

**RIVERGROVE WATER DISTRICT  
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES  
Engineering Consultant(s) of Record (Price Agreement)  
Issued September 30<sup>th</sup>, 2017**

**DEADLINE FOR RECEIPT OF PROPOSAL: November 9<sup>th</sup>, 2017 by 4PM.**

**PROPOSAL MUST BE PHYSICALLY RECEIVED BY THE DISTRICT BY THE DEADLINE**

**PROPOSAL MAY BE MAILED OR PHYSICALLY DELIVERED**

**SUBMIT MAILED PROPOSAL OR DELIVER PROPOSAL TO:**

DJ Ezell, District Manager  
Rivergrove Water District  
17661 Pilkington Rd.  
Lake Oswego, Oregon 97035

**INFORMATION CONTACT:** DJ Ezell, District Manager  
(503) 635-6041  
dj@rivergrovewater.com

This request for proposal may be cancelled or any or all proposals may be rejected for failure to comply with procedures or requirements or if the District determines it is in the public interest to do so.

Please request a copy of the complete request for proposals from DJ Ezell, Rivergrove Water District Manager, prior to submitting a proposal.

Publish September 30th, 2017

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## SECTION 1 – INTRODUCTION

### 1.1 Introduction

*Rivergrove Water District's goal is to provide adequate amounts of safe drinking water in an environmentally sustainable manner and at a rate sufficient to generate adequate revenue at the least possible cost consistent with our 20 year Master plan.*

The Rivergrove Water District is a municipal corporation that provides domestic water service and fire protection to residential and a few commercial customers. The District is situated in Clackamas and Washington County serving 1,360 service connections in five jurisdictions. Those jurisdictions include the Cities of Lake Oswego, Tualatin, and Rivergrove, and unincorporated Clackamas and Washington Counties. The District's boundaries are on the South the Tualatin River, Riverbend and Barton Road on the East, Jean Rd on the North, and 65<sup>th</sup> Avenue on the west. The original charter for the District was signed and dated March 5, 1957. We are currently celebrating 60 years of delivering safe drinking water to District customers. The current area within the District is now approximately one square mile. The District's service population is listed with the state at 4,000 people.

The District owns and operates a number of public facilities including the following:

1. 3 water wells and pump stations,
2. 3 above ground steel reservoirs,
3. 2 Sodium Hypochlorite Generators and 1 12.5% Sodium hypochlorite solution injection facility, and
4. 15 miles of mains and connections for a water distribution system, of which about 1/3 is ductile iron pipe and the remainder is Asbestos Cement pipe

The District requires the services of professional engineering consultants from time to time to undertake major and minor planning processes, to address day-to-day issues, and to undertake specific projects for the District.

The District plans to undertake a number of projects in the next several years and wishes to retain engineering consultants of record to perform work under a separate price agreement.

### 1.2 RFP Process Description

The first step in the process is distribution of this request for proposals (RFP) by invite and publication. The second step in the process is the submission of proposals by engineering consultants who wish to and are capable of performing the engineering consulting services the District needs. An engineering consultant may seek to be considered for one, several or all project areas discussed in this RFP (See Section 2).

The third step is a review and ranking of the proposals by a District selection committee. The selection committee may interview any number of proposers if it determines that interviews would assist the decision-making process.

The final step in this process is negotiation of price agreements with the selected engineering consultants. The District anticipates that the price agreements will be for three years, with the possibility of two additional one-year extensions. Once a price agreement is entered into with a consultant, the District may contract with that consultant directly without further competitive process, consistent with the price agreement. The price agreements may include a formula for price adjustments on an annual basis.

### 1.3 Schedule

Proposals must be physically received by the Rivergrove Water District by no later than November 9, 2017 by 4:00 p.m. Faxed or electronic submittals will not be accepted but proposals may be sent via mail or express mail as long as they are received prior to the deadline.

Each firm shall submit one original and seven copies of its proposal. The proposal shall list all categories of interest and the firm's capabilities. Separate proposals by the same firm for different categories of interest shall not be submitted.

The outside of the envelope containing the proposal shall be clearly marked "Engineering Consultant of Record Proposal" and addressed to:

DJ Ezell, District Manager  
Rivergrove Water District  
17661 Pilkington Rd.  
Lake Oswego, Oregon 97035

The approximate schedule is as follows:

Advertisement of RFP .....September 30<sup>th</sup>, 2017  
RFP Available online .....September 30<sup>th</sup>, 2017  
Optional Pre-bid meeting District Office. October 11<sup>th</sup>, 2017 9am  
Written Questions/Clarifications due..... October 18<sup>th</sup>, 2017  
Proposals due .....November 9<sup>th</sup>, 2017  
Interview/Presentations of Finalists.....December 4<sup>th</sup>, 2017  
Notice of Intent to Award.....December 18<sup>th</sup>, 2017  
Commencement of Services.....January 1<sup>st</sup>, 2018

**NOTE:** The District reserves the right to modify this schedule at the District's discretion.

The selection committee will review proposals and prepare recommendations regarding which proposers are to be contracted with on a price agreement basis. A notice of intent to award shall be issued based on the recommendation of the selection committee subject to review and approval by the Board of Commissioners. A notice of award shall be issued after the Board of Commissioners' decision.

### 1.4 Reimbursement

All costs for preparing proposals, attending interviews (if applicable), and other efforts in pursuit of this RFP are the proposer's responsibility.

### 1.5 Further information

Additional information may be obtained from:

DJ Ezell, District Manager  
Rivergrove Water District  
17661 Pilkington Rd.  
Lake Oswego, Oregon 97035  
Phone (503) 635-6041  
Email [dj@rivergrovewater.com](mailto:dj@rivergrovewater.com)

All questions or clarifications must be submitted in writing to the District by October 23<sup>rd</sup>, 2017. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no

case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the District, at its discretion, can extend the closing date. Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the “Acknowledgment of Addendum” with proposal. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

### **1.6 Proposal Withdrawal**

Any proposer may withdraw its proposal prior to the final deadline for submission by providing the District with a written request stating the desire to withdraw. Withdrawal of a proposal will not prejudice the right of a firm to file a new proposal before the deadline.

### **1.7 Rejection or Acceptance of Proposals**

The District expressly reserves the right to:

1. Reject any or all proposals.
  2. To assign any work to any proposer with which it enters into a price agreement, based on the District’s discretionary determination as to which contractor is best suited for the particular work, considering capability, capacity, and price.
  3. Engage consultants on projects less than \$5,000 consistent with the District’s procurement policy.
- Publishing this RFP does not commit the District to any contract, project award, or financial obligation to any of the respondents. The District reserves the right to use whatever means it considers appropriate and prudent when determining which firms are offered projects.

### **1.8 Protests**

Protests are subject to and must comply with the District’s Public Contracting Rules.

### **1.9 Public Records**

Any information submitted through this process shall be a public record. However, during the evaluation period, the proposals shall be considered as confidential information.

If any proposal contains information that is considered a trade secret under ORS 192.501 (2), each sheet containing proprietary information shall be marked as follows: “This data constitutes a trade secret and shall not be disclosed except in accordance with Oregon Public Records Law, ORS Chapter 192.”

The District accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public record request for such information shall be at the consultant’s expense. Identifying the proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret.

### **1.10 Tax ID Numbers**

Proposers must provide their Federal and State of Oregon Taxpayer ID Number.

### **1.11 Recycled Products Statement**

In accordance with ORS 279 A.125, respondents shall use recyclable products to the maximum extent economically feasible in the performance of the contract work under this RFP. All proposals must be printed double-sided to reduce the amount of paper associated with proposal documents.

### **1.12 Local/State/Federal Requirements**

The selected proposer(s) shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the work under this contract, including, without limitation, the provisions of ORS 279 A, B & C. In addition, the proposers agree to comply with: (1) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1991 and ORS 659.425; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) 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 any contract resulting from this RFP. The Rivergrove Water District 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.

## **SECTION 2 – POTENTIAL PROJECT CATEGORIES AND POTENTIAL PROJECTS**

### **2.1 Project Categories**

This section describes the potential project categories of upcoming infrastructure projects that the District may require consultant support to undertake. The project categories identified in this RFP are as follows:

- Water (potable)
- Electrical and Controls (which may include motor controls, telemetry, PLCs, fiber optics, programming, SCADA, etc.)
- Geotechnical
- Environmental & Wetland Issues
- Structural
- Surveying
- Right-of-Way Issues
- Construction Management and Inspection

Proposers must indicate the project categories for which they wish to be considered. Proposers may indicate that they wish to be considered for all categories. Each proposal shall include adequate information about the capabilities and experience of the proposer to undertake work in each category declared.

Listing of potential project categories in this RFP does not guarantee that any projects will be undertaken within any specific category.

### **2.2 Planned Projects**

The District's first planned project is entitled Rivergrove Reservoir Landslide remediation and seismic upgrade. The project description is as follows: Reservoir No. 3 is a 1.25 million gallon steel tank, approximately 50 feet tall and 67 feet in diameter. It serves the lower pressure zone of the Rivergrove Water District. It is the only reservoir serving this zone. The reservoir sits on a steep hillside that was excavated and benched to make a level site for the reservoir to sit on. The grading created a 60-foot high cut slope behind the reservoir. After the reservoir was constructed, the lower 30-foot portion of the excavated slope sloughed. The slope failure was repaired with a gravel and soil buttress inclined at 1.5 horizontal to 1 vertical and resting against the side of the tank, approximately 5 feet to 8 feet above the base over approximately forty percent of the circumference. The material resting against the side of the tank needs to be removed to prevent further corrosion of the steel tank wall. However, removal

of this material will make the reservoir vulnerable to future sloughing of the cut slope during a seismic event.

The steel tank sits on a 2-foot wide reinforced concrete ring wall. The tank is anchored to the wall with 1-1/4" diameter bolts at 21 feet on center. In an earthquake vulnerability assessment previously completed by the District, it was determined that the existing foundation and anchors are not adequate and the reservoir is vulnerable to uplift and buckling of the tank walls during a 475-year return seismic event. Based on Oregon Structural Specialty Code changes since the prior vulnerability assessment, the reservoir is now considered an "essential" facility where seismic design is now based on a 2,475-year return seismic event and design-level seismic ground motions have increased significantly over previous retrofit evaluations and designs. Under the increased design loading, previously identified non-compliant items will be further overstressed and additional non-compliant items will likely be identified.

The District intends to undertake a number of additional projects in the next several years, including, but not limited to those projects listed in this section. Listing these projects does not guarantee that the District will undertake these projects or utilize those selected under this process.

The District reserves the right to contract with additional or alternate engineers for engineering services in the event that such alternates are required by state or federal project requirements. Nothing in this agreement shall prohibit the selected Engineering Consultant from contracting with the District for such services, in the event that they are duly qualified.

### **2.2.1 Additional Water System Projects**

The potential new projects include designing and installing new water distribution mains, prequalification, advertising, and recommendations of prospective bidders for projects, projects designed for water system resiliency and reliability, unidirectional hydrant flushing plan while providing assistance to make sure the plan works, assisting District staff to locate new fire hydrant placements. New fire hydrants would be located to fill in areas that have hydrants that are more than 500 feet apart.

### **2.2.2 Other Projects**

The District is likely to require support on a number of other projects and service areas including:

- Environmental Issues
- Seismic resiliency
- Wetland Issues
- Geotechnical Support or Analysis
- Master plan updates
- Capital Improvement Project plans
- SDC Methodology Preparation
- Miscellaneous small calls or emails for support to District staff
- Attending monthly Board meetings as requested
- Agency land use planning comments
- Development Review
- Forecasting budgets for proposed construction projects

## SECTION 3 – PROPOSAL CONTENT REQUIREMENTS

### 3.1 Length and Format of Proposal

The District is not imposing a page limit on proposals. However, the District is not interested in boilerplate information or company brochures. All firms responding to this RFP are directed to provide relevant information that will be useful to the selection committee.

The proposals shall include the information described in this section. Additional information may be provided only if it is relevant and if it provides special insight or information about a proposer's capabilities.

Proposals shall be prepared economically and simply and shall be printed double-sided. No consideration will be given to special bindings, color displays, promotional materials, etc. Emphasis will be on brevity, completeness, relevance, and clarity of content.

### 3.2 Specific Proposal Sections and Requirements

#### 3.2.1 Introductory Letter (*Pass/Fail*)

Each proposal shall include an introductory or cover letter. The consultant may use this section to introduce the proposal and the key provisions of the submittal.

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

- The name of the firm.
- Signature, printed name, and title of a company officer who is authorized to represent the firm.
- Address, phone, email, and other contact information for the firm.
- Federal and state tax ID numbers.
- The following statement: "The consultant accepts all the terms and conditions contained in the Request for Proposals and that this proposal shall be considered valid for 120 days after the submission deadline."
- The following statement: "All materials and documents acquired or produced by the consultant in conjunction with the RFP and a resulting contract shall be delivered to and become public records according to public records law and property of the Rivergrove Water District without restriction or limitation of their future use."

#### 3.2.2 Project Category(s) – *Understanding and Approach (30 Points)*

This section is designed to communicate the understanding and approach that the proposer will use for each project category they declare. This should include descriptions the proposer's knowledge of issues as they relate to each project category in a general sense. Any knowledge or information specific to Rivergrove Water District should be summarized. The proposer should also describe the team's experience performing similar tasks and the chief issues that must be considered. The proposer should illustrate an understanding of common approaches and techniques for each project category. It is important that the proposer has an ability to synthesize technical information and communicate this information in verbal, written or graphic form.

This section should also outline the approach to an example or specific project and how key issues will be identified and addressed. It should include a brief description of major tasks to be completed as well as resources proposed to complete each task.

Required elements to this section include:

- The proposer's overall approach to one example project from the declared category(s).



- A general work plan that describes how the proposer will organize and conduct a task. Identify critical milestones and major phases for a particular activity.
- A description of the consultant's and firm's approach to and methodology of managing scope, schedule, workload, coordination, sequencing and control of resources, budget issues, and how projects will be tracked and kept on schedule.
- A description of how the project team will interact with District staff and what level of support will be anticipated or expected from the District.

This list should not be considered inclusive and the consultant may include other aspects that are considered to be important.

### **3.2.3 Key Personnel Qualifications (30 Points)**

The proposal shall include information on each individual on the proposed project team. Relevant information for individuals shall include education, training, experience, and demonstrated excellence in their particular field.

Potential areas that could be addressed in the proposal with regard to personnel may include:

- An organizational chart listing all key people and illustrating the lines of communication.
- A list of the project principal, project manager, discipline leads, key staff, and sub-consultants to be utilized to provide services, and a list of their duties on the project.
- Qualifications, registrations, certifications, and relevant individual experience of project key personnel, including sub-consultants.
- A list of each project manager's experience with managing interdisciplinary teams and working with public agencies on public infrastructure projects.
- A description of the team's ability to deliver projects on time and within budget.

### **3.2.4 Team Experience and Qualifications (30 Points)**

Provide a project history for all relevant project categories where the project team has completed similar or related work.

The response information for this section may include the following:

- Description of similar projects, by name, scope, location, and date, performed within the last 10 years which best characterize work quality and the capabilities of the project team. Detail the type of work that was done that supports the proposition that the team is capable of performing similar work.
- A public agency client list including contact names and phone numbers for projects undertaken in the last two years or the last 10 clients, whichever is least.
- A description of specific experience as a team with understanding design and construction oversight of similar or related projects.
- A description of the team's ability to deliver projects on time and within budget.
- Proposers should respond with any past or present project experience qualifications and references to complete the Rivergrove Reservoir Landslide remediation and seismic upgrade project.

### **3.2.5 Engineers' Continuing Education Requirements (10Points)**

Proposers will list their firm's commitment and requirements as it comes to their Engineers' Continuing Education Requirements.

Proposer will also list the firm's strengths in Structural, Planning, and water system operational knowledge.

### 3.2.6 Support Information

The proposer may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material include:

- Graphs and figures.
- Individual resumes.
- Additional references.
- Project photos.
- Insurance certificate.

If the consultant does not wish to include support information in the Appendix, please include a page indicating that “No additional support material has been provided.”

### SECTION 4 – SUMMARY OF SELECTION CRITERIA

This section shall summarize the selection criteria that will be used for selecting those entities that the District will contract with. The table below summarizes the criteria that will be utilized:

Content and Evaluation Criteria	Maximum Score Possible
Introduction Letter (3.4.1)	Pass/Fail
Project Category(s) – Understanding and Approach (3.4.2)	30
Key Personnel Qualifications (3.4.3)	30
Team Experience and Qualifications (3.4.4)	30
CEU Program Requirements (3.4.5)	10
Total	100