

REQUEST FOR PROPOSAL CITY ENGINEER OF RECORD

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Cottage Grove (City) is soliciting proposals for one or more Engineers of Record (City Engineers) to provide engineering services as independent contractors to the City. Services typically conducted by the City Engineers include, but are not necessarily limited to the items listed in Article I.D of this RFP. Services may include supervising work produced by City which is subject to ORS 672. Work shall be provided to City on an as-needed basis, and authorized by City task orders, which will assigned based upon awardees' availability, qualifications, specializations, and where appropriate, price.

City is in the process of transitioning from primarily an "in-house" Engineer to contracting for many of these services. As a rough estimate, contract Engineers are anticipated to average a total of 80 hours per month in service to the City of Cottage Grove in FY 21/22. Proposers shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS). The City will consider proposals from engineering firms as well as individual engineers.

B. BACKGROUND

The City of Cottage Grove was incorporated in 1887. The current population is approximately 10,792. The City is located in Lane County approximately twenty miles south of Eugene. The City Council consists of the Mayor, four council members elected by ward and two council members elected from the City at large. The selected consultant will work under the direction of the Public Works & Development Director.

Through the Public Works & Development Department, the City owns and operates various utility systems and infrastructure that serve the residents including the water system, the wastewater system, the storm drainage system, and the local street system. The Public Works Department also provides operation and maintenance for City Parks, Golf Course and general City-owned building maintenance.

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

- A. Water wells (1), River Intake (1), 2 storage reservoirs with a total of 4.3 million gallons of storage, 2 pump stations, distribution system of (49 miles of pipe), and a 6MGD Membrane Treatment Plant.
- B. Wastewater collection system (45.95miles of gravity/pressure pipe) and 4 lift stations.
- C. Wastewater treatment plant (Aerobic Activated Sludge).
- D. Storm water collection, (30.85 miles of pipe and approximately 600 catch basins), and disposal system (Independent drywell/swale disposal systems).

- E. Transportation system (50.29 centerline miles).
- F. Parks system (29 parks, 158.72 acres of park and 23.35 open space)
- G. Golf Course (87 acres, 18 hole 5002 yard par 67)
- H. Fiber Optic System, (10.70 miles with 2 fiber huts one in Cottage Grove and one in Creswell).

C. ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for its selection process. The City reserves the right to change this schedule.

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|---------------------------------------|--------------------------|
| • RFP Advertised | Week of January 14, 2022 |
| • Proposal Due Date | February 4, 2022 |
| • Initial evaluation scores Announced | February 7-15, 2022 |
| • Invited price information deadline | February 25, 2022 |
| • Selection Committee Evaluation | Week of February 28th |
| • Interviews (if needed) | Week of March 7th |
| • Contract Approval | March 31, 2022 |
| • Commencement of Contract | April 4, 2022 |

D. SCOPE OF SERVICES

The following statement of work describes the on-going services that the proposers may be asked to provide to the City of Cottage Grove. These services will be assigned on an as-needed basis, via individual task orders in the form attached as Exhibit B to the Contract (attached as Addendum A). The City will compensate Engineers of Record for general engineering services based on standard hourly rates and a fee schedule. During the course of any task order, an Engineer of Record is expected to be available on a daily basis for consultation.

Proposers need not be able to provide all listed services, but should identify particular areas of expertise in responsive proposals. The scope of services for the Engineers of Record may include, but is not limited, to the following.

- Assist with budgeting, planning, and rate studies.
- Suggest and comment on engineering related issues, ordinance modifications and public works design standards and construction specification modifications.
- Assist with GPS/GIS data gathering and information compilation relating to existing infrastructure.
- Work with City staff to review or complete federal, state or county permits, applications, or agency notification.
- Work with City staff, organizations and funding agencies to help develop competitive and complete grant applications or funding proposals.

- Act as the City's representative with other state, federal or local governmental agencies.
- Serve as the City's representative during the review, plan approval, construction management, and project closeout phases of any development or planning project prepared by other engineers and submitted to the City for approval. This includes land development projects such as subdivisions or site-specific developments.
- Review preliminary engineering design drawings and design calculations for general conformance with state, county, and city requirements and sound engineering practices.
- Review final submitted construction plans prepared by other professionals and, after acceptance, stamp and sign the drawings as "Approved for Construction" by the CITY ENGINEER.
- Attend pre-application, construction, Planning Commission, City Council or other meetings as requested by the City.
- Provide detailed design and construction specifications for successful bidding and construction coordination of city infrastructure improvement and maintenance projects.
- Provide project construction observations of public improvements installed as part of private development projects. Verify general conformance with city approved construction plans and specifications.
- Provide project management, engineering design, and construction observation for City public works construction projects.
- Perform final construction observations and punch lists for completion of private developments and for City of Cottage Grove project sites, including review of as-built drawings, testing results, as-built certification, project closeout and initiation of the required construction warranty period.
- Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Prepare utility master plans feasibility studies as requested.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the City.

For special projects, the Engineers of Record shall provide a work order upon written request from the City. The work order shall include a detailed proposal and scope of work, schedule and cost proposal. Special projects may include, but are not limited to, design of city owned public works facilities including streets, water, sewer, storm drainage facilities, fiber optics, and City owned parks and buildings.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide five hard copies plus one electronic version (.pdf format) of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Cottage Grove City Engineer of Record Proposal".

Proposals shall be submitted by 4:00 p.m. on February 4, 2022 to:

Faye Stewart, Public Works & Development Director
City of Cottage Grove
400 E. Main Street
Cottage Grove, Oregon 97424

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Cottage Grove assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted to:

Name:	Faye Stewart
Title:	Public Works & Development Director City of Cottage Grove 400 E. Main Street Cottage Grove, OR 97424 Telephone: (541) 942-3340
Email:	pwdirector@cottagegrove.org

C. RESERVATION OF RIGHTS

The City reserves the right to: 1) seek clarifications of each proposal; 2) negotiate a final contract that is in the best interest of the City and the public; 3) reject any or all proposals; 4) cancel this RFP at any time if doing so would be in the public interest, as determined by City in its sole discretion; 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP; 6) waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 7) request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

D. PROTESTS

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-048-0240.

E. PROPOSAL CONTENTS

1. Proposal Contents.

Proposals shall be limited to no more than 15 single sided pages, not including covers, divider pages, or resumes. Proposals should be prepared in generally the following format and shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
 - Name and qualifications of the individual who will serve as the City Engineer.
 - The names of professional persons who will assist the City Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to City of Cottage Grove.
 - Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, stormwater, and transportation systems, including operations, construction and maintenance of the City's current systems.
- Description of proposer's expertise in the following areas:
 - Civil, Structural, Electrical, Mechanical and Transportation Engineering;
 - Surveying, includes writing legal descriptions, making exhibits, knowledge of ORS, perform peer reviews on fellow surveyor's plats, and ability to complete LOMA applications;
 - Wetland, Hillside Development, and Floodplain Permitting;
 - Gravity fed membrane filtration treatment and water distribution systems, including pump stations, and water storage;
 - Municipal ground/surface water rights acquisition and maintenance of;
 - Wastewater Pump stations and gravity collection systems;
 - Aerated lagoon wastewater treatment with land applied effluent disposal;
 - WPCF and NPDES permit regulations and compliance;
 - Municipal transportation systems involving state and federal highways;
 - Road maintenance techniques and applications;
 - Oregon land use law/planning and development related infrastructure issues;
 - Public improvement contracting and administration;
 - Contract law and intergovernmental agreements;
 - Public Utility billing operations and maintenance; and,
 - Public finance and infrastructure financing;
 - Knowledge of System Development Charges, methodology including reimbursement.

- Explanation of proposer’s workload capacity, availability, and level of experience commensurate with the level of service required by the City.
- Explanation of proposer’s facilities and availability of support staff.
- Proof of Insurance of \$2 million professional liability insurance and \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers’ Compensation Insurance or exemption.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the proposer is a civil engineer licensed to work in the State of Oregon.
- A discussion of proposer’s use of local resources and community involvement.

2. Pricing Information:

A Proposer may be requested by the City to provide pricing policies, rates and other cost information (collectively, Price Information). Price Information shall not be submitted as part of a proposal, but shall be submitted only when requested by City. Proposers should refer to Section III.B for information on Price Information and associated evaluation procedures.

F. PUBLIC RECORDS

All proposals submitted are the property of the City of Cottage Grove, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City has awarded and executed an Engineer of Record Contract. Thereafter, except for information marked “Proprietary”, all documents received by City shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent permitted under the Oregon Public Records law.

G. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

The City will review proposals received to determine whether or not each proposer meets the following minimum qualifications:

- A Civil Engineer licensed to work in the State of Oregon.
- Ability to provide the engineering work needed by the City to the standards required by the City, County and State.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- An Equal Opportunity Employer and otherwise qualified by law to enter into the attached Engineering Service Contract.

B. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the City using the following criteria:

	Maximum Points
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<u>Phase I:</u>	
1) Specialized experience in the type of work to be performed, specifically including work in a city of similar size.	(50)
2) Qualifications and experience of the staff assigned by proposer to perform these services.	(40)
3) Past experience of proposer and project team members with relevant county, state, and federal regulatory and funding agencies.	(30)
4) Quality of proposed scope of work, including the proposed management techniques and practices for City service needs.	(20)
5) Familiarity with the City and City locale.	(20)
6) Distance from City.	(30)
7) Availability and capability to perform the engineering services described in this RFP on an ongoing basis.	(25)
8) References.	(15)

SUBTOTAL: 255 Points

Phase II:

Pricing Information.	(45)
Interview (if conducted)	(25)
Maximum Total Points	300

C. SELECTION

The City is using a qualification-based selection (QBS) process, which includes consideration of price information, as allowed for contracts anticipated to exceed \$100,000 pursuant to ORS 279C.110(5). Phase I will consist of an initial evaluation of all proposers and selection of up to three (3) of the most qualified candidates will be made without regard to the price of the services. If the City does not cancel this RFP, after selecting up to three (3) of the most qualified candidates, the City may request Price Information from those top-ranked Proposers, based upon the total score from the initial evaluation.

The City will conduct a Phase II Evaluation, as follows:

1. The submittal requirements for Phase II only apply to a Proposer that receives a request for Price Information following the City's evaluation and scoring of Proposals from Phase I.
2. The Price Information may receive up to a maximum of 45 points, giving it a weight of 15 percent in the total evaluation of each Phase II Proposer.
3. If requested to provide Price Information, a Proposer must submit the Price Information to the City within five (5) business days of the date of the City's request. The City may disqualify a Proposer for a late submission of the Price Information.
4. Pursuant to ORS 279C.110(5)(c)(A), the Price Information shall consist of a schedule of hourly rates that the Proposer will charge for the work of each individual or each labor classification that will perform the professional services required for Project, in the form of an offer that is irrevocable for not less than ninety (90) days after the date of the proposal; and
5. Pursuant to ORS 279C.110(5)(c)(B), the City requests the Price Information also include:
 - a. A list of each individual or labor classification that will perform each Project task, together with the hourly rate that applies to the individual or labor classification; and
 - b. A list of expenses, including travel expenses, that the Proposer expects to incur in connection with completing professional services.

6. A Phase II Proposer requested to provide Price Information may withdraw from consideration for this RFP if the Proposer does not wish to provide a price proposal.
7. The City may interview any Phase II Proposer, but it is not required to interview all Proposers. In an interview the Proposer may be allowed to expand upon information contained in the pricing proposal.

If the Council does not cancel the RFP after receipt of the evaluation committee's scoring results and recommendation, the City will begin negotiating a contract with the highest-ranking candidates. The City shall direct negotiations toward obtaining written agreements on the Engineers' performance obligations, fees, rates and a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and a selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have one or more new Engineer of Record contracts in place no later than April 4, 2022.

D. CONTRACT

The City desires to enter into professional services agreements with chosen awardees in the form attached, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposers will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a proposer's agreement with and intent to be bound by the terms of the attached contract. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, in City's sole discretion.

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

It is anticipated that the City of Cottage Grove will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for up to two (2) additional one (1) year terms.

The agreement requires that awardee(s) will comply with all applicable federal and state laws, rules and regulations.

**The City of Cottage Grove is an Equal Opportunity/Affirmative
Action Employer
Women, Minorities and Disabled Persons
are encouraged to apply**

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR
REVOKED WITHOUT NOTICE.

Addendum A: City Engineering Services Contract