

CITY OF SCAPPOOSE

REQUEST FOR PROPOSAL

Water System Master Plan Update

2017-03

February 10th, 2017



Proposal Due Date: February 10th, 2017

TABLE OF CONTENTS

SECTION 1 – GENERAL INFORMATION

1.1 General	3
1.2 Invitation	3
1.3 Responses to Proposal	3
1.4 Schedule	4
1.5 Issuing Office	5
1.6 Proposal Withdrawal	5
1.7 Rejection or Acceptance of Proposals	5
1.8 Selection of Consultant	5
1.9 Insurance	7
1.10 Execution of Contract	7
1.11 Public Records	7
1.12 Recycled Products Statement	8
1.13 Federal/State/Local Requirements	8
1.14 Payment	8
1.15 Incurred Costs	9

SECTION 2 – SCOPE OF WORK

2.1 Overview	9
2.2 Scope of Work	
11	

SECTION 3 – PROPOSAL REQUIREMENTS AND EVALUATION

3.1 Proposal Submittal	15
3.2 Proposal Format	15
3.3 Proposal Clarity	18

EXHIBIT A – SOQ FORM

EXHIBIT B – SAMPLE CONSULTANT SERVICES CONTRACT

SECTION 1 – GENERAL INFORMATION

1.1 General

The City of Scappoose is requesting proposals from firms qualified and interested in providing professional engineering services to the City for a Water System Master Plan Update. The Plan will identify solutions to current and future water service deficiencies and constraints, and guide the implementation of water system improvements over a 20-year planning period. The plan should evaluate the City's previous Master Plan from 1997, the Water Master Plan Update from 2001, the Water Management and Conservation Plan from 2012 and the Sources of Long Term Ground Water Source Assessment Study completed in 2016. Additionally, the plan should include projections on future water demand within the Urban Growth Boundary (UGB), identify alternatives associated with system improvements to meet future demands, establish recommendations for system developments, conservation measures, educational programs, and compliance with current and pending state and federal regulations.

Beyond the content of the Plan itself, the Consultant should provide administrative support in the preparation of the Plan, including drafting proposed language for any ordinance revisions required to support the Plan, providing materials and presentations for public outreach, including Planning Commission and City Council meetings, and, finally, if the recommendation in the plan is to adjust rates, the rate structure and system development fees will be reviewed under a separate process, document and contract, but will be based on the recommendation of the updated Plan.

The objectives of this project are to complete the Master Plan on, or before, 12/31/2017.

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 **Water System Master Plan Update** (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.

Contract/bidding documents may be obtained via the City's website at; <http://www.ci.scappoose.or.us>. Select the Doing Business tab and look for the Open Bids and RFP's link.

1.3 Responses to Proposal

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

ANTICIPATED TIME LINE FOR PROPOSAL

Action	Location	Date	Time
Solicitation Advertisement	DJC, Spotlight, City Website	1/20/2017	N/A
Optional Pre-Proposal Walk-Through	Scappoose Community Development Center	1/27/2017	1:30 PM
Pre-Proposal Questions Due	Program Analyst	1/31/2017	5:00 PM
Responses to Pre-Proposal Questions Distributed by City	Program Analyst	2/3/2017	5:00 PM
Proposals Due	Scappoose City Hall	2/10/2017	3:00 PM
Selection Committee Recommendation	Scappoose City Hall	2/17/2017	3:00 PM
Contract Negotiation with Successful Proposer	Scappoose City Hall	2/21/2017	9:00 AM
Notice of Intent to Award Contract	Scappoose City Hall	3/6/2017	3:00 PM
Challenge Period Expires and Award of Contract	Scappoose City Hall	3/13/2017	5:00 PM
Begin Contract (Estimated)	N/A	3/15/2017	8:00 AM
Project Completion	N/A	12/31/2017	5:00 PM

*These dates are approximate and subject to change

1.5 Issuing Office

All correspondence pertaining to this RFP should be directed to Alexandra Rains, Program Analyst, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, 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 proposals 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 the 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	1	5
Mandatory Exhibit A	1	Pass/Fail
2. Project Understanding & Approach	2	30
3. Project Schedule	1	10
4. Management and Quality Control	1	5
5. Project Examples (3 max)	3	15
6. Project Team & Organization	2	30
Appendix: Key Staff Resume's (5 Max)	5	
7. Proposal Clarity	0	5
Totals	11	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.

Protests of Contract Awards:

Protests may be submitted to the City Manager only for formal solicitations resulting in contract(s) 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 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 contractor, 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 the 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, 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 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 Overview

This project provides professional services to assist City staff in developing a Water System Master Plan Update for the City of Scappoose. The Plan will address the water supply system improvements needed through the year 2037. At a minimum, the City expects the Plan to include:

1. Executive Summary
2. Review of the 1997 Water Master Plan, as amended in 2001
3. Update Master Plan to current demographic planning criteria
3. Include the approved Urban Growth Boundary expansion area
4. Update current operations and maintenance requirements and costs
5. Update Capital Improvement Program, cost and delivery schedule
6. Prepare economic analysis for operations, maintenance and capital improvements to meet Plan Update objectives
7. Obtain City Council approval of the Plan Update
8. Submit and obtain approval of Plan Update to regulatory agencies

2.1.1 General Information

The City of Scappoose provides safe and reliable potable water for approximately 6,750 people. The City requires the services of a professional firm or individual to assist City staff in analyzing existing water supply system conditions, emerging regulatory requirements, and providing recommendations to meet the City's future need for a safe and reliable source of drinking water. The consultant will provide support to the City staff in public involvement, updating planning criteria, and preparation of planning documents presentation and review. The Plan Update will recommend financing strategies that addresses the City's short and long-term facility needs through the remainder of the Master Plans planning horizon or 2037. The consultant will provide a Plan Update process that builds upon the existing **1997 Water Master Plan**, as amended in 2001, but adjusted for completed capital improvement projects and other external factors that were not known at the time of the **amended plan**. Those external factors include, but are not limited to, regulatory compliance, demographics, and economics.

The development of this Plan shall include an assessment of existing conditions, capacities, and performance. The plan will provide an assessment of future regulatory requirements, proposed capital improvements for water system distribution, source water and water treatment, estimated costs for capital construction and proposed phasing and scheduling. The plan will also provide estimated operation and maintenance costs and a distribution system assessment. The financial model will include evaluations of the financing options and consultant recommendations.

2.2.2 Water Supply System Source and Distribution Information

The City of Scappoose has three water supply sources, one surface source and four wells. All of the City's wells extend to depths of approximately 200 feet and well yields range from 150 to 300gpm. The City typically uses a combination of three of the four wells, along with the surface source, depending on demand.

The City operates two water treatment facilities. The Keys Rd. plant was constructed in 1979 and the Miller Rd. plant constructed in 2004. The Keys Rd. plant consists of three water treatment filtration units. The surface source is treated by two treatment units which are parallel aluminum Keystone package plants that use a conventional treatment process with a total capacity of 600gpm. The other treatment unit is an 800gpm filter that removes iron and manganese using potassium permanganate, sodium hypochlorite and greensand. This filter is used to treat the Dutch Canyon well which is one of the City's groundwater sources. The Miller Rd. plant consists of two 650gpm treatment filters that also use potassium permanganate, sodium hypochlorite and greensand for removal of iron and manganese and are used to treat the three wells located onsite. Post treatment on all sources include the addition of sodium fluoride, sodium hypochlorite (iron removal and disinfection, and soda ash and sodium hydroxide for corrosion control).

There are five reservoirs that serve the two pressure zones in the City's distribution system. The low zone is served by two reservoirs (2mg and 1mg) located at the

Keys Rd. treatment plant. The high zone is served by two reservoirs (.30mg and .37mg) located at the top of Bella Vista Drive. The high zone reservoirs are supplied by a 400gpm pump booster station that transfers water from the low zone reservoirs as needed. There is a .2mg reservoir at Keys Rd. that is currently off line.

The City currently serves 2,478 water customers. The distribution system is made up of a network of transmission and distribution piping ranging in size from 1 ½ inches to 24 inches in diameter as well as taps, meters, valves and 238 fire hydrants. A pipe inventory lists approximately 53 miles of pipe with the majority being six and eight-inch diameter service piping. The pipe materials in the distribution system include PVC, cast iron, ductile iron, steel and galvanized steel.

2.2.3 Plan Update Intent

The intent of the Plan Update is to address the following concerns as well as others identified through the analysis, evaluation, and plan development process:

- The current and future regulatory requirements affecting the Water Supply System
- The land use, transportation, and environmental impact requirements associated with continued use of the existing facilities
- The condition and capacity of the existing supply and storage system
- The condition and capacity of the existing treatment plants and timeline for adding additional plant capacity
- A recommended capital improvements list and schedule
- A financial plan establishing mechanisms for funding improvements
- Provide public outreach for the plan to explain the findings of the analysis and evaluation, and to address community concerns associated with the proposed improvements
- An implementation plan addressing the regulatory, financial, design, and construction elements of the Plan Update

2.2 SCOPE OF WORK

The Plan Update will entail all elements of the Scappoose water supply system. All work performed by the Consultant shall conform to standards of the Oregon Health Authority, Drinking Water Program and the Oregon Department of Water Resources.

The successful consulting engineering firm or individual shall provide a wide range of professional services including, but not limited to, project management, research and analysis of existing systems as well as future alternatives, construction cost estimates, and other items necessary to complete the project as outlined below. The team will demonstrate expertise and experience in: 1) water supply system master plan preparation; 2) integrated resource planning, specific to municipal water supply; 3) expertise in public financing and rate structuring, 4) and public involvement, outreach and education focused on municipal water supply systems.

The City desires to have the Plan Update completed and approved by Council by December 31st, 2017. The scope of work for the Plan Update, at a minimum, shall consist of performing the tasks described below:

2.2.1 Outline of Tasks

Task 1: *Project Management and Coordination*

Consultant shall work with City to set up a Project Development Team (PDT) consisting of Consultant and appropriate sub-consultant staff, City staff, and state agency staff as needed. Consultant shall schedule, prepare for, attend, and document PDT meetings and coordinate these activities with City and state agencies.

Consultant will prepare for and facilitate PDT meetings. The initial meeting will define objectives and goals, define critical success factors, and develop criteria used to evaluate system alternatives. The meeting will further serve to define the project purpose, needs, approach, schedule, deliverables, and responsibilities of members of the PDT.

Consultant Project Management responsibilities are:

- Contract management
- Sub-consultant management
- Schedule, coordinate, and supervise project work.
- Maintain liaison and coordination with City, DEQ, and outside agencies.
- Prepare records of decisions.
- Prepare progress reviews.
- Monitor project budget.
- Prepare, maintain, and update project activity schedule.
- Provide timely responses to City and state agency comments.

Task 2: *Planning Data Information*

- Review **1997 Water Master Plan**, as amended in 2001, and determine if the study area location, physical environment (including topography, geology, soils, and climate) remain applicable for Plan Update.
- Collect and summarize land use information for the existing and future service area boundaries
- Review Legislation/Regulations/Guidelines
- Review changes the City has instituted regarding Zoning and Land Use
- Update planning factors for latest population forecasts and demographic trends

Task 3: *Water System Demands*

- Confirm existing water system demands
- Define demand categories
- Review water conservation program and identify opportunities to expand

- conservation program
- Review and adjust as needed demand projection methodology
- Update future demand projects based on adjusted assumptions

Task 4: *Existing System Inventory and Review*

- Update and amend existing facilities descriptions and condition
- Summarize available system information

Task 5: *Assess Storage and Fire Flow Requirements*

- Provide listing of updated fire flow standards
- Compare existing system to fire flow requirements defined by standards changes
- Review fire flow requirements based upon revised Zoning Classifications
- Review storage requirements standards

Task 6: *Performance and Design Criteria*

- Review water quality parameters and current system performance
- Identify future treatment issues per the Safe Drinking Water Act and other known regulatory compliance requirements
- Assess storage capacity for adequacy in backup, fire flow, equalizing storage, and emergency storage
- Update system design standards

Task 7: *Water Supply Resources*

- Define future supply needs
- Confirm existing supply source can meet future supply needs based upon available technical information
- Identify alternative water sources if needed
- Identify potential regional water users and impact on aquifer source
- Assess water rights options available and make specific recommendations for protecting water rights allocations

Task 8: *Water Quality Assessment*

- Perform a water quality assessment that considers health protection and aesthetics
- Summarize drinking water regulations in context of the water quality assessment performed

Task 9: *Treatment Process Assessment*

- Based upon Task 8 results, provide an assessment of the treatment process

- Provide recommendations for needed changes to treatment processes to insure future water quality and regulatory compliance

Task 10: *Distribution System Assessment*

- Review prior modeling results and improvements made to the distribution system
- Review and summarize piping replacement completed
- Identify any future piping replacement requirements for the updated capital improvement program
- Provide assessment of telemetry and controls

Task 11: *Update Capital Improvement Plan*

- Based upon review of the current Capital Improvement Program and the findings of the Plan Update, prepare a revised Capital Improvement Program
- The revised Capital Improvement Program shall identify project description, projected date of completion, and cost estimate
- The Capital Improvement Program schedule shall coordinate project completion with projected water system demand

Task 12: *Review and Update Operations and Maintenance Plan*

- Review current operations and maintenance cost burden on water system revenues
- Provide comparison of current staffing levels and regulatory compliance requirements for staffing
- Provide a staffing comparison with other municipal water system providers
- Prepare recommendations for changes to the operations and maintenance staffing and budget as identified
- Include operations and maintenance staffing adjustments in projected future budgets

Task 13: *Prepare Updated Financial Plan*

- Review water system current financial status
- Review funds available in reserve for capital improvements and required future funding to meet the objectives of the Plan Update
- Review funding needed to meet current and future operation and maintenance needs to meet objectives of the Plan Update
- Provide a narrative that summarizes the recommended action to meet the future funding needs, example: water rate and system development charges rate review. Summarize and include a history of water rate and system development charges for the City. Provide a comparison of City water rates to other communities in the region.

Task 14: *Public Involvement*

The City desires to conduct a transparent review of its Water Master Plan Update. The Consultant shall assist the City staff in preparing materials and making presentations to the public to solicit input and gain support of the plan. Consultant shall be prepared to attend and participate in Community Neighbor Hood Public Open House meetings, City Council meetings (including preparation for Public Hearings), and public information for the Plan Update. Subtasks will include:

- Coordinate and Assist in initial development and organization of Community Neighbor Hood Public Open House meetings and present Plan Update findings and recommendations
- Provide technical resources and attendance as appropriate for meetings
- Make presentations at City Council meetings
- Make presentations at Local Service Group meetings
- Prepare general public newsletters on rate structure recommendations that will be distributed with water/sewer utility bills
- Prepare for, present and attend meetings with the Planning Commission and City Council

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 Proposal Submittal

Sealed proposals for the Water System Master Plan Update will be received by the City of Scappoose (County of Columbia, State of Oregon) until February 10th, 2017 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: Water System Master Plan Update 2017-03

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 is proprietary to the contractor and that the safeguarding of information is necessary. Accordingly, the

City will make every effort to prevent any disclosure of data supplied by any contractor where the proposer identifies those portions of its proposal that are proprietary. See Section 1.11, Public Records.

3.2 Proposals Format

Proposer must submit three hard copies (one original) of their proposal and one electronic copy on a portable USB (thumb) drive. 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 11 pages, 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 maximum of five one-page key staff resumes.

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 (1 page, 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 the project, 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 has that relate to the requested services.
- 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 "Residential 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 279B 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, Contractor 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 (2 pages, 30 points)

- Provide a detailed understanding 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 detailed approach to delivering the project within the City's maximum budget, and how the consultant would address the perceived issues.
- 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 & Quality Control (1 page, 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 consultants 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 (3 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 & Organization (2 page, 30 points)

- Provide an overview of the Consultant team highlighting their experience, qualifications and technical capabilities 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 lead engineer during the time he or she would be assigned to this project

Key Staff Resumes

Provide 1-page resumes for the following Consultant's team key staff:

- Project Manager or Engineer of Record
- Lead Roadway Engineer or Stormwater Engineer
- Lead Stormwater Engineer or Pavement Engineer
- Lead Pavement Engineer or Lead Environmental Specialist
- Other key personnel

Each resume must show the years of experience, license or certifications and relevant project experience. Similar project experience (Specify work completed with another firm)

3.3 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 Agency at the physical address shown on page 1 on a CD or USB memory stick by the deadline set forth in the Agency's e-mail to Proposers. However, Agency may conduct face-to-face interviews if determined necessary after conducting written follow-up questions.
- Interviews normally require physical attendance at Agency's offices; however, Agency 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.