

REQUEST FOR PROPOSALS

The City of West Linn

Mayor: John Kovash

**Councilors: Jody Carson
Teri Cummings
Mike Jones
Jenni Tan**

City Manager: Chris Jordan

Public Works Director: Gene Green

The City of West Linn
Request for Proposals
for
Professional Engineering Services
for
**Design, Preparation of Construction Documents and Construction
Management Services for a Municipal Water System Capital
Improvement Project to Construct a New Bland Potable Water Pump
Station (Complete) and Associated Ductile Iron Piping and
Appurtenances to Interconnect between the Bland and Rosemont
Pressure Zones in West Linn.**

The City of West Linn invites you to submit a proposal for design, preparation of construction documents, and construction management services a new pump station (complete) and combination of 12-inch and 8-inch ductile iron pipe to connect to provide connection between the Bland and Rosemont water pressure zones. The project also includes backup generation capabilities for the pump station, site fencing, and ensures sufficient space remains on-site for future reservoir to be constructed. The main purpose of this project is to provide supply backup to the Rosemont pressure zone.

Proposals will be received until, but not after, 2:00 p.m., Monday, July 18, 2011, at West Linn City Hall, First Floor. Submissions should be addressed to the attention of Pat Rich, Administrative Assistant, 22500 S. Salamo Road, Box 800, West Linn, OR 97068. One original and five (5) copies of the proposal shall be submitted in a sealed envelope entitled:

**“PROPOSAL FOR ENGINEERING SERVICES TO PERFORM DESIGN / BID
DOCUMENTS /CONSTRUCTION MANAGEMENT FOR A PUMP STATION
AND ASSOCIATED PIPING FOR THE CITY OF WEST LINN”.**

Any objections to or comments upon the RFP specifications must be submitted in writing to the West Linn City Engineer at 22500 S. Salamo Road, Box 800, West Linn, OR 97068. They must be received no later than ten (10) working days prior to the RFP closing date.

Proposals that are received after the time and date set for the RFP closing will not be accepted for any reason. Proposals that are delivered to an office other than the office identified will not be accepted. It is the sole responsibility of the party submitting the RFP response to ensure that the response is received at the designated location on or before the deadline.

The City of West Linn will be the sole judge in determining award of contract and reserves the right to reject any and all proposals.

Questions regarding the proposal should be directed to Dennis Wright, City Engineer at 503-722-5514 or in writing to the above address.

Dennis Wright
City Engineer

SECTION 1 GENERAL INFORMATION

The City of West Linn is seeking the services of a qualified Consulting Firm/Team to perform Design / Bid Documents / Construction Management for a new pump station (complete) and combination of 12-inch and 8-inch ductile iron pipe to connect to provide connection between the Bland and Rosemont water pressure zones. The project also includes backup generation capabilities for the pump station, site fencing, and ensures sufficient space remains on-site for future reservoir to be constructed.

1.1 Scope of Work

The attached RFP contains administrative and procedural information concerning instructions for preparation of the proposal and the conditions which will be included in any contract that may be awarded as a result of the RFP.

1.2 Closing Date and Anticipated Calendar

Please submit one original and five (5) copies of your proposal in an envelope marked "Proposal for Consulting Services to perform Design / Bid Documents / Construction Management for a Pump Station and Associated Piping for the City of West Linn."

Proposals may be delivered personally or mailed to:

Pat Rich, Administrative Assistant
City of West Linn
22500 S. Salamo Road
West Linn, OR 97068

All proposals must be received no later than 2:00 p.m., Monday, July 18, 2011.

Consultants submitting proposals evaluated as being highly responsive to the RFP may be requested to make an oral presentation to the Technical Review Committee. Interviews may occur during the week of July 25th, 2011. It is anticipated that the selected consultant shall receive Notice to Proceed during the month of August 2011. All questions regarding this RFP, the oral presentations and interviews, or physical site inspection shall be directed to the West Linn City Engineer only. For your reference, a score sheet showing how each evaluation category is weighted is included with this RFP.

It is preferred that project construction begins as early as March 1, 2012 and is completed no later than August 31, 2012. Design work is expected to begin within thirty (30) days of receipt of Notice to Proceed.

1.3 Proposal Acceptance

Proposals shall be firm for a period of sixty (60) days after the closing date. Each responding Consultant may withdraw their proposal if not accepted within sixty (60) days of the RFP closing date.

The written proposals will be evaluated on the completeness and quality of content. Only those Consultants, who supply complete information, as required by this RFP, will be considered for evaluation.

1.4 Rights of City of West Linn to Award or Reject Proposals

This RFP does not commit the City of West Linn to award a contract for the services specified within the RFP document.

The City of West Linn reserves the right to:

- Accept or reject any or all proposals received as a result of the Request for Proposals;
- To negotiate with any qualified consultant;
- Accept a proposal and subsequent offers for contract from other than the lowest cost proposal;
- Waive or modify any irregularities in proposals received, after prior notifications to the consultants.

If a Consultant is selected, further negotiations and additional information may be required to develop the final contract based on the selected proposal. All proposals should include a proposed fee structure, overall cost estimate, proposed project schedule including design, bid period, and construction.

The award, if there is one, will be made to that respondent determined to be the most qualified, responsible, and responsive within a competitive price range based upon the evaluation of the information furnished under this RFP. The successful Consultant shall commence work only after an agreement with the City of West Linn is fully executed and a Notice to Proceed has been issued.

1.5 Incurring Costs

Neither the City of West Linn, nor its agents, is liable for any cost incurred by consultants or vendors prior to issuance of an agreement, contract, or notice to proceed.

1.6 Interpretation of the RFP Documents and Issuance of Addenda

If any person who contemplates submitting a proposal finds discrepancy in, or omissions from, or is in doubt as to the true meaning of any part of the RFP document, he/she shall submit a written request for a clarification or interpretation thereof, at least ten (10) calendar days prior to the RFP closing date to:

Dennis Wright, City Engineer
22500 S. Salamo Road, Box 800
West Linn, OR 97068
Phone 503-722-5514

If, in the opinion of the City Engineer, inquiries result in a significant disclosure, the question(s) and answer(s) thereto will be provided in the form of an addendum to the RFP to all Consultants who were sent the RFP.

The City of West Linn is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by addenda. Addenda, if necessary, will be issued not later than five (5) calendar days prior to the RFP closing date.

1.7 Consultant's Responsibility

The selected Consultant shall assume full responsibility for all proposed services, whether performed or produced by the Consultant or any sub-consultant or sub-contractor of the Consultant. The City of West Linn will consider the selected Consultant responsible for all contractual matters relating to the proposal and services.

1.8 Contract Payment Schedule

It is anticipated that if a contract is entered into as a result of this RFP, it will be based upon a lump sum cost estimate for the work contemplated in the contract, which should include all items identified below in Section 3 - Scope of Work. Work items in addition to those listed in the Scope of Work after the contract is awarded will be handled through a contract amendment or change order.

If applicable, payment for work will be made monthly upon receipt of the Consultant's billing statement. This statement must include a summary of the progress made through the date of the billing and shall be submitted to the West Linn Engineering Administrative Assistant. Monthly payments will be based on the costs incurred as summarized in the progress report.

1.9 Execution of the Proposal

If the proposal is made by a corporation, it shall be executed in the name of the corporation followed by the signature of the officer authorized to sign for the corporation and the printed or type-written designation of the office he/she holds in the corporation.

If the proposal is made by a joint venture, it shall be executed by each participant of the joint venture.

If the proposal is made by a partnership, it shall be executed by the managing partner.

If the project is proposed to be completed by a joint venture or partnership, please provide assurances regarding the responsibility and liability of the entity for successful completion of the work.

The address, phone numbers, emails, internet address, tax identification numbers, and board certification or license numbers of the Consultant shall be typed or printed on the proposal.

1.10 Informal Proposals

Incomplete, conditioned proposals or those proposals containing erasures or alterations may be rejected as informal.

1.11 Withdrawal of Proposal

At any time prior to the hour and date set for the receipt of proposals, a Consultant may withdraw his/her proposal. Withdrawal will not preclude the submission of another proposal prior to the hour and date set for the receipt by City of West Linn of proposals.

1.12 Agreement for Professional Services

Upon award of a contract, the Consultant will be required to enter into a professional services contract with the City of West Linn. It is anticipated the professional services contract will include supporting documents. Supporting documents will include the RFP, the Consultant's written proposal, and any other documents incorporated by reference therein.

1.13 City of West Linn Project Manager

The Project Manager for this contract is Dennis Wright, West Linn City Engineer. Questions regarding this project must be directed to the Project Manager.

1.14 Acceptance of Proposal Content

The contents of the proposal of the successful Consultant will become contractual obligations if acceptance ensues. Failure of the successful Consultant to accept these obligations in a professional services contract may result in cancellation of the award.

1.15 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of Consultant capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content.

1.16 Contract Requirements

The successful Consultant will enter into a Professional Services Contract with the City of West Linn that will incorporate the proposal and expected work schedule. Contract duration will be determined by the City Engineer and the City of West Linn.

1.17 Non-assignment

If a contract is awarded, it shall not be assigned in part or in whole.

SECTION 2 BACKGROUND

The City of West Linn is co-owner (with the City of Oregon City) of and purchases finished water from the South Fork Water Board (SFWB) withdraws and treats water from the Clackamas River.

In 2008, the West Linn City Council adopted its Water Master Plan that recommends a range of capital improvements for its facilities including this proposed pump station and intertie between the Bland and Rosemont pressure zones. The Water Master Plan project description is described as:

Bland Intertie Supply to Rosemont

The storage and pumping analysis identified a deficiency in supply to the Rosemont pressure zone under future conditions. Construction of a third pump station to boost water from a lower pressure zone into the Rosemont pressure zone is recommended. Through discussions with City staff it was determined that the best location for this pump station is at the Bland Reservoir site. Siting the pump station at this location provides a geographical distribution of the supply to the Rosemont pressure zone, is a hydraulically suitable location with adequate suction supply to the pump station and is located relatively close (approximately one-half mile) from an existing 12-inch diameter transmission main in the Rosemont pressure zone. The estimated project cost for this improvement including approximately 2,500 linear feet of 12-inch diameter pump station discharge piping to the Rosemont pressure zone is \$1,250,000. It is recommended that this project be constructed in fiscal year 2016.

The SDC allocation for this project, intended to address future deficiencies, is 100 percent to growth.

The proposed pump station and pressure zone intertie is to provide additional redundant supply to the Rosemont zone that has significant storage deficiencies. Anticipated project scope includes, but is not limited to the following:

- Pump station with three (3) VFD pumps totaling 1,800 GPM with backup generator capability
- Approximately 1,200 lineal feet of 12-inch restrained Ductile Iron (DI) pipe with approximately 400 feet of its length being bored
- Approximately 850 lineal feet of 8-inch DI pipe
- Fencing of the 2.1 acre pump station and reservoir property
- Site design shall provide for future reservoir additional reservoir location on the site, minimizing tree impacts, and screening/landscaping.

The City has been working with adjacent property owners for several months attempting to acquire necessary easement for the shortest route for the intertie. Those easement negotiations, though promising, are not yet secured. The shortest route is shown as Alternative Route #1 on the attached map. Alternate Route #2 is the likely route should negotiations fail. A section of new piping shown as "Connecting Pipe Required with Both Routes" will be required with either alternative selected. As the design effort related to each of the two alternatives is anticipated to be different, the proposal provided must reflect proposed prices for the various options as explained below in the Proposal Requirements section. It is anticipated that at the award of the design contract that the

alternate connecting pipe route will be selected. However, there is a possibility that the pump station design portion of the project will precede the connecting pipeline design necessitating award of the connecting pipeline design later once the alternate route has been selected. The proposal configuration will facilitate this possible outcome.

SECTION 3 SCOPE OF WORK

The general Scope of Work for this contract is to provide design / prepare bid documents / construction management services for all aspects of this project. The portions are as follows:

3.1 Preliminary Design Services:

- 3.1.1 Conduct the Geotechnical Investigation of the project site. The work will include at least the following:
 - a. Review historical geotechnical information related to construction of structures at the Bland Reservoir site.
 - b. Conduct borings as necessary to characterize the subsurface soils and groundwater conditions underlying the site.
 - c. Perform laboratory testing to establish geotechnical engineering parameters of the soils encountered in the borings.
 - d. Evaluate the results of the field and laboratory testing in preparation for developing site facility locations and recommendations for the proposed pump station and future reservoir site.
 - e. Prepare a geotechnical report that will summarize the field and laboratory work, present recommendations for foundation designs and earthwork construction, a site-specific hazards report required per the International Building Code (IBC).
- 3.1.2 Complete design surveying in the general area of the proposed reservoir, including review of underground utilities and as-built drawings, for use during the Design Phase.
- 3.1.3 Develop a site plan for the recommended complete pump station facility and associated piping to accomplish the proposed intertie. Prepare construction cost estimate.
- 3.1.4 Develop the list of permit requirements and the associated timelines.

3.2 Design Phase Services:

- 3.2.1 Provide Final Design Services and Construction Contract Documents suitable for bidding the project. The Contract Documents will include specifications and drawings for the project selected in the Preliminary Design.

- 3.2.2 Obtain all necessary land use permits for the project. The Consultant will represent the City with the preparation and submittal of land use permit applications and supporting documentation such as rendering, maps, and other documents as required. The Consultant will assist the City in conducting a public information and input process to meet any and all permit requirements. The Consultant shall assist the Board with presentations to the City Planning Commission, and the City Council, as necessary. The Consultant will coordinate work with City Public Works staff, and if necessary, the City's legal counsel.
- 3.2.3 Submit plans to the Oregon Department of Human Services – Drinking Water Program for approval. The Consultant will be responsible for the plan review permit fee to the Oregon Health Division.

3.3 Bid Phase Services:

- 3.3.1 This project requires a prequalification of contractors and the Consultant shall prepare the necessary document for receiving the prequalification statements and then review the contractor submittals. The Consultant shall give written recommendation to City as to the qualified contractors. This work shall be done during the design phase.
- 3.3.2 Assist the City in advertising and receiving bids and awarding the contract. It is expected that forty (40) sets of the bid documents, plans and specifications will be needed. Special care will be necessary to insure that bid is awarded appropriately and the contractor has ample time to meet the construction time frame as identified in Section 1.2.
- 3.3.3 The consultant will plan for and attend a pre-bid meeting, answer technical questions that potential bidders may have, prepare addenda as required, reviewing bids received, and provide an award recommendation based on review of the bids received.
- 3.3.4 Place the Bid Announcement in the Daily Journal of Commerce. The consultant will also be responsible for arrangements with local Plan Centers to make the plans and specifications available to prospective bidders.

3.4 Provide Construction Management Services.

- 3.4.1 Prepare an agenda and invitation list for a preconstruction conference and consult with the City staff regarding the conference details.
- 3.4.2 Conduct a preconstruction conference, prepare a conference summary and distribute the summary to all conference attendees.
- 3.4.3 Receive and review shop drawings and other technical submittals for equipment, materials of construction, performance data and certifications, laboratory test results, and technical manuals submitted by the contractor which are required by the contract documents. Maintain a submittal log and

file. Submit complete submittal files to the City's Water Utility Supervisor upon completion of the project. Consider and evaluate any alternatives or substitutions proposed by the contractor.

- 3.4.4 Receive and review other submittals of the contractor including construction schedules, shop drawing submittal schedules, the schedule of values, and other submittals required by the contract documents.
- 3.4.5 Review and approve the contractor's monthly progress payment requests and recommend to the City Engineer the appropriate amount for payment.
- 3.4.6 Provide clarification of the contract documents to the contractor based upon the contractor's written requests for clarifications, verbal requests or as the need otherwise arises. Prepare written responses and drawings of sketches as necessary to the contractor to clarify the contract documents.
- 3.4.7 Provide services related to change orders. These include negotiation and preparation of agreed change order proposals, including description and justification documentation, making recommendations to the City regarding any change orders, and processing the formal change order documents.
- 3.4.8 Prepare for and conduct periodic construction coordination meetings on the job site with the contractor. The purpose of these meetings is to identify field problems and other issues regarding the project as well as reviewing the project progress versus the project schedule.
- 3.4.9 Conduct site visits by the Engineer's project manager when significant construction is occurring. These visits may be weekly or biweekly as circumstances dictate. The purpose of these visits is to answer questions regarding the contract documents, assist with resolving project difficulties, review the progress of the work, and review the construction work to confirm that it is proceeding in accordance with the requirements of the contract documents.
- 3.4.10 Conduct site visits as required by the building official for the geotechnical and structural components of the project.
- 3.4.11 Prepare for and conduct a final inspection of the project with representatives of the City.
- 3.4.12 Prepare record drawings of the project based upon the construction records of the contractor and the Engineer's on-site representative.
- 3.4.13 Provide on-site construction inspection services. The on-site representative assigned by the Engineer will provide regular monitoring of the construction work. The representative will prepare written reports on the construction activities at the site, maintain a diary of his/her activities, decisions, discussions with the contractor and other observations, conduct the periodic on-site meetings with the contractor, document the preconstruction

conditions and construction work by photograph and/or video tapes, and other work as assigned by the Engineer. Inspection reports shall be submitted to the City Engineer weekly when inspection services have been provided.

3.4.14 Maintain files and document tracking system throughout the entire project.

3.4.15 A code-required quality control program will be required of the contractor. This requirement will also include the necessary materials testing to provide soils testing for earth compaction, concrete and aggregate testing, and other testing to meet the building codes requirements. The City will be responsible for paying directly for the owner-required testing services and the consultant will be responsible to coordinate the testing activities.

3.4.16 Coordinate with the City Engineer and Staff for final testing and startup of the facilities.

3.4.17 Provide technical training of the City staff on the operation of the facilities.

3.4.18 Provide three (3) copies of all operation and maintenance manuals on the project facilities and transmit to the City's Water Utility Supervisor.

3.4.19 Provide both hard copy and electronic version of As-Built drawings of all completed work.

SECTION 4 PROPOSAL EVALUATION

Proposals will be evaluated by a technical committee comprised of City staff. Proposals will be evaluated by the following criteria and scored within the following points allocations:

Ability to schedule project to complete within timeframe specified (30 points)

Qualifications/Experience of consultant staff directly assigned to the project (20 points)

Proposed cost of services (25 points)

Firm track record of similar projects in Pacific NW (25 points)

SECTION 5 PROPOSAL REQUIREMENTS

All proposals must contain the following elements as described herein. Minimum font size shall be 11 point. All pages shall be 8.5 x 11 single-sided, except for the project schedule, no more than one page in the technical proposal section, and the cost summary spreadsheet, which can be on 11 x 17 pages single-sided.

5.1 Qualifications

This section of the Proposal shall not exceed 10 pages in length and must contain the following information:

- a. Provide a profile of the firm, including at a minimum a brief company history and overview, and the location of the office where most of the work will be performed and where each staff member assigned to the project is located.
- b. Firm should demonstrate that it has completed at least 3 projects similar in scope to the work described herein (do not list more than 5 projects) in the past 3 years where the firm was the prime consultant. Public sector and/or utility projects should be given priority. Include the name, location and general scope of work of these projects. Indicate the team members of the Consultant who provided services on each project. Include a reference name, title, and phone number for each project that can be contacted to provide information on the scope of the project and the performance of the Consultant.
- c. Provide an organization chart and the names and roles of key staff, including the Project Manager. Provide brief summaries of key staff's experience as it relates to this project. Provide resumes of key staff in an Appendix (Appendix resumes do not count toward the total page count).
- d. Indicate other project commitments which the firm and key staff currently are contracted to provide for other clients, and how much time each key staff plans to devote to this Project.

5.2 Technical Proposal

This section of the Proposal shall not exceed 10 pages in length, including any 11x17 pages, and must contain the following sections:

- a. This will include a discussion of major issues for this project that will have to be resolved for successful completion, and how the Consultant plans to address these issues.
- b. If the Consultant feels that certain issues require additional clarification or preparation beyond the scope of the Technical Proposal, and therefore require resolution prior to completing a final Scope of Work and budget, these should be clearly stated.
- c. The Consultant shall include a description and explanation of the method of interface and coordination with City staff during the progress of this work. The description shall include the number and type of meetings, information transfer activities and draft reviews.

5.3 Schedule

This section shall not exceed two (2) pages in length, including one 11x17 page.

Provide a project schedule including engineering and construction. The actual construction of this reservoir project is desired to be conducted between March 1, 2012 and August 31, 2012.

5.4 Proposed Compensation

This section of the Proposal shall not exceed 3 pages in length, which may include an 11x17 cost summary page.

The proposal should contain the Consultant's proposed lump sum fee for the tasks listed in the Consultant's scope of work (organized and differentiated by person and by hours), including the work required in the RFP, and a rate schedule for additional work which may be requested after the contract award. Fees for this proposal are a very important item in determining the selection of a consultant.

The proposal must contain three lump sum proposal amounts as follows:

Proposal Price "A":

Pump Station and ancillary appurtenances and piping to the property line of the pump station property shall be presented as Proposal Price A.

Proposal Price "B" shall include all pipeline and ancillary appurtenances from the property line of the pump station property along Alternative Route #1 to tie-in to the 8-inch ductile iron water main in Weatherhill Drive and the additional section of connecting pipe required in Weatherhill Drive between the 8-inch ductile iron water mains.

Proposal Price "C" shall include all pipeline and ancillary appurtenances from the property line of the pump station property along Alternative Route #2 to tie-in to the 8-inch ductile iron water main in Weatherhill Drive and the additional section of connecting pipe required in Weatherhill Drive between the 8-inch ductile iron water mains.