

Request for Qualifications
for the City of Reedsport, Oregon
Miscellaneous Engineering and Professional Services

Introduction:

The City of Reedsport (hereinafter referred to as “City”) is seeking a statement of qualifications (SOQ) from qualified firms or individuals to provide miscellaneous Civil and Structural engineering, Land Surveying and basic review services on an as-needed basis. Under this agreement, the need may also arise for general plan support regarding long-range capital improvement projects.

City and RFQ Scope Information:

The City of Reedsport is a community determined to overcome its many challenges while working within the limitations of a modest budget. Most of these challenges are the result of the City’s aging, but functional, infrastructure (e.g., utilities, streets, etc.). The City owns and maintains its own water collection, treatment and distribution system serving the City and the Urban Unincorporated Communities of Gardiner and Winchester Bay. The City also has its own sewer collection and treatment system including over 30 miles of underground pipeline. In addition, it possesses multiple shops and buildings that are essential to City services and to the public.

It is the City’s hope to replace aging infrastructure on a yearly basis as well as design and effect modifications to its water distribution and wastewater plants accordingly, with regard to health and safety standards as well as State and Federal regulations. Furthermore, there are projects that will require boundary surveys for property sales and purchases/transfers, surveying and topographic verification/design for park and local improvement projects, assessment of City owned structures, safety and structural concerns, etc. In addition, there are smaller projects that will arise that may require surveying, structural assessment, calculations, cost estimates, etc. Be advised that when professional services are requested, it is to be assumed that time is of the essence and a schedule of evaluation and deliverables will need to be discussed and agreed upon, quickly.

This request for qualifications seeks to identify firms or individuals (including sub-consultants) that have the expertise, experience and current success with the above types of work as well as experience in collaborating with community groups, individuals, City, County, State and Federal agencies. The firms or individuals will need to collaborate with these groups with regard to obtaining permits, investigation, research, collaborative management and relationship building.

As a matter of procedure, the selected firms or individuals will be required to analyze all options, based on scope, for projects with regard to applicable Federal, State or local agencies. The produced report will include options, requirements and associated cost

estimates for the project. This report will need to be, submitted to the City for evaluation prior to actual or formal design and/or construction documents are created.

Some projects may require formal communication of development status including updates to the City Council and affected property owners. This may involve evening meetings; however, the consultant's primary interaction will be through the Public Works Director. Depending on the project, the consultant may need to prepare presentation materials for and attend committee meetings. However, normal and common updates to interested citizens groups and committees within the City will be the primary responsibility of City staff. All requests for information regarding scope, data, clarification, communications and deliverables regarding projects shall be through the Public Works Director.

Anticipated Scope of Work Includes but is not limited to:

- Civil Engineering assessment and design of water, sewer and storm drain infrastructure repair and replacement projects.
- Surveying services to include: storm, sewer and water infrastructure verification and design, production of as-built drawings, conditions, property/land development, boundary surveys, property recordation with appropriate agencies, etc.
- Water, sewer and storm water pump station and plant design and/or modification including filtration/conversion options, RF telemetry, research and agency coordination for it.
- Structural design and analysis for new projects as well as assessment of existing structures.
- Project design/planning, production of construction drawings and specifications, bidding oversight, construction management/administration, production of "as-built" documents, etc., for both City crews (for self-performed work) and general contractors (for publicly bid projects).
- Cost Estimating.
- Project Scheduling.
- Successful knowledge and skill with regard to construction management, inspection, change order negotiation and conflict resolution.
- Project studies, preparation of water, sewer and storm drain infrastructure master plans.
- Design of water quality best management practices, preparation of design standards and specifications, preparation of storm water ordinance.
- Coordinate or assist City with grant writing for various types of infrastructure projects.
- Engineering development services for City review of new subdivisions along with commercial, industrial and residential development.
- Assumption of professional responsibility and oversight for design, drawings and specifications for projects produced by other engineering firms or individuals.

It is the City's intent to assign projects as needed - Be advised that there is no guarantee nor obligation by the City as to the number of projects or the dollar value that will be assigned during the period of the contract. It may be that the City selects more than one individual or firm to perform the required services. If more than one firm or individual is under contract, the City will distribute projects on a rotational basis. The City also reserves

the right to assign projects based on type of work needed and expertise of the individuals or firms.

Be advised that the term of this contract is a one-year period with options to extend for each one (1) year at the City's discretion.

Deliverables & Technical Requirements:

Individuals or firms shall be computer/technology literate and operate in an electronic environment. Drawings are to be produced in current version of AutoCAD by appropriately certified/trained staff. Estimates, schedules, specifications, correspondence shall be produced in appropriate Microsoft software (i.e.: MS Word, Excel, Project, etc.) and be in an understandable layout/format agreeable to the City. Surveying, modeling and other work are to be performed per current industry standard techniques with appropriate and up-to-date equipment and software. Project documentation need to be transmitted via FTP site, email or other appropriate and secure file sharing environments.

Staffing:

Key individuals are expected to be available for the duration of the contract, and any substitutions in personnel must receive prior approval of the City. Failure to comply may result in cancellation of the contract at the sole discretion of the City.

Proposal Requirements and Evaluation Procedures:

1. SOQ submittals are limited to 30 pages.
2. Qualifications will be evaluated based on the following equally-weighted criteria:
 - a. Consultants' proposed approach to working with the City for various projects and scope listed above as well as effective approaches to cost effective solutions. (25%).
 - b. Experience, qualifications and availability of consultant's project manager, key staff and sub-consultants proposing, as well as versions of software, equipment and file transfer protocol environments proposed (25%).
 - c. Demonstration of successful design, permitting and completion and certification of various types of projects listed, especially those involving multiple governmental and municipal jurisdictions (50%).
3. One copy of the proposal shall be submitted.

City staff shall determine which SOQ submittal is most responsive in meeting the proposal requirements. The City reserves the right to award a contract, if any, to the consultant who, in the sole opinion of the City, best meets the requirements set forth in this RFQ and is in the best interest of the City. The City does not discriminate based on race, color, sex, age, creed, or national origin.

The City reserves the right to reject any and all submittals if in the judgment of the City the proposals received are not responsive, responsible, or timely.

Final Information:

For further information regarding this Request for Qualifications or to schedule a walkthrough of the City's buildings and infrastructure, please direct inquiries to Kim Clardy, Public Works Director for the City of Reedsport at kclardy@cityofreedsport.org. All inquiries made regarding this RFQ should be in written form; all question and answers will be in e-mail form to registered recipients of the RFQ.

SUBMITTALS:

Requests for qualifications must be received by 2:00 P.M. on Thursday, September 24, 2020. Only one copy need be submitted. RFQ's may be submitted by either email, mail or hand delivery (in a sealed envelope) to:

kclardy@cityofreedsport.org

City of Reedsport
Attn: Kim Clardy, Public Works Director
451 Winchester Avenue
Reedsport, Oregon 97467-1597

BY: 2:00 P.M. Thursday, September 24, 2020