROJECT MANAGER: **Michael Krebs**

P.M. CONTACT INFORMATION: **503-982-9429**
mkrebs@cityofhubbard.org

1. INTRODUCTION

The City of Hubbard (Owner/City) is seeking proposals from a qualified Oregon licensed Engineer (Engineer/Proposer) for the development of a wastewater master plan. The Owner will screen Proposers and select an Engineer as provided in ORS 279C.110(5), which allows the Owner to use pricing information as part of its screening and selection process.

The master plan the successful Proposer will provide to the City will be guided by the following objectives:

- A review of the City's existing sanitary sewer system;
- Proposed solutions to remedy existing issues and inadequacies in the system;
- A guide to expansion and extension of the system to serve future growth; and
- A review of current funding and estimates of future funding needs, including sources of such funds.

2. SCHEDULE

Documents Available Online	August 4, 2021
Mandatory Site Visit	2:00 p.m. August 10, 2021
Proposals Due	5:30 p.m. September 2, 2021
Notice of Award	October 13, 2021 (Council)
Project Completion	TBD

NOTE: The Owner may modify this schedule at the Owner's discretion through an addendum.

3. PROPOSER RESPONSIBILITIES AND DUTIES

All Proposers must be qualified to provide the work products and services requested in this document. In addition to any specific qualifications identified in this RFP, qualified Proposers must have provided work products and services similar to those listed in Scope of Work section for other municipalities. Proposers are required to submit documentation as outlined in this document, related to their ability to provide quality work products and services as listed in this document. All Proposers who respond to this RFP, and participate in the Owner's screening and selection process, do so at their sole cost.

4. PROPOSAL REQUIREMENTS AND SELECTION PROCESS

Owner will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change necessary to understand the Engineer's approach to the project.

Each proposal will be judged as a demonstration of the Engineer's capabilities and understanding of the project.

Mandatory Pre-Proposal Meeting

All prospective Proposers must attend a mandatory pre-submission meeting prior to submission of proposals in order to become acquainted with job site and specifics. **The mandatory pre-submission meeting will be held on-site for the City on Tuesday, August 10, 2021 at 2:00 p.m. local time.** Submissions will not be accepted without proof of attendance for this meeting. For questions regarding the pre-submission meeting, please contact the Project Manager.

Pre-Submission Questions

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must be delivered in writing to Project Manager via email at mkrebs@cityofhubbard.org. The inquiry must reference the following:

- Reference the RFP in the subject line;
- Identify Proposer's name and contact email information;
- Reference the specific area of the RFP in question (page, section and paragraph number); and
- Be received no less than five days prior to the Proposals Due Date. **Please note:** *Proposers must take care to note the deadline that applies to solicitation protests and requests for changes to the RFP or to the proposed agreement, as described below.*

Contact with City Staff

The Owner's Project Manager is Michael Krebs, Public Works Superintendent for the City of Hubbard. Communicating with other City staff or authority for information other than the Project Manager or assigned Designee may result in disqualification of a proposal.

Addenda

Addenda are deemed incorporated into the original solicitation by reference and can be viewed and downloaded on the City's website. Proposers should consult the City of Hubbard's website, <https://www.cityofhubbard.org/publicworks/page/wastewater> regularly until the Proposals Due Date to avoid missing any Addenda. It is a Proposer's responsibility to monitor whether the Owner issues any addenda and to ensure a proposal complies with all addenda. If the Owner issues an addendum within 72 hours of the Proposals Due Date it may extend the Proposals Due Date by a reasonable amount of time.

Proposal Withdrawal

Any proposal may be withdrawn at any time before the Proposals Due date and time specified in the Schedule, by providing written request for the withdrawal of the proposal to the Owner. The request must be executed by a duly authorized representative of the firm. Withdrawal of a proposal will not prejudice the right of the Proposer to file a new proposal.

In addition, any Proposer the Owner invites to submit a price proposal may withdraw from consideration if the Proposer does not wish to provide a price proposal.

Estimated Cost of Services

The Owner estimates the cost of the services to be approximately \$100,000.

Accepting Agreement as Written

A Proposer seeking to revise the agreement included with this solicitation must formally request a change within the deadline for solicitation protests. If the City changes the agreement, it will do so through an addendum. Otherwise, each Proposer acknowledges that it will accept the agreement as written if it is awarded the contract. Proposers must include a statement acknowledging that if awarded the project, it accepts the Agreement as written, or include its suggested revisions to the agreement.

Proposal Content Requirements

Offer Format and Substance

Proposals must contain the information the Owner requests below and clearly address the criteria in each section. The City may reject a proposal as non-responsive if it fails to include the information requested or address the criteria.

All proposals must be submitted in pdf format, and emailed to the Project Manager, with a copy to the Public Works Administrative Manager, Melinda Olinger at molinger@cityofhubbard.org. It is the Proposer's responsibility to ensure timely submission of a proposal. The time the City receives a proposal, according to the time stamp reflected in the City's system, governs whether Proposers submit a timely proposal.

Introductory Letter (Pass/Fail)

The introductory letter must name the person(s) authorized to represent the Engineer in any negotiations and name of the person(s) authorized to sign any contract(s) that may result. An authorized representative for the Engineer must sign the proposal letter. If the Owner issues any addenda, the introductory letter must identify the addenda and state the Proposer has read and understands them.

1. Engineer's Background, Approach, and Qualifications (Up to 25 points)

Provide a brief overview of Proposer and the firm including number of employees, individual years in practice of those working on the project, and a brief statement/listing of the type, location and experience with the services identified in the Scope of Work.

State whether Proposer or the firm is currently, or has been during the last five years, involved in defending, negotiating, mediating, or litigating (in court, administrative proceedings, or arbitration), any claims or liens relating to or arising from your company's business activities.

Provide a basic organization chart of complete team proposed for the project. Include information on all active and applicable licenses and/or certifications held by proposed team members.

For all key personnel provide brief descriptions, relevant experience and available capacity, including time availability for this project; highlighting applicable knowledge of issues relevant to the Scope of Work.

2. Support of Staff and Plan for Public Involvement (Up to 10 points)

Detail your general approach and process used to foster client engagement, feedback and interaction with Owner's staff in providing the required services. Describe how you would balance and integrate competing visions and input during the design process.

Provide examples of leading discussions with elected officials and the public to facilitate decision making for similar projects.

Assuming you are awarded the contract, please indicate your earliest availability to begin the contracted services for the City.

3. Technical Approach (Up to 40 points)

- A) Describe how you will perform the Scope of Work identified in this RFP and provide a schedule to complete it. The schedule should feature key milestones and deliverables anticipated as the result of each task.
- B) Describe your experience in drafting similar master plans for Oregon municipalities.
- C) Describe your most challenging assignment for a similar scope of services and how you resolved the issues faced.
- D) Describe any major problems you foresee with this project and how you plan to address them.

4. References (Up to 25 points)

Provide a **brief description of up to five (5) relevant projects** that involved at least one member of your proposed team. Include the following reference information for each project:

- The project name, location, client name (including current phone and email contact information).
- The year of completion.
- Identify which member(s) of your proposed team worked on the project and in what capacity.
- Describe significant changes to the original scope for each project, if any, and explain why the changes were necessary.

Proposal Selection Process and Evaluation Criteria

Selection Process

The City will evaluate all responsive Proposals received by the closing date and time. Each of the criteria listed in the Proposal Content Requirements section will be evaluated for the purpose of ranking Proposals. The Owner reserves the right to conduct interviews based on the Owner's sole determination. If interviews are conducted, Proposers will be notified by the Owner's Project Manager at least five (5) business days in advance. Further details will be included with notification of time and date of interviews, if conducted.

Evaluation Criteria

The evaluation criteria and points to be used for this project are summarized in the following table:

SCORING CRITERIA SUMMARY	
ITEM	PERCENTAGE OF TOTAL
Introductory Letter	Pass/Fail
Engineer's Background, Approach, and Qualifications	25
Support for Staff and Plan for Public Involvement	10
Technical Approach	40
References	25
Initial Total	100
Interviews (if applicable)	20
Price Proposals	15
Final Total	135

Note: When Interviews and/or follow up questions are conducted, scores (up to a maximum of 20 points) will be combined with the other criteria scores to obtain a total score. After this evaluation is complete, the Owner will announce the evaluation scores and rank of each Proposer on its website.

Pricing Proposal

After completing the evaluation, the Owner may determine that up to three of the top-ranked proposers are qualified to perform the services the Owner seeks through this RFP and may request from each of them a pricing proposal based on the "Scope of Work" identified below.

The pricing proposal:

- Must contain a schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the services the Owner requires;
- Must be in the form of an offer that is irrevocable for not less than 90 days after the date of the pricing proposal; and
- Must provide a reasonable estimate of hours that the Proposer believes will be needed to perform the services the Owner requires.

Pricing proposals must be submitted no later than the date and time identified in the Owner's written request, which will be at least seven days from the date of the request. The Owner will award a total of 15 points to a pricing proposal. After reviewing and scoring the pricing proposals, the Owner will add the score of the pricing proposal to the existing scores and the Owner will begin contract negotiations with the highest-ranked Proposer. Pursuant to ORS 279C.110(6), the negotiation will seek to finalize the scope of services, the rates and number of hours associated with the services, a not-to-exceed amount of compensation for the services and other terms and conditions, including a schedule for the Engineer's performance of the services. If negotiations are successful, the Owner will issue a notice of intent to award a contract to the highest-ranked Proposer.

If negotiations with the top-ranked Proposer are not successful, the Owner in its sole discretion may terminate negotiations and begin negotiations with the second-ranked Proposer and may continue in this manner through successive Proposers until an agreement is reached or until the Owner cancels the RFP.

Proposal Submission

Proposers are required to submit one complete digital set of the proposal documents to Melinda Olinger, Public Works Administration Manager at molinger@cityofhubbard.org, and to Project Manager Michael Krebs at mkrebs@cityofhubbard.org. To ensure proper identification and handling, each digital proposal must be clearly marked with the following information:

Name of Firm
Proposal - Wastewater Master Plan Update
Date of Submission
Total number of pages

The Owner shall not be responsible for the proper handling of any proposal not properly identified, marked and submitted in a timely manner. Proposals received after the Proposal Due date/time will not be considered for award.

5. GENERAL INFORMATION

Public Records

Proposals will be made a part of a file open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

"This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

Nondisclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law. The above restriction may not include cost or price information, which must be open to public inspection.

Identifying the proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret.

Reimbursement

All costs for proposal and interviews to secure this project are the Proposer's sole responsibility.

Contract Award

The Owner may award a contract to the Proposer whose proposal would be most advantageous to the Owner. The selected Proposer will be required to assume responsibility for all services outlined in the RFP, whether the Proposer or a representative of the Proposer produces them. The Owner considers the selected Proposer responsible for any and all contractual matters.

Protest of Solicitation/Request for Change

A Proposer may protest or request a change to any term, condition or provision of this RFP or the Owner's professional services agreement no later than ten (10) calendar days prior to the date proposals are due. Each protest or request for change must include the reasons for the protest or request, and any proposed changes to the terms, conditions or provisions of this RFP or the Owner's professional services agreement. The Owner will not consider any protest or request for change that is submitted after the submission deadline. Any solicitation protest or request for change must be in writing and must be received via email by Project Manager Michael Krebs and Public Works Administrative Manager Melinda Olinger no later than 4:00 pm on the tenth (10th) calendar day prior to the date proposals are due. It is the responsibility of the Proposer to ensure that any documents sent are timely received. Unsolicited acknowledgment of receipt is not assured. Solicitation protests or change requests must be addressed to:

PROTEST OF SOLICITATION or, as applicable, REQUEST FOR CHANGE for
Wastewater Master Plan RFP

Attn:

Michael Krebs mkrebs@cityofhubbard.org

The Owner will consider solicitation protests and requests for change within a reasonable time and will issue a written decision or response to the person submitting the protest or request. The Owner may issue an addendum to: (a) extend the due date of proposals in order to consider a solicitation protest or a request for change; or (b) modify a term, condition or provision of the RFP or the agreement in response to a protest or request for change.

Protest of Proposer Selection

The Owner will provide to all Proposers a copy of a Notice of Intent to Award that is sent to the highest-ranked Proposer. 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 Owner no later than seven (7) calendar days after the date of the notice. The Owner will address all timely submitted award protests that are in accordance with OAR 137-048-0240(2).

Protests must be in writing and received via email by the Owner no later than 4:00 pm on the seventh (7) calendar day after the date of issuance of the notice. It is the responsibility of the sender to ensure the Owner's timely receipt of the email. No unsolicited acknowledgment of receipt is assured.

Address protests to:

PROTEST OF AWARD for Wastewater Master Plan RFP
Attn: Michael Krebs mkrebs@cityofhubbard.org

Protests will be processed pursuant to the procedures set forth in OAR 137-048-0240. The protest must state the grounds upon which it is based. The Owner will review the protest and present a decision to all involved parties within a reasonable time.

6. **ADDITIONAL INFORMATION AND SCOPE OF WORK**

Project Completion Date

TBD

Insurance

The Engineer must be prepared to demonstrate proof of insurance (liability, workers compensation, automobile, and errors and omissions), including value limits, as required by the City of Hubbard's Professional Services Contract.

Scope of Work

- Development of an Inventory of existing sanitary sewer facilities.
- Development of design criteria for analysis of existing facilities and design for future facilities in conjunction with Clean Water Services standards and any other applicable standards.
- Review and recommendations for pending re-use requirements and options, including costs.
- Analysis and evaluation of the existing system under existing and future development conditions, including but not limited to hydraulic capacity for growth; thermal evaluation; centrifuge upgrade/maintenance;
- Disaster/safety risk assessment and recommended mitigation;
- SCADA system upgrade;
- Treatment conversion from current Class B to Class A;
- Preparation of cost estimates for the recommended improvements specifying any System Development Charge (SDC) eligible portions of each improvement.
- Prioritization of the sanitary sewer improvements to support integration into a Capital Improvement Plan (CIP) program.
- Preparation of a sanitary sewer system master plan, including detailed maps, editable GIS shapefiles and exhibits.
- Attendance/presentation at two Council and/or Planning Commission meetings