

**CITY OF SCAPPOOSE**  
**REQUEST FOR PROPOSAL**  
**Phase 1 Wastewater Plant Improvements Project**  
**#2019-04**



**Proposal Due Date: December 19, 2019**

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Exhibit A – SOQ Form

Exhibit B – Sample Engineering Services Contract

## SECTION 1 – GENERAL INFORMATION

### 1.1 General

The City of Scappoose, population 7,200, is located approximately 23 miles northwest of Portland, in the southernmost portion of Columbia County, Oregon.

The City completed a Wastewater Facilities Plan Update in June 2018 (Plan). This Plan identified the need for substantial improvements to their wastewater treatment facilities. The recommended improvements were prioritized and segregated into an improvement program to be completed in four phases over approximately ten years. The City is embarking on the first of these four phases of improvements. These particular improvements address immediate failing processes/equipment and provide redundancy/reliability to the secondary treatment process. The first phase of treatment plant improvements will generally consist of adding another UV channel adjacent to the existing UV channel, hydraulic improvements to the flow splitter, a new secondary clarifier, RAS/WAS pumping upgrades and life safety and condition improvements to the aerobic digester.

The City has a loan from the Department of Environmental Quality Clean Water State Revolving Fund to construct this first phase of improvements.

The City is also interested in having the treatment facilities and Plan reviewed to see if there are other improvements or upgrades that might make good sense for the City to consider and perhaps address in this first phase as well. The City is particularly interested in having the aeration basin/lagoon considered. In addition, the City is interested in exploring appropriate, potential opportunities and implementing current, best engineering practices for reducing long-term energy usage and costs and provides worthwhile savings by using, changing, improving or optimizing the energy efficiencies of particular equipment, controls/operations or processes.

The City is therefore interested in retaining a professional engineering firm and other professionals who are particularly qualified in the planning, design, permitting and construction of municipal wastewater treatment facilities.

#### Background

The City's wastewater system is comprised of approximately 32 miles of gravity mains, ranging in size from 4 to 30 inches in diameter, six pump stations, with a seventh coming on-line soon, and 1.4 miles of force mains that discharge to an extended aeration, activated sludge wastewater treatment plant (WWTP) located in the vicinity of E. Columbia Blvd. and NE 14<sup>th</sup> Street.

#### Wastewater Treatment Facilities

The current average dry and wet weather influent flows have been determined to be 0.646 mgd and 0.878 mgd, respectively. The existing and projected Peak Instantaneous Flows (PIF) were determined to be 3.96 mgd and 6.52 mgd, respectively.

The major unit processes/systems at the WWTP consist of the following:

- Influent pump station with four 15 HP pumps with VFD control
- Headworks with a single, fine screen and bypass channel
- Influent flow measurement and sampling
- Aeration basin/lagoon with four 40 HP floating aerators
- Secondary clarifiers (2)
- RAS/WAS pumping (3, 7.5 HP RAS pumps and 2, 2 HP WAS pumps)
- Tertiary/disk filtration system pump station with two, 16 HP pumps
- Tertiary/disk filtration system
- UV disinfection
- Effluent flow measurement and sampling
- Effluent pump station with four, 40 HP pumps that discharge into a gravity outfall that discharges into the Multnomah Channel
- Aerobic digester with two, 25 HP blowers
- Facultative sludge digestion/storage
- Sludge dewatering (screw press)
- Standby power

It should be noted that there is not a Supervisory Control and Data Acquisition (SCADA) system at the WWTP.

Greater and more detailed information on the existing wastewater treatment system, as well as the investigations, analyses, findings and recommended improvements can be found in the City of Scappoose's Final Wastewater Facilities Plan Update dated June 2018. This document is available on the City's website.

## 1.2 Invitation

The City of Scappoose is requesting proposals from firms (hereinafter referred to as the "Consultant") qualified and interested in providing professional engineering services to the City for the Phase 1 Wastewater Treatment Plant Improvements Project (hereinafter referred to as the "Project").

This RFP contains the necessary information to understand the basic scope of work and responsibility, the consultant selection process and the required documentation in submitting a proposal.

Proposal and related documents may be obtained via the City's website at <https://www.ci.scappoose.or.us/rfps>.

### 1.3 Responses to Proposals

All responses to this proposal request must follow the directions stated within this RFP. Adherence to these rules will ensure a fair and objective analysis of the proposals. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity and clarity of content.

### 1.4 Schedule

Action	Location	Date	Time
Solicitation Advertisement	Business Tribune, Spotlight, City Website	11/22/2019	N/A
Optional Pre-Proposal Meeting & WWTP Site Visit	Public Works	12/9/2019	2:00 PM
Pre-Proposal Questions Due	Wastewater Treatment Plant Supervisor	12/10/2019	5:00 PM
Responses to Pre-Proposal Questions Distributed by City	Wastewater Treatment Plant Supervisor	12/12/2019	5:00 PM
Proposals Due	Scappoose City Hall	12/19/2019	3:00 PM
Interviews (if held)	TBD	1/6-1/7, 2020	TBD
Selection Committee Recommendation	NA	1/9/2020	5:00 PM
Contract Negotiations with Successful Proposer Conclude	TBD	1/21/2019	9:00 AM
Notice of Intent to Award Contract	NA	1/21/2019	10:00 AM
Challenge Period Expires	NA	1/29/2019	10:00 AM
City Council Approval of Contract	City Council	2/3/2019	7:00 PM
Begin Contract (Estimated)	NA	2/4/2019	8:00 AM
Project Completion (Estimated)	NA	TBD	TBD

\*These dates are approximate and subject to change at the sole discretion of the City

### 1.5 Issuing Office

All correspondence pertaining to this RFP should be directed to Alexandra Rains, Assistant to the City Manager, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, [arains@cityofscappoose.org](mailto:arains@cityofscappoose.org), 503-543-7184.

### 1.6 Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and the time specified in **Section 1.4, Schedule**, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the firm shall execute the request.

Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects. Proposals cannot be withdrawn within thirty days (30) after the proposal due date.

### 1.7 Rejection or Acceptance of Proposals

The City may reject or accept any or all proposal or parts thereof, submitted in response to this RFP.

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals
- b. Reject any or all of the proposals or portions thereof upon finding it is in the public interest to do so
- c. Base award with due regard to the quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances
- d. Reject all proposals and re-advertise at the City's sole discretion

### 1.8 Selection of Consultant

An evaluation committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 3.

The evaluation committee may seek outside expertise, including but not limited to, input from technical advisors, to assist in the evaluation process.

The successful Consultant shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals
- b. The committee will score the written proposals based on information submitted according to the evaluation criteria and point factors
- c. A short list of Consultants, based on the highest scores, may be selected for interviews
- d. Final scores, based on the same evaluation criteria, will be determined

Content and Evaluation Criteria	Maximum Pages	Maximum Score
1. Introductory Letter	2	5
Mandatory Exhibit A	1	Pass/Fail
2. Project Understanding & Approach	5	30
3. Project Schedule	1	10
4. Management & Quality Control	2	5
5. Project Examples (5 max)	10	15
6. Project Team & Organization	4	30
Appendix: Key Staff and Team Member Resume's (No more than 2 pages per resume)	-	
7. Proposal Clarity	-	5

	Totals	25	100
Interviews (if held)			100
Totals			200

#### Qualifications-Based Selection:

As a matter of a qualifications-based selection (QBS), the City will attempt to reach a final agreement with the highest scoring Consultant. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Consultant and may continue on, in the same manner, with remaining Consultants until an agreement is reached.

#### Review:

Following the Notice of Intent to Award, Consultants not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

#### Protest of Contract Awards:

Protests may be submitted to the City Manager only from those Consultants who would receive the contract if their protest was successful.

Protests must be in writing and received by the City Manager within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the issue date of the City's Notice of Intent to Award. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest and a statement of the form of relief requested. Protests received later than specified or from other than the Consultant who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The City Manager may waive any procedural irregularities that had no material effect on the selection of the proposed Consultant, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any proposal or cancel the solicitation and begin again to solicit new proposals. The City Manager shall create a written opinion on the protest and forward that opinion to the City Council for further action. In the event that the City Council returns the matter to the evaluation committee, the City shall issue a notice cancelling the Notice of Intent to Award.

Decisions of the City Council are final and conclude the administrative appeals process.

### 1.9 Insurance

Provide Commercial General Liability, Automobile, and Professional Liability Insurance as described in Exhibit B, the Sample Contract Document.

### 1.10 Execution of Contract

It is anticipated that the total cost for design services will need to be approved by City Council. The contract should be signed within a week of Council award of the contract.

### 1.11 Public Records

Any materials submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of the RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS." The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer's expense.

### 1.12 Recycled Products Statement

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

### 1.13 Federal/State/Local Requirements

The selected proposer shall comply with all Federal, State and local laws, regulations, executive orders and ordinances applicable to the work under this contract. In addition, the proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The Americans with Disabilities Act of 1990 and ORS 659.425;
- d. All regulations and administrative rules established pursuant to the foregoing laws and;
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations

Proposer is subject to the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker's Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.



### 1.14 Payment

The City will pay the Consultant under contract for services performed based on the approved rates, the scope of work completed and anticipated reimbursement expenses. The City will make monthly progress payments within thirty (30) calendar days following receipt of properly itemized invoices.

Payment for extra work not described in the scope of services will only be made when authorized in advance and in writing by the City's Project Manager prior to such work being performed by the Consultant.

If the Consultant anticipates that the fee is going to surpass the not-to-exceed figure because a task has changed and it outside the agreed upon scope, the Consultant shall notify the City in writing of the circumstances with an estimated amount that the fee is to be exceeded. The Consultant shall obtain written permission from the City before exceeding the not-to-exceed fee amount. If the consultant does work that exceeds the maximum fee amount prior to obtaining the written permission, the Consultant waives any right to collect that exceeding amount.

### 1.15 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

## SECTION 2 – SCOPE OF WORK

### 2.1 Scope of Work

The Consultant shall provide adequate personnel and resources to accomplish the objectives of the Project. Various tasks for this project are outlined later in this section. Key personnel must be identified.

The Consultant shall provide a wide range of responsible and responsive professional engineering services including, but not limited to, project management, planning, design, including preparation of plans, specifications and estimates, environmental review/permitting and construction support services. The Consultant is expected to provide a highly qualified and experienced team and be able to deliver satisfactory products according to the schedule in Section 1.4, as well as the Project's agreed upon schedule.

For the most part, only the major tasks along with general expectations and requirements are outlined. The Consultant is encouraged to expand and elaborate on this general scope of work. The Consultant should outline and discuss their proposed scope of work and approach under these major tasks. If the Consultant believes that changes or additions to this scope of work will provide benefit to the City and Project the Consultant is encouraged to present their proposed changes or additions.

All recommendations and information produced in this project shall comply with applicable Federal, State and City regulations and requirements.

The City has not determined the anticipated cost for the requested services. Selection of the most qualified firm shall be based upon the RFP's Evaluation Criteria. The negotiated contract shall include the Proposer's true estimated cost to perform the work irrespective of the City's budgeted funds for this work. The total design and construction funding allocated for this project is approximately \$6,400,000. As mentioned earlier, the project will be designed and constructed through funding provided by the Department of Environmental Quality Clean Water State Revolving Fund. Because the funds for this project are both fixed and limited, funding for the design phase will need to preserve adequate funds for construction. In addition, if changes are made in the improvements, it may be necessary for the City to compromise on other improvements in order to keep the project costs within the funding amount.

### **Task A – Project Management**

The Consultant shall act as a manager of the Consultant's team, including any sub-consultants. The Consultant shall manage and coordinate all components of the Project and take a proactive role in keeping all tasks on schedule and ensure timely completion of the work and Project.

The Consultant shall ensure full coordination with City staff and be responsive to email, telephone inquiries and discussions, in addition to meetings as required under various tasks in the scope of work. The Consultant shall be in contact with the City frequently to ensure a timely City review of important matters and deliverables. The Consultant shall generally perform, but not be limited to, the following:

- Kickoff Meeting

The Consultant shall organize a kickoff meeting with the City staff to share available information and knowledge, discuss and/or confirm:

City's expectations, project requirements and goals

Distribute and discuss available and relevant information pertinent to planning, design and construction

City's issues and needs with the various processes being replaced or modified

Predesign approach

Design approach and contract documents

Project management and communication protocols

Project schedule

- Administration

The Consultant shall update and email a one month look ahead project schedule and budget status each month to the City's project manager. Provide high performance in project leadership, schedule management, tracking project budget and expenditures, quality control and assurance, maintain accurate record keeping and follow-up on all action items. Deliver the entire project within the established budget. Changes to the scope that impact or may impact the project budget or cost shall be identified and brought to the City's attention in a timely fashion such that appropriate measures can be developed and actions taken to avoid or control potential impacts.

Attend meetings as determined to be appropriate and needed in the various tasks. Prepare all project related agendas and meeting minutes. All agendas and supporting information shall be distributed via emails to the City's project manager at least one (1) business day prior to any meetings. Meeting minutes shall be distributed to all attendees and any other identified parties within five (5) business days of the meeting date. Note that the City may record any meetings on audio or videotape.

#### **Task B – Preliminary Investigations and Design**

- Conduct the necessary and appropriate preliminary investigations, surveys, analyses and studies, such as: site wetland survey, site topographic survey, location of underground piping and review and survey of above ground equipment/facilities
- Obtain and review the previous available relevant planning documents, record drawings and other design and construction background information
- Conduct the necessary and appropriate geotechnical investigations
- Coordinate and collaborate with the City's SCADA consultant to determine if there are appropriate SCADA controls that make sense and should or could possibly be installed with this project
- Consider appropriate, potential opportunities using current, best engineering practices, including lifecycle cost analyses, that could or should be implemented along with the major improvements that would effectively reduce long term energy usage and costs and result in worthwhile savings
- Prepare appropriate technical design memoranda

#### **Task C – Design**

- Prepare the necessary and appropriate plans/drawings, details, specifications and construction cost estimates
- Provide plans, specifications and estimates (PS&E) submittals at approximately the 30%, 60%, 90% and 100% levels of completion. Conduct design review workshops at the 30%, 60% and 90% stages. Provide appropriate QA/QC of PS&E submittals

- Provide independent constructability reviews at the 30% and 60% stages
- Prepare a preliminary construction and sequencing schedule for consideration and discussion at the 90% design review workshop

#### **Task D – Environmental Review/Permitting**

- Provide the necessary and appropriate City, State and Federal environmental reviews and permitting assistance for construction of the facilities. It is anticipated that the State Environmental Review Process or SERP will be required for this project. As there are wetlands on the Project's site, a wetland delineation will be required. If the location of the secondary clarifier cannot be located such that it does not impact on-site wetlands, including the buffer, a Sensitive Lands Wetland Permit may be required

#### **Task E – Bidding Services**

- Provide bidding assistance, including preparation of addenda
- Provide an analysis of the bids and identify the apparent low, responsive and responsible bidder
- Prepare conformed documents

#### **Task F – Services During Construction**

- Attend and participate in preconstruction meeting
- Provide management and review of submittals
- Provide appropriate coordination with on-site construction and City representatives during construction
- Provide assistance as needed for RFI
- Provide assistance as needed for resolving field issues
- Provide assistance as needed for resolution of design and construction issues
- Provide assistance as needed for interpretation and clarification of contract documents
- Participate in appropriate periodic construction meetings and site visits
- Provide assistance as needed for temporary bypasses, shut-downs, tie-ins and equipment or piping relocations
- Provide assistance as needed with resolution of non-conforming work and/or failing/failed equipment
- Provide assistance as needed with facility start-up, testing and commissioning
- Provide assistance as needed with investigation and resolution of claims
- Provide assistance as needed preparing punch lists

## **Task G – Project Closeout**

- Provide project closeout services

## **Task H – Post Construction/Trouble Shooting/Warranty Services and Assistance**

- Provide post construction services

## **SECTION 3 – PROPOSAL REQUIREMENTS**

### **3.1 Proposal Submittal**

Sealed proposals for the Phase 1 Wastewater Treatment Improvement Project will be received by the City of Scappoose (County of Columbia, State of Oregon) until December 19<sup>th</sup> at 3:00 pm, local time at Scappoose City Hall, 33568 E. Columbia Ave., Scappoose Oregon 97056. Proposals will not be received after such date and time.

Proposals must be submitted in a sealed envelope clearly marked as follows:

**Attention: Susan Reeves, City Recorder**

**RE: Proposal to RFP: Phase 1 Wastewater Treatment Plant Improvements Project, 2019-04**

To receive consideration, submit proposals in accordance with the following instructions:

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

The City recognizes that in the submittal of proposals, certain information may be proprietary to the Consultant and that the safeguarding of such information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any Consultant where the proposer identifies those portions of its proposal that are proprietary. See Section 1.11, Public Records.

### **3.2 Proposal Format**

Proposer must submit five hard copies (including one original) of their proposal. To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The proposal must be organized in accordance with this section. Brevity is appreciated by the City staff reviewing the proposals. The proposal may not exceed 25 pages (not including appendices), font size should be 11 point or larger. Covers, dividers, table of contents, Mandatory Exhibit A, and resumes are not included in the above page count. Key personnel resumes shall be in a separate Appendix at the end of the proposal. Proposers shall provide a key staff and team member resumes, each resume should be a maximum of 2 pages.

When using double sided printing, each side of the page is counted as one page. A proposal exceeding the specified number of pages may be considered non-responsive, and the proposal may not be considered.

### 3.2.1 Introductory Letter (2 pages, 5 points)

The introductory letter shall include, but not be limited to, the following information:

Provide an overview of the Proposer's submittal, highlighting key points, understanding of important or critical issues and considerations and the approach to them, key personnel capabilities and expertise, and the experience that qualifies your firm to successfully complete the project.

- Describe any specialties or unique strengths your firm or team has that relate to the requested services and/or project.
- Discuss the unique or special benefits that your firm or team brings to the City and project.
- The name of the firm, as well as, the signature, printed name and title, telephone and fax number of the officer authorized to represent the Consultant in any correspondence, negotiations and sign any contracts that may result
- The address of the office that will be providing the service, a project manager's name, telephone number, fax number, and email address
- The Federal and State tax identification numbers, and the state of incorporation
- Indicate whether the proposer is a "Resident Bidder" as defined in ORS 279.120
- Provide a statement that the proposal is valid for sixty (60) days after the submission deadline
- Indicate whether the proposer will accept the terms and conditions of the City's standard contract (example provided). Any proposed changes must be accepted by the City via addendum prior to the RFP submittal.

Every public contract that is subject to Oregon Revised Statute 279C must include a representation and warranty from the contractor that the contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a covenant from the contractor to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a contractor's failure to comply with the tax laws of this state or a political subdivision of this state before the contractor executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law.

By signing the cover letter, Consultant certifies compliance with the tax laws of the State of Oregon or a political subdivision of the State of Oregon and provides a covenant to continue to comply with the tax laws of this state or a political subdivision of this state for duration of this contract.

### 3.2.2 Project Understanding and Approach (5 pages, 30 points)

- Provide a detailed understanding and approach of the project,
- Provide a detailed description of the issues perceived by the consultant that must be addressed for this project to be successful
- Provide a high-level description of critical schedule elements to be addressed. If the Project can or cannot be completed in the timeframe noted under Section 1.4, please indicate the proposed schedule and what steps Consultant would recommend to meet the City's desired schedule.

### 3.2.3 Project Schedule (1 11x17 page, 10 points)

Provide a Gantt schedule from project kick-off through bid award.

### 3.2.4 Management and Quality Control (2 pages, 5 points)

- Describe the approach and methodology of managing work tasks and coordination, sequence and control of field and office operations to accomplish the work in a timely manner. Indicate how the Consultant ensures project progress and quality control.
- Describe Consultant's approach to cost estimating.
- Mention how and to what extent the need for utilizing City personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.

### 3.2.5 Project Examples (10 pages, 15 points)

- Provide project descriptions of projects delivered by the project team. Projects referenced should be of similar scope and magnitude to this project.
- Details to be included with each project example:
  - A) Cost (original & final)
    - i. Describe reasons for higher final
  - B) Client Reference
    - i. Name
    - ii. Agency
    - iii. Phone Number
    - iv. E-mail address

#### D) Project duration

### 3.2.6 Project Team and Organization (4 pages, 30 points)

- Provide an overview of the Consultant Team highlighting their experience, qualifications and technical capacities that are relevant to the project.
- Briefly describe Consultant's team key personnel's experience, qualification and role on this project. Full detail of key staff to be provided in the appendix. Resumes will be scored within this section.
- Provide an organizational chart of the proposed project team
- Describe your team's communication methods; provide an example of how this method provides benefit to the consultant team, and ultimately the City.
- Indicate the number of other projects that will be managed by the Project Manager and under design by the discipline lead engineer(s) during the time he or she would be assigned to this project

#### Key Staff Resumes:

Provide resumes for the Consultant team's key staff and team members. Each resume should not exceed 2 pages and must show the years of experience, license or certifications and relevant project experience.

### 3.2.7 Proposal Clarity (no pages, 5 points)

***Proposers do not need to provide a written response to this criterion.***

The Proposal must be organized in accordance with the list of Scoring Criteria categories in section 1.8. Proposals will be scored by evaluators on the following factors: Proposal format; ease of finding clear, concise responses that correlate with the order of evaluation criteria in this RFP; and Proposers ability to follow instructions.

#### **If interviews/follow-up questions are conducted, the following will apply:**

- A minimum of 3 evaluators shall score the interviews/follow-up questions.
- The interviews/follow-up questions will have a maximum score of 100 points.
- The number of Proposers selected for interviews/follow-up questions will be, to the greatest extent practicable, at least the two highest ranked Proposers based on Proposal scores.
- Follow-up questions will typically be sent via e-mail to Proposer(s) as an alternative to face-to-face interviews. Proposers' responses to the follow-up questions must be received by the City via email by the deadline provided. However, City may conduct



face-to-face interviews if determined necessary after conducting written follow-up questions.

- Interviews normally require physical attendance at City offices; however, City may elect to conduct interviews via teleconference or video conference. Further details will be included with notification of time and date of interviews, if conducted.