

REQUEST FOR PROPOSAL CITY ENGINEER OF RECORD SERVICE

I. GENERAL INFORMATION

A. INTRODUCTION

The City of Creswell (City) is soliciting proposals for an Engineer of Record (City Engineer) to provide engineering services as an independent contractor to the City. Services typically conducted by the City Engineer 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, as authorized by the City Administrator or the City Administrator's designee.

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 Creswell, population 5,031, is located in Lane County, approximately 10 miles south of Eugene. The City Council consists of the Mayor and six council members elected from the city at large. The City operates under a City Administrator form of government.

The City of Creswell has an operating budget of \$16.9 million. The City has four departments; General Administration and Finance, Public Works, Municipal Court, and the Airport. The City provides Planning through a contract with Lane Councils of Government (LCOG), Building services through a contract with the Mortier Engineering (The Building Department), and Police services through a contract with Lane County Sheriff Department. Fire and EMS services are provided by South Lane County Rural Fire Protection District.

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

- A. Water treatment plant (Pall membrane 3.8 mgd)
- B. Water wells (13), storage reservoir (4), and distribution system of (30 miles of pipe)
- C. Wastewater collection system (23 miles of gravity/pressure pipe).
- D. Wastewater treatment plant (3-10 acre Facultative lagoons).
- E. Storm water collection and disposal system (Independent drywell/swale disposal systems).
- F. Transportation system (21.41 centerline miles).
- G. Parks system (3 park)

The current contract City Engineer is retiring on September 30, 2013. The Council has authorized staff to conduct recruitments for a new City Engineer.

C. ANTICIPATED SELECTION SCHEDULE

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

- RFP Advertised October 4-18th, 2013
- Proposal Due Date November 8, 2013
- Selection Committee Evaluation Week of November 11th – 15th, 2013
- Interviews (if needed) Week of November 18th – 22nd, 2013
- Contract Approval December 9, 2013
- Commencement of Contract December 10, 2013

D. SCOPE OF SERVICES

- Serve as City Engineer of Record for the City of Creswell.
- Under the direction of the Public Works Director, oversee capital project design and construction. City reserves the right to solicit for engineering services for any individual capital or other city engineering project.
- Provide infrastructure impact analysis, as needed.
- Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects.
- Consult with state and federal agencies having jurisdictional authority over City project, as warranted.
- Perform engineering work pertaining to property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of way, easements, code enforcement, annexations, and matters related to special assessments and public utilities.
- Assist with budgeting, planning, and rate studies.
- Suggest and comment on engineering related ordinance modifications, construction standards, and specification modifications.
- Work with City staff to review or complete permits, applications, or agency notification.
- Work with City staff, organizations and funding agencies to help develop competitive and complete funding proposals.
- Serve as the City's project manager for public improvements prepared by other engineers.
- Review preliminary design drawings and design calculations for compliance with local, county and state requirements and sound engineering practices.
- Attend pre-application, pre-construction, Planning Commission and City Council meetings as requested by the City.
- Review final drawings and, after acceptance, stamp and sign the drawings.

- Periodically review project construction sites in an attempt to ensure compliance with plans and specifications.
- Review completed project sites, the as-built drawings, testing results, and as-built certifications.
- Review and formulate updates to City master plans and feasibility studies, as requested. Subconsultants may be used, subject to written approval by the City, on design projects or where supplemental expertise is desired.
- Perform additional basic engineering and special services which cannot be fully described at this time, as requested by the City.

The City Engineer reports directly to the City Administrator. Much of the work occurs via telephone conferences and e-mail. Inquiries from the general public and/or press are outside the purview of the City Engineer. Any and all inquiries for the City Engineer's time shall be channeled through the City Administrator, or the City Administrator's designee, who must authorize such request prior to the City Engineer taking any action.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide six hard copies of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Creswell City Engineer of Record Proposal". Proposals shall be submitted by 3:00 p.m. on November 8, 2013 to:

Roberta Tharp
 City of Creswell
 13 South 1st Street
 P.O. Box 276
 Creswell, OR. 97426

Proposals shall be organized as specified in Article II.E, Proposal Contents. The City of Creswell 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 in writing to:

Larry Patterson
 City of Creswell
 13 South 1st Street
 P.O. Box 276
 Creswell, OR 97426
 Email: lpatterson@creswell-or.us

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

Proposals 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 Creswell.
 - Specifically address proposer's familiarity with laws and regulations governing public water, wastewater, storm water, and transportation systems, including operations, construction and maintenance of the City's current systems.
- Description of proposer's expertise in the following areas:
 - Civil, Electrical, Mechanical and Transportation Engineering;
 - Deep well groundwater pumps and water distribution systems;
 - Municipal ground/surface water rights acquisition and maintenance of;
 - Pump station and gravity wastewater 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.

- Explanation of proposer’s workload capacity 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.

F. PUBLIC RECORDS

All proposals submitted are the property of the City of Creswell, 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’s notice of intent to award this contract is issued. 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
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.	(20)
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.	(30)
6) Availability and capability to perform the engineering services described in this RFP on an ongoing basis.	(40)
Maximum Total Points	200

C. SELECTION

The City is using a qualifications based selection (QBS) process as mandated for contracts anticipated to exceed \$100,000 by ORS 279C.110. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

The evaluation committee will consist of 4 members, at least one of which will be a City Councilor, who will serve as Committee Chair. Each member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in Article III.B of this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its

evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the City Council, with an awardee recommendation.

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 candidate. The City shall direct negotiations toward obtaining written agreement on the Engineer's performance obligations, 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 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 successive candidates until an agreement is reached or the City terminates this RFP.

It is the desire of the City to have a new engineering contract in place no later than December 10, 2013.

D. CONTRACT

The City desires to enter into a professional services agreement 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 proposer 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 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 Creswell will enter into a three (3) year agreement, which thereafter may be extended upon written consent of both parties for additional two (2) year terms.

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

The City of Creswell 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.

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