

REQUEST FOR PROPOSAL



Design/Engineering Services

Master Plan Development

Drinking Water, Sanitary Sewer, and Storm Drainage Systems

Issue date: July 20, 2022

RFP Closing Date: August 31, 2022

REQUEST FOR PROPOSALS

Pursuant to Cottage Grove Municipal Code Appendix XV, Public Contracting Rules, the City of Cottage Grove is conducting a formal selection process to invite qualified designers or engineers to submit proposals for developing Master Plans for the Drinking Water (including treatment), Sanitary Sewer (including treatment), and Stormwater Drainage Systems for the City. Proposer may submit proposals for one, two, or all three master plans. The successful Proposer or Proposers will create master plans for the drinking water, sanitary sewer, and storm drainage systems.

The full RFP may be obtained from, and questions posed to:

Name: Damien Gilbert, Branch Engineering, Inc
Title: City Engineer
Telephone: 541-746-0637
Email: damieng@branchengineering.com

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

Proposals will be received by the City until closing at 3:00 p.m., on August 31, 2022. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked "**Proposal for Cottage Grove Water, Sewer, or Stormwater Master Plan Projects**," Attention: Public Works & Development Director, Faye Stewart, at the above address. Faxed and emailed proposals will be rejected as non-responsive.

**Section I
Request for Proposals**

City of Cottage Grove (City) intends to select one or more licensed engineering firm or firms (Proposer or Engineer) from among proposers who respond to this Request for Proposals (RFP) to provide: (1) City wide Drinking Water Treatment & Distribution Master Plan; (2) City wide Sewer Collection & Treatment Master Plan; and (3) Stormwater Drainage & Treatment Master Plan. The Projects will include: (a) Assessments of the current systems; (b) Statutory requirements as the City has surpassed 10,000 residents in population ; (c) 20 year Capital Improvement Plan for each utility; (d) Plans need to meet DLCD, OHA, DEQ and other agencies that review and approve master plans, and other potential components to be determined (collectively, the “Project”).

All Proposers are placed on notice that the scope of the Project may be revised, expanded, or reduced before a contract is executed between a Proposer and the City. For purposes of submitting a proposal, the services described in the proposal should be drafted to separately address each of the above-referenced portions of the Project. The City intends to enter into a contract, in the form attached as Appendix A, with the selected engineering firm after negotiating hourly rates and fees for services, and a maximum not to exceed dollar amount to complete the Scope of Work and hourly rates and fees to apply to design and construction services.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

**Section II
Project Description**

- A. Project Background: Cottage Grove provides drinking water, sanitary sewer, and storm drainage services to approximately 10,800 residents.
- The Drinking Water Treatment & Distribution System: Water Production operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the 6 MGD water production treatment plant, a finished water high service pumping station, 2 finished water high level storage reservoirs, 2 finished water booster pumping stations and 14 water quality sampling stations. Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners. Water Production is an integral part of the City’s water utility, and it works hand in hand with Water Distribution to provide a quality water supply. Water distribution provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-

inches in diameter. The water distribution system network contains two reservoirs with a total storage capacity of 4.3 million gallons; two pressure booster pump stations; the Taylor Pump Station serving customers on Taylor Avenue, Parks Road, Cambria Place, Samuel Drive, Cottage Heights Loop, Kristen Way, Red Hills Place and Hillside Drive, and; the Holly Pump Station serving homes on Holly Avenue and Larae Drive. The system has 461 fire hydrants within the distribution system (394 public and 67 private). There are 4,048 metered water service connections (3,913 active accounts as of the February, 2022 billing and approximately 135 idle accounts). The City replaced all manual read water meters with Sensus iPearl automated meters. There are 45 fire service connections and one pressure regulating station. There are 1,535 private backflow devices throughout the municipal water system. There are an additional 85 devices on city buildings and City park water services, for a total of 1,620.

- Sanitary sewer collection and treatment plant: The sewer collection system contains 45.95 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter and 4 lift stations. The primary function is to collect and convey sewage from the City's customers to the City's wastewater treatment plant in a safe, efficient manner. The Wastewater Treatment Plant (WWTP) is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites. Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit. To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing. The plant's peak instantaneous flow is 13 million gallons/day (MGD). Typical WWTP dry weather flow = 1.0 million gallons/day. WWTP wet weather design flow – 3.5 million gallons/day.
- The stormwater drainage system has approximately 30.85 miles of storm drain lines ranging in size from 4 inches to 66 inches in diameter and approximately 600 catch basins for collecting stormwater. The system also contains several open channels and drainage ditches. The City is currently developing policies and codes for Low Impact Development Standards for on-site stormwater treatment.

B. Scope of Work:

The City anticipates that a full complement of professional services shall be provided by the engineering firm(s) selected for these projects. The selected engineering firm or firms will be expected to develop Drinking Water, Sanitary Sewer, and Stormwater Drainage Master Plans to guide the City in maintaining and improving the current systems over the next 20 years serving its current and future

customers. The plans will include State regulatory requirements for Cities with populations that exceed 10,000 residents. Master Plans must comply with OAR 660-011 for “Public Facility Plans”.

I. OBJECTIVES:

A. Objectives will be to:

1. Assess the condition of the water distribution, wastewater collection and stormwater systems’ infrastructure.
2. Identify and prioritize water, wastewater and stormwater systems’ capital improvement needs as needed for maintenance of the existing systems and to provide improvements to accommodate anticipated growth within the service area
3. Evaluate technology usage and identify opportunities to improve operational efficiencies and/or achieve cost savings.
4. Identify potential funding sources and methodologies to assist with capital improvement needs.

II. SCOPE OF WORK TASKS:

A. Probable Research Tasks

1. Development of population and corresponding water demand and wastewater loading projections.
2. Review City's Water and Wastewater Treatment Plants, storage capacity / pumping capabilities with regard to mandates by regulatory agencies.
3. Review the adequacy of the City's current and/or planned water distribution, wastewater collection, and stormwater collection systems including the water and sanitary conveyance systems under the Coast Fork River.
4. Review the existing water, wastewater, and stormwater pipeline utility maps and provide GIS updates with assistance of City staff.

B. Probable Work Tasks

1. Prepare GIS asset inventory and condition assessment model of the water distribution, wastewater collection and stormwater drainage infrastructure with updated and existing City GIS data.
2. Create and calibrate a hydraulic computer model of the water distribution system.
3. Create and calibrate a hydraulic computer model of the wastewater collection system.
4. Create a hydraulic and hydrologic computer model of the stormwater system.
5. Review and recommend technological improvements that would benefit the City’s utility system.
6. Prepare visual GIS representations of utility and infrastructure modeling results.

C. Probable Deliverables

1. Prepare a Comprehensive Capital Improvement Plan (CCIP). Establish Criteria, Determine Weighting Factors, Create a Scoring Process and Identify Project Priority Rankings through development of a Project Priority Matrix for Water Distribution, Wastewater Collection, and Stormwater infrastructure repairs.
2. Perform a utility rate analysis based on project results.
3. Prepare a discussion of Impact Fees and maintenance funding methodologies based on CCIP results.

Section III Anticipated Award and Contract Performance Schedule
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RFP protest deadline: August 24, 2022.

Proposals due: 3:00 p.m. August 31, 2022.

Initial evaluation scores announced: September 16, 2022.

Invited price information deadline: September 30, 2022.

Interviews: Week of October 10, 2022.

Issuance of Intent to Award: October 24, 2022.

Award protest deadline: October 31, 2022.

Contract execution: Week of November 1, 2022.

Master Plan Draft: August/September, 2023.

Presentation of Draft Master Plans to City Council October, 2023

Master Plan Final ready for State Agency review: October, 2023.

Section IV Pre-proposal Meeting
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Pre-proposal Meeting 1:30 pm, August 3, 2022.

A pre-proposal meeting will be held at City Hall 400 E Main Street, Cottage Grove, Oregon. The purpose of the meeting is to share information about the Project and answer questions about the Project. Meeting attendance is voluntary. Additional documents and information about the Project will be available at the meeting. Statements made by City representatives at the meeting are not binding on City unless confirmed by written addendum.

**Section V
Submittal Information**

Please note the following specific requirements for submitted proposals:

1. The City may modify this RFP via addenda before the proposal due date. Please check the publication source for updates. Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP.
3. Proposers may submit proposals for one or more of the requested master plans.
4. Proposers are directed to the solicitation and award protest procedures as set forth in the City Rule 137-048-0240.
5. Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

**Section VII
Proposal Requirements**

A. Proposal Contents.

Proposal shall include, at a minimum, the following items:

1. Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.
2. The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
3. Name and qualifications of the individual who will serve as the Project Engineer.
4. The names of the professional persons who will assist the Project 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 those serving Cities of comparable size. The City is also interested in professionals with experience planning for and designing projects similar to this Project.
5. 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.

6. A list of the tasks, responsibilities, and qualifications of any sub-consultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub-consultants.
7. The names and current phone numbers of individuals representing three (3) owners, to be used as references. Describe the work performed for references. References from city projects are preferred. Please verify that the references identified had direct contact with your proposed team members.
8. The names, address and contact information for owners of Proposer's last three (3) projects and number of change orders for each Project not initiated by owner.
9. Confirmation that Proposer is an engineer licensed to perform all proposed Project disciplines within the State of Oregon.
10. Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries and/or be onsite within a maximum of 24-hours.
11. 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, additional references, project photos, insurance certificates. If Proposer does not wish to include support information in the Appendix, please include a page indicating that "No additional support material has been provided."
12. Each Proposer will submit a detailed timeline and description of tasks for preparing the Master Plan(s).

B. 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 VIII.B for information on Price Information and associated evaluation procedures.

Section VIII Proposal Evaluation

A. Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

	Points
Introductory Letter	(Pass/Fail)
<u>Phase I:</u>	
1. Proposer availability and capability to perform the needed engineering services described in this RFP.	(5)
2. Proposer’s key staff experience with public projects of similar type, size and complexity.	(5)
3. Proposer’s demonstrated ability to successfully complete similar services on time and within budget, including Proposer’s record of satisfactory performance. This includes evaluation of the number of change orders in Proposer’s last three (3) projects that were not initiated by Owners.	(5)
4. Project Understanding. Communicated understanding for each Project category declared. Acknowledged information specific to City. Demonstrated ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the Project team will interact with City staff and what level of support will be anticipated or expected from the City.	(20)
5. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements.	(5)
6. Proposer’s familiarity with local, state and federal permitting procedures and regulations, and Proposer’s geographic proximity to the Project site.	(5)
7. Amount and type of resources and number of experienced staff Proposer has within Proposer’s firm available to perform the engineering and related services described in this RFP within the applicable time limits. This includes the current and projected workloads of	(5)

such staff and the proportion of time such staff would have available for engineering or related services, without the need for Proposer to subcontract for that work.

- 8. Proposer's public safety track record. (10)
- 9. Results from interviews, if conducted. (25)

SUBTOTAL: 85 Points

Phase II:

- Pricing Information. (15)

TOTAL: 100 Points

B. Evaluation Process

Proposals will be initially screened pursuant to the following minimum qualifications:

- 1. Proposer is a licensed professional and can perform all proposed engineering and/or architectural Project disciplines within the State of Oregon.
- 2. Proposer's ability to provide the design work needed for the City to meet the standards required by the City, County and State.
- 3. Whether Proposer has the financial resources for the performance of the desired services, or the ability to obtain such resources.
- 4. Proposer is an Equal Opportunity Employer and is otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VIII.A above, by an evaluation committee made up of the City Public Works & Development Director, City Engineer of Record, Wastewater Treatment Plant Superintendent, City Planner, and Water Treatment Plant Superintendent.

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 three of the most qualified candidates without regard to the price of the services. If the City does not cancel this RFP, only after selecting up to three 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 15 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. 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
 - b. A reasonable estimate of hours that Proposer will require to perform the Project's professional services.
5. Pursuant to ORS 279C.110(5)(c)(B), the City requests the Price Information also include:
 - a. A description of each task that the Proposer understands as comprising Project professional services;
 - b. 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
 - c. A list of expenses, including travel expenses, that the Proposer expects to incur in connection with completing Project's 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.

Section IX Execution of Contract

The City intends to select the highest scoring responsive responsible Proposer, which will be based upon the total from both Phase I and Phase II (a possible maximum total of 100 points). After the Evaluation Committee scores and ranks the Proposals, the Committee will make a written recommendation on Awardee selection to the Council. The Evaluation Committee will document

the reasons for its recommendation. The Council will make the final decision on selection of the most suitable candidate for City's Project. All Proposers will be notified of the Council's decision.

If the City and the 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 the identified top three candidates until an agreement is reached or the City terminates this RFP.

The City reserves the right to retract any award where the awardee fails to execute the attached Contract and provide any document that is required by the Contract within fifteen (15) days after the final Contract is presented to the awardee. It is the desire of the City to have Master Plan Development Contract(s) in place no later than November 7, 2022.

Section X Miscellaneous

The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) 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 6) 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.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer, as indicated in the contract form attached as Appendix A. Any open terms in the attached contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the attached contract and be bound thereby.

Section XI Contact Information

Direct all inquiries regarding the Master Plan Development Project and this RFP to:

Name: Damien Gilbert, Branch Engineering, Inc
Title: City Engineer
Telephone: 541-746-0637
Email: damieng@branchengineering.com

Name: Faye Stewart
Title: Public Works & Development Director
City of Cottage Grove
Telephone: (541) 942-3349
Email: pwdirector@cottagegrove.org

**Section XII
Appendices**

The City of Cottage Grove has gathered past reports, information and data to assist prospective bidders to gain a better understanding.

To gain access to the information, please email Ron Bradsby at engineering@cottagegrove.org requesting the RFP materials, please include your name, your email and your firm's name. Ron will create a folder to share and will provide you a link to access the information through his google drive. If you have any questions or problems accessing the material, please contact your IT department.

Below is a table which shows the information available.

FOLDER	FILES/SUBFOLDER
1998 Water Master Plan	1998 Water Master Plan.pdf
2005 Flow Monitoring Report	Sanitary Sewer Flow Monitoring May 2005 Report.pdf
2011 Public Facilities Plan	dm_public_facilities_plan.pdf
2020 Recycled Water Use Plan	R - 773 - Cottage Grove - Recycled Water Use Plan - 200910 - nm.pdf
2022 Flow Monitoring Report	Report will be made available once it is has been completed. Data Folder
Appedix A: Contract	AGT - Engineering Services Contract 071222) CHCkad.doc
Budgets	FY 20-21 Folder FY 21-22 Folder
Community Water System Risk and Resilience Assessment	Final EPA Risk and Resilience Assessment Checklist_Cottage Grove.pdf
Draft Sanitary Sewer Master Plan	Pages from Sanitary Sewer Master Plan Appendices.pdf Sanitary Sewer Master Plan Appendices.pdf Sanitary Sewer Master Plan Chapters.pdf Model Files Folder
Draft Storm Water Master Plan	Stormwater Drainage Master Plan Appendices.pdf Stormwater Drainage Master Plan Chapters.pdf Model Files Folder
Drinking Water System Emergency Response Plan	erp-City of cottage Grove-awia(final draft) (1).docx
Land Inventory	2012 Revision of Comprehensive Land Use Plan.pdf Cottage Grove HNA 2018 final.pdf Final Cottage Grove EOA_June 25 09.pdf
Storm Water Management Plan	CG_SWMP_Final_3112013.doc
TMDL	CottageGrove_Final_TMDL_implementation Matric_2018-2023.docx TMDL Implementation Report 2018.docx TMDL Implementation Report 2019-20.docx
Utility Rate Study	2010 Cottage Grove Final Report - Complete rev1.pdf 2015 cg_rev_reqs_v5.pdf 2021 Cottage Grove Rates Report - Final.pdf
Water Management & Conservation Plan	final_cottage_grove_wmcp_with_attachments_and_final_order_822021.pdf
Water Quality Report	2019 water quility report.pdf 2020 water quality report.pdf 2021 water quility report.pdf