



CITY OF
**West
Linn**

**REQUEST FOR QUALIFICATIONS
FOR
SURFACE WATER AND SANITARY SEWER
MASTER PLAN UPDATES
PW-16-04**

Public Works Department
Engineering Division
22500 Salamo Road
West Linn, Oregon 97068
PH. 503-722-5501 FAX 503-656-4106

SUBMISSIONS DUE: December 8, 2016, 2:00p.m.

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SCHEDULE

RFQ FIRST ADVERTISED	November 10, 2016
RFQ SUBMITTALS DUE	December 8, 2016, 2:00p.m.
SHORT LIST INTERVIEWS (<i>optional by City</i>)	Week of December 19, 2016
FIRM SELECTION	Week of December 19, 2016

The City reserves the right to make adjustments to the above noted schedule as necessary.

REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of West Linn, will receive Statements of Qualifications until **2:00 p.m. December 8, 2016** in the Office of Public Works, Engineering Division, 22500 Salamo Road, West Linn, Oregon 97068 for the following:

SURFACE WATER AND SANITARY SEWER MASTER PLAN UPDATES CITY OF WEST LINN, OREGON

The City of West Linn is seeking Statements of Qualifications from experienced firms to provide professional services in the updating of citywide Surface Water and Sanitary Sewer Master Plans. Firms must submit qualifications for both plans.

This request for qualifications shall be used to compile a list of interested and qualified firms who will be ranked in accordance with procedures as outlined in this document and the City's Local Contracting Rules. Qualified firm(s) selected will negotiate compensation requirements upon completion of the qualifications based selection of candidates. Do not include any price or cost considerations with this Statement of Qualifications (SOQ).

Project details and SOQ submittal requirements may be viewed at no cost through the City of West Linn's website at <http://bids.westlinnoregon.gov/> or paper copies may be obtained through the City of West Linn Engineering Division at 22500 Salamo Road, West Linn, (503)722-5501, at a cost of \$100 per set. If you wish to receive any future addenda for this project please login to the City's bid management website and add your company to the plan holders list. Questions may also be submitted through the website.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all proposals upon determination of the City it is in the public interest to do so. Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120. All proposers are required to comply with the provisions of Oregon Revised Statutes and Local Contract Review Board Policy.

Statements of Qualifications must be received electronically via email to the Public Works Director/City Engineer, Lance Calvert P.E., at lcalvert@westlinnoregon.gov on or before 2:00 p.m. on December 8, 2016. No late responses, incomplete responses, hardcopy, or faxed materials will be accepted.

INSTRUCTIONS AND CONDITIONS

2.1 GENERAL:

Firms must study carefully and conform to these "Instructions and Conditions" so that their Statements of Qualifications (SOQs) will be regular, complete and acceptable.

2.2 STATEMENT OF QUALIFICATIONS:

All SOQs shall be legibly written or typed and comply in all regards with the requirements of this solicitation. Statements of Qualifications shall be submitted on the prescribed form and in said manner as indicated in these solicitation documents. Use of recycled material is encouraged and the City reserves the right to use recycled material provided the provisions of ORS 279A.125 are met.

The West Linn Review Committee reserves the right to reject any and all SOQs not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any and all SOQs upon the finding that it is in the public interest to do so and waive any and all informalities.

The City reserves the right to obtain additional information or clarification of any SOQ proposal. The City reserves the right to investigate references and the past performance of any firm with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

2.3. RECEIPT AND OPENING OF STATEMENTS OF QUALIFICATION:

Qualifications statements shall be submitted prior to the time fixed in the advertisement for SOQs. SOQs received after the time so designated will be considered late and will be returned unopened. No responsibility will be attached to any official of the City for the failure to open a SOQ not properly identified. It is the proposers responsibility to ensure that SOQ are received prior to the stated closing time.

SOQs shall be opened so as to avoid disclosure of contents to competing firms during the process of negotiation. SOQs will not be available for public inspection until after such time that a contract is executed in accordance with ORS 279C.107. All proposal material shall become the property of the City and is public record. Proposals including any information that are considered trade secrets under ORS 192.501(2) should be clearly identified as such and will be kept confidential and not disclosed except in accordance with Oregon Public Records Law, ORS 192. The above restrictions may not include any subsequent price information, which must be open to the public.

2.4 NONDISCRIMINATION:

The successful firm agrees that, in performing the work called for by this RFQ and in securing and supplying materials, the firm will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

2.5 EMPLOYEES NOT TO BENEFIT:

No employee or elected official of The City of West Linn shall be admitted to any share or part of any potential contract or to any benefit that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No firm shall provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in violation of ORS Chapter 244.

2.6. CITY FURNISHED PROPERTY:

No material, labor or facilities will be furnished by the City unless otherwise provided for in future contracts for services.

2.7. COSTS:

All costs incurred by the firm in preparation of SOQs to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the submitting firm; the City shall not be liable for any of these costs.

2.8. NON-COLLUSION

By submitting a SOQ, the proposer certifies that the SOQ has been arrived at independently and has been submitted without any collusion designed to limit competition.

2.9. PROTEST OF SCOPE OR WORK OR TERMS

A proposer who believes any details in the scope of work or terms detailed in the proposal packet and sample contract are unnecessarily restrictive or limit competition may submit a protest in writing, to the contact listed in the notice. A protest may be submitted via email. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The City shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested proposers. To be considered, protests must be received at least ten (10) days before the proposal closing date. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. If a protest is received in accordance with the section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

2.10 BUSINESS LICENSE/FEDERAL TAX ID REQUIRED

A City business license is required and the successful firm shall also complete a W-9 form at time of contract execution.

2.11 INTERGOVERNMENTAL COOPERATIVE PROCUREMENT

Firms submitting a proposal shall agree to extend identical prices and services under the same terms and conditions to all public agencies in the region. Quantities stated in this solicitation reflect the City of West Linn's needs only. Each participating agency shall execute its own contract with the most responsible/responsive proposer for its requirements. Any firm, by written notification included with their bid, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies

SCOPE OF WORK AND CONDITIONS

3.1 **PROJECT SCOPE**

The City of West Linn is requesting Statements of Qualifications from experienced firms or teams to prepare updates to the City's Surface Water and Sanitary Sewer Master Plans. The current Sanitary Sewer Master Plan was last updated in 1999 and the current Surface Water Management Plan was last updated in 2006. Plans will evaluate current conditions and provide future direction for the City's surface water and sanitary sewer systems. The master plans will provide capital improvement projects and priorities, system management and maintenance programmatic recommendations and costs, summary fact sheets and maps, operations and maintenance plans, funding needs/strategies, and shall meet all applicable state, regional, and local laws. Engineering modeling to assist in evaluating scope of specific problems, options, and developing sizing will be required. Tasks are further defined below for each master plan. Prepare summary presentation materials and attend City staff, Advisory Board, Planning Commission, City Council, and other public meetings. The planning process will be as important as the final product and will require significant public involvement.

A qualified firm will take the project through the required City processes to a complete final product for Planning Commission and City Council approval. Firms must submit a SOQ in response to both master plans and the City may choose to negotiate with the most qualified firm(s) at their discretion.

Interested firms must be able to demonstrate successful experience providing similar services to other municipalities, or similar entities. The City will look favorably upon firms that have consistently provided complex and/or related consulting services within prescribed budgets and schedules. The City will expect the selected firms to dedicate experienced technical and project management staff to the assigned tasks to ensure that solutions are creative, effective, cost conscious, easy to use, and coordinated with other activities in or adjacent to the City.

SURFACE WATER MASTER PLAN TASKS

1. Data collection and verification.
 - a. Gather, examine, and interpret all pertinent planning and engineering data, records, reports, regulatory mandates as needed for the master plan update.
 - b. Address the issues of an aging system.
 - c. Review City Municipal Code, Community Development Code, and Public Works Standards for compliance with state, federal, and regional regulatory requirements. Provide recommendations for City code changes as needed.
2. Development of a flow model
 - a. Model should be on a widely accepted modeling platform.
 - b. Develop, build and calibrate a working model that simulates the stormwater system.
 - c. Provide analysis of 2, 10, 25, and 100 year 24 hour storm events.
3. Evaluation of existing system capacity.
 - a. Provide current flows and anticipated future flows at buildout.
 - b. Provide analysis of the existing stormwater system capacity.
4. NPDES Assessment
 - a. Provide a review and assessment of regulatory mandates. Provide analysis on how to address regulatory requirements.
 - b. Review existing City codes/standards and potential modifications needed.
5. Water Resource Area Update
 - a. Review current City regulations for compliance with regional, state, and federal requirements.
 - b. Make recommendations for regulatory modifications in these areas, as identified.

6. Capital Improvement Plan
 - a. Develop a prioritized CIP project list and map for short range (1-10 years) and long range (10-20 years) projects.
 - b. Provide funding breakdown for each project. Discuss available funding based on City budgeting.
 - c. Provide solutions to existing problems and inadequate storm sewer systems, including collection, conveyance, treatment and detention facilities.

SANITARY SEWER MASTER PLAN TASKS

1. Evaluate existing system conditions
 - a. Gather, examine, and interpret all pertinent planning and engineering data, records, reports, regulatory mandates as needed for the master plan update.
 - b. Provide analysis of the gravity sewers, pump stations, force mains and any identified problem areas.
 - c. Address the issues of an aging system.
 - d. Review City Municipal Code, Community Development Code, and Public Works Standards for compliance with state, federal, and regional regulatory requirements. Provide recommendations for City code changes as needed.
2. Infiltration and Inflow Review
 - a. Review wet weather flow monitoring and analysis.
 - b. Provide recommendations on addressing any identified I&I issues.
3. Evaluation of existing system capacity.
 - a. Develop, build, and calibrate a working model that simulates the wastewater system. Model should be on a widely accepted modeling platform.
 - b. Provide current flows and anticipated future flows at buildout.
 - c. Analyze the existing collection system capacity.
4. Capital Improvement Plan
 - a. Develop a prioritized CIP project list and map for short range (1-10 years) and long range (10-20 years) projects.
 - b. Provide funding breakdown for each project. Discuss available funding based on City budgeting.
 - c. Provide solutions to existing problems and inadequate sanitary sewer systems, including collection, conveyance, and pumping facilities.
5. Develop a Capacity, Management, Operation and Maintenance (CMOM) Program.
 - a. Optimize the use of human and material resources in a “proactive” not “reactive” situation.
 - b. Framework shall include O&M, planning, capacity assessment and assurance, capital improvement planning, and financial management planning.

3.2 PUBLIC INVOLVEMENT PROCESS

The qualified firm is expected to be a part of the public involvement process and should anticipate resources required to involve the public, and to attend public meetings with the Planning Commission, Advisory Board, and City Council.

3.3 QUESTIONS, ADDENDUMS, CONTACT WITH CITY PERSONNEL:

The City of West Linn shall not be held responsible for any oral or other interpretations, clarifications, or instructions. Any changes to this RFQ will be in the form of a written addendum.

Every request for an interpretation shall be made in writing and addressed to the Public Works Director/City Engineer **Lance Calvert, P.E. (22500 Salamo Rd., West Linn, OR 97068 or lcalvert@westlinnoregon.gov)** and, to be given consideration, must be received at least ten (10) days prior to the submittal due date. Any and all such interpretations or addendums will be placed on the City's website <http://westlinnoregon.gov/rfps> not later than five days prior to the due date for SOQs. Failure of any firm to receive any such addendum or interpretation shall not relieve such firm from any obligation under this RFQ as submitted. All addenda so issued shall become as much a part of the RFQ documents as if bound herein.

All firms interested in this project will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.

STATEMENT OF QUALIFICATIONS CONTENTS

4.1 GENERAL SUBMITTAL REQUIREMENTS:

The submitted Statement of Qualifications should contain the required elements as stated in Sections 4.2, "Detailed Statement of Qualifications Contents" and address the project scope in Section 3, "Scope of Work and Conditions."

The City reserves the right to solicit additional information or clarification from the firms, or any one firm submitting SOQs, should the City deem such information necessary.

Do NOT include any price or cost considerations with this Statement of Qualifications.

Any firm-supplied material that is to be considered confidential must be so marked.

The SOQs shall be submitted electronically by PDF via email to Lance Calvert at lcalvert@westlinnoregon.gov before the due date set in this RFQ. Include the project name in the email subject title. Applicants should request an email response stating their application was received. No late responses, hardcopy, or faxed materials will be accepted.

Please keep applications to a maximum of 15 pages (plus a maximum of 5 resumes) to address the SOQ criteria. File size must be kept under 30MB. Zip files will be rejected by our email filters.

If a firm wishes to submit a company brochure, this may be done under a separate cover. The brochure will not be used in the selection process and may be retained in the City files.

4.2 DETAILED STATEMENT OF QUALIFICATIONS CONTENTS:

The Statement of Qualifications shall contain responses to the required criteria in the following format:

Section 1 Cover Letter and Signature Page

- a. A one-page dated cover letter indicating the firm's understanding of and interest in the project with signature shall be submitted containing the name, address, tax filing name and number of the corporation or business structure submitting the SOQ. Please indicate if the firm is a resident vendor, as defined in ORS 279A.120. Also submit the name, address, telephone, email, and title of the person authorized to represent the firm.
- b. Provide a signed copy of the "Acceptance of Terms Signature Page" provided with this RFQ.

Section 2 Table of Contents

- a. A table of contents of the material included in the proposal.

Section 3 General Firm Information

- a. Provide a general description of the firm. Include a delineation of proposed services, company experience, and approach to the project. This section may include a flow chart, methodology, unique management strategies, etc. Provide an organizational chart showing key personnel and their work location(s).
- b. Demonstrate specific capabilities for fulfilling the project requirements according to similar previous experience including years of business and any past bankruptcy filings.
- c. Describe your firm's internal procedures related to work quality and cost control.
- d. Identify any contract or subcontract held by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
- e. Provide information on the types and amounts of insurance carried by the firm.

Section 4 **Experience, Organization, and Qualifications of the Project Team**

- a. Provide organizational structure of teams who would be assigned to this project, including experience and relevance of key personnel assigned to this project. Identify relevant education, professional certifications, years of experience and resumes (5 maximum resumes) of key personnel.
- b. Identify a proposed project manager as a key point of contact for the City. Describe the project manager's experience with similar projects.
- c. Include names, address, phone number, and a statement of qualifications and experience of subcontractors that may be used to complete project tasks, if needed.

Section 5 **Project Understanding and Example Projects**

- a. Describe in narrative form, with tables or other figures as desired, the firm's understanding of the type of work required for this project, the proposed approach, and technical plan for accomplishing the work listed herein. Discuss creation of products that are clear and easy to use and understand, provide examples of prior work with this in mind.
- b. Describe similar projects performed within the last 5 years which best characterize your firm's capabilities and work quality. Include project size, location, schedule, quality of performance, and role of participation in project by key personnel. For each project include the name, address, email, and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your team worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- c. Provide any written letters of reference from agencies with similar projects if available.

Section 6 **Principal Office Location and Local Participation**

- a. Identify the location of the firm's principal office and the office location of key staff expected to work on the project. Discuss staff availability and scheduling to work on City projects, in addition to the ability to provide local presence for site visits and meetings. A locally based Portland Metro Region project manager is mandatory.

Section 7 **Additional Information and List of Exceptions**

- a. Please provide any other information you feel would help the Review Committee evaluate your firm for this project.
- b. Describe any exceptions taken to any section in the RFQ.

EVALUATION AND SELECTION CRITERIA

5.1 STATEMENTS OF QUALIFICATION REVIEW:

Firms will be selected through a qualifications-based selection process as described in the City's Local Contracting Rules and as provided under ORS 279. Each proposal will be evaluated based on responses provided to Section 4, "Statement of Qualifications Contents" and addressing project scope as described in Section 3, "Scope of Work and Conditions" as outlined in this Section.

The Review Committee will evaluate the submitted SOQs and will consist of select Engineering, Public Works, and Management Staff.

The three highest qualified firms will be contacted for further evaluation if necessary, that may include oral interviews and reference verifications. The primary intent in the selection process is to provide the City with a given level of specialized skill, knowledge, and resources and qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment.

Upon final selection of the most qualified firm(s), compensation and personal services contract scope and negotiations will take place. A sample Engineering Services Contract may be found online at the City's bid website or at the end of this document (if printed). During negotiation the City may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and a fair and reasonable fee that best represents the efforts required. If the City is unable to come to terms with the first choice firm, discussions shall be terminated and negotiations will begin with the second choice firm. The City reserves the right to reject any and all proposals.

5.2 EVALUATION CRITERIA:

The following criteria will be considered in evaluating all proposals. Use of the rating points system is only a guide to the Review Committee. A major deficiency in any one category can disqualify the firm.

1. **Content: (Section 4)** **0-5 points**
Submitted Statement of Qualifications contain all required items as described in Section 4, "Statement of Qualifications Contents."
2. **General Firm Information: (Section 4.2.3)** **0-30 points**
The organization, experience, value engineering, capability, and approach offered by the firm will be evaluated in terms of its applicability to the requirements specified in this RFQ.
3. **Experience, Organization, and Qualifications of the Project Team: (Section 4.2.4)** **0-20 points**
Professional experience of key personnel and expected subcontractors with similar projects will be evaluated.
4. **Example Projects: (Section 4.2.5)** **0-20 points**
Applicability of recently completed projects by the firm to this City project. Consideration of the firm's ability to competently design and control, quality, schedule, and work flow.
5. **Principal Office Location and Local Participation: (Section 4.2.6)** **0-10 points**
Availability of firm and staff to promptly respond and be available for project requirements.
6. **Overall Evaluation of the Firm** **0-15 points**
General overall evaluation of the firm and its perceived ability to best perform the required services in the most cost effective manner.

TOTAL POINTS 100

ACCEPTANCE OF TERMS SIGNATURE PAGE

Name of Firm: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Email: _____

The Firm as defined in ORS 279A.120 is a: Resident Proposer Non-Resident Proposer

The undersigned proposes to perform all work as listed in this Request for Qualifications and that all items supplied under any resultant contract will conform to the specifications herein. The undersigned agrees to be bound by all applicable laws and regulations, the accompanying specifications, and by City policies and regulations.

The undersigned, by submitting a Statement of Qualifications (“SOQ”), represents that:

1. The Firm has read and understands the specifications.
2. Failure to comply with the specifications or any terms of the Request for Qualifications may disqualify the Firm as being non-responsive.
3. The SOQ has been arrived at independently and has been submitted without any collusion designed to limit competition.
4. All addenda to the RFQ have been received and duly considered.

The undersigned accepts all the terms and conditions contained in the City of West Linn’s Request for Qualifications and the referenced Engineering Services Agreement and therefore offers and provides this proposal to furnish services herein in fulfillment of the attached requirements and specifications of the City of West Linn.

Signature of authorized representative

Title

Date

SAMPLE CONTRACT

A sample contract can be found on the City of West Linn's RFP/RFQ Bids page under this project listing at:

<http://westlinnoregon.gov/rfps>



CITY OF
**West
Linn**

ADDENDUM No. 1

**Project Number: PW-16-04
Surface Water and Sanitary
Sewer Master Plans**

Public Works Department
22500 Salamo Road
West Linn, Oregon 97068
Telephone: (503) 722-5500
Fax: (503) 656-4106

Project Description: Surface Water and Sanitary Sewer Master Plans

Issue Date: 11/29/16

This Addendum forms part of the "Request for Qualifications" and modifies or clarifies the original "Request for Qualifications" for the Project identified above.

The following additions are applicable to the project referenced above:

1. An **optional** general pre-submittal meeting will be held from 10:00am to 11:00am on Monday, December 5, 2016 in the Bolton Room on the first floor of City Hall, 22500 Salamo Rd., West Linn, OR 97068. Questions may be addressed at this meeting.

Signed acknowledgement of this addendum with submittals is not necessary.