

**REQUEST FOR PROPOSALS:**  
**ENGINEERING CONSULTING SERVICES for**  
**CITY OF SWEET HOME WASTEWATER TREATMENT PLANT IMPROVEMENT PROJECT– PHASE I**

The City of Sweet Home is soliciting proposals for engineering services to prepare design drawings and specifications for upgrades to the city's Wastewater Treatment Plant. The available information, scope of work, proposal requirements and schedule are presented below:

**I. Proposed Project Description**

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This project is for a qualified engineering firm(s) to provide design drawings, bid specifications, bidding assistance and construction management for the City's Wastewater Treatment Plant Improvement Project - Phase 1 Project. The successful consultant will demonstrate in the proposal; experience in providing innovative, cost effective solutions and state of the art design features, as well as experience in constructing similar size and type facilities. The City's Wastewater Facility Plan encompasses 4 Phases over the next 25+ years, with the City intending to award only Phase 1 work at this time. The WFP emphasizes improvements to the existing secondary treatment processes initially, with parallel wet weather treatment using HRC in a later phase. Two items listed in Phase 2 are being moved to this Phase 1 work. Segment IV of this RFP describes the items to be considered. The city will be making the Facility Plan available on the City's webpage.

**II. Project Location**

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The City of Sweet Home is located in Linn County, 25 miles east of I-5, has a population of 9,090 residents, and is the third largest city in the county. The Wastewater Treatment Plant is located at 1357 Pleasant Valley Road, Sweet Home, Oregon, on the Santiam River.

**III. Project Synopsis & Goals**

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The City of Sweet Home's Wastewater Treatment Plant currently has the capacity to treat and dispose up to 7 million gallons (MGD) of wastewater daily. The project upgrades will provide improvements to aeration basins, bio-solids handling, and screening facilities, amongst other items. The Sweet Home Wastewater Facilities Plan – Phasing Option C, has a detailed listing of the proposed work.

**IV. Scope of Services**

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The engineering firm or team selected for this project will be required to provide design for the following components;

- A. Design mechanical bar screen facility.
- B. Bio-solids handling and dewatering facilities.
- C. Outfall improvements.

D. Secondary clarifier mechanisms.

E. RAS/WAS pumping, hydraulic and diffusers aeration basin improvements.

F. Standby generator location, transfer switch and controls.

G. Design of necessary civil site improvements to accommodate required components.

- Produce drawings showing the layout of proposed facilities.
- Propose a design and construction staging schedule.

H. Prepare a detailed cost estimate of the-proposed upgrades to include the final engineering, construction, and construction management costs.

- Design shall include all environmental studies, applications, and documentation for state and federally funded projects.
- Coordination with various agencies involved in the approval processes.
- Preparation of plans, specifications, and engineering estimates.
- Provide assistance with funding agencies and council presentations.
- Meet with stakeholders as needed.

I. Construction Phase Assistance with project management may include, but not necessarily be limited to;

- Construction staking and monumentation.
- Construction Inspection.
- On-going environmental and cultural resource monitoring.
- Submittal reviews, preparation of Daily Inspection Reports, pay notes, pay estimate preparation, breakdown of eligible funding cost reimbursements for various funding sources, certified payroll reviews, verification of contractor's eligibility to perform work, DBE verifications and documentation, file preparations and on-going maintenance in accordance with state and federal requirements.
- Preparation of Record Drawings.
- Other general construction records preparation as required by various funding sources, utility coordination, and assistance and coordination with various agencies, companies, citizens, property owners and contractors.
- Preparation of operation and maintenance plans in accordance with Oregon guidelines.

J. Deliverables shall also include:

- Monthly summary reports on activities related to project scope. These reports will be in the form of PDF files that will be emailed to a distribution list.
- Copies of all maps, reports, and design drawings in electronic format.
- Attend kickoff meeting, workshops and public meetings as needed.

## **V. Proposal Responses**

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Proposals submitted for this project are to address all requested information. Any additional information that a proposing firm wishes to include that is not specifically requested should be included

in an appendix to the proposal. Firms are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Proposals will be ranked based on the criteria listed below. Please provide a cover letter and specific sections totaling no more than 20 pages. Each section has a page maximum, and a weighted percentage for review. Responses must include the following items:

A cover letter (2 page maximum).

Section 1: Project Understanding and Special Project Considerations (3 page maximum, 25%). Provide a narrative description of the project based on your proposed Scope of Work and information gathered about the project. Include any issues that you believe will require special consideration for this Project. Identify any unique approaches or strengths that your firm may have related to this Project. The City will assess your understanding of all aspects of the project based on the overview.

Section 2: Project Team Qualifications and Experience (6 page maximum, 25%). The project team selection shall provide identification of responsible project personnel and shall identify their role on the team. A project team organizational diagram and a brief resume of each team member shall be included. Any proposed sub consultants shall be listed. Include sub-consultants assigned task(s) and experience. Full resumes may be included in the appendix. The proposal shall provide a description of projects (minimum five) similar in nature and scope that your firm's team members have completed in the last 5 years. Include a contact list with client names, addresses and telephone numbers.

Section 3: Work Plan (3 page maximum, 30%.) Provide a description of the tasks and duties required to implement the Scope of Work and any recommended additions to the list of tasks. Provide a listing of all assumptions made (by work task), including anticipated level of work assistance to be provided by the City. Identify any steps required that have not been specifically identified in the Scope of Work. Also, identify any unique approaches or strengths that your team may have related to this Project.

Section 4: Project Schedule (3 page maximum, 20%). Include a Project Schedule showing all key Project milestones and deliverables. The schedule shall demonstrate the team's ability to meet the designated milestones. List the assumptions used in developing the schedule.

Section 5: Proprietary Information (1/2 page maximum). Teams submitting a proposal in a response to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City once submitted.

Section 6: Signature Page (1 page maximum). The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid for 90 days.

## **VII. Pre-Proposal Meeting**

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A mandatory pre-proposal conference (limit 2 attendees per applicant) will be held at the Wastewater Treatment Plant located at 1357 Pleasant Valley Road, Sweet Home, Oregon on **September 13, 2017 at 1:00 PM**. Key City staff members knowledgeable of the project will present information. This pre-proposal conference is the primary means for discussing the project with City staff. Please do not contact City staff or staff of the contract operations firm CH2M. Any questions outside of this meeting shall be directed to Joe Graybill (City Engineer) and Greg Springman (Public Works Director).

All questions raised and answers given, if any, will be documented and then emailed to prospective proposers in the form of an addendum to the RFP.

### **VIII. Selection Criteria**

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The City will have a selection committee that will evaluate the proposal submitted, and reserves the right to select a firm directly from the written proposals, but may short list a small group of firms for an interview process based upon the proposal evaluations. The award will be made to the most qualified firm whose proposal and interview, if held, are deemed most advantageous to the City, with all factors considered. Unsuccessful firms will be notified as soon as possible.

Questions and responses should be directed to:

Joe Graybill  
Staff Engineer  
City of Sweet Home

[jgraybill@ci.sweet-home.or.us](mailto:jgraybill@ci.sweet-home.or.us)  
541-367-6977

Greg Springman  
Public Works Director  
City of Sweet Home

[gspringman@ci.sweet-home.or.us](mailto:gspringman@ci.sweet-home.or.us)  
541-367-6359

### **IX. Submittal of Proposal**

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The applicants must submit five (5) identical copies of the proposals to Greg Springman at the City of Sweet Home City Hall at 1140 12<sup>th</sup> Avenue, Sweet Home, Oregon, 97386, at the date and time of **October 18, 2017 at 3:00pm**. Please mark the submittal on the outside of the sealed envelope with the following; "City of Sweet Home Wastewater Treatment Plant Improvement Project - Phase 1 ".

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest in this project. No proposal will be considered if it is not responsive to any issued amendments. The City of Sweet Home reserves the right to negotiate an agreement with the selected firm based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate, to waive defects or informalities and to offer contact with any firm in response to this RFP. The City will not pay any costs incurred by the firm in preparing or submitting the proposal. This RFP does not constitute any form of offer to contract.

Electronic file pdf copies of the WWTP Facility plan will be available on the City of Sweet Home website at: [www.ci.sweet-home.or.us](http://www.ci.sweet-home.or.us).