



**Southwest Lincoln County Water People's Utility District
Request for Qualifications (RFQ)
to Provide Engineering Consulting Services for
Water Infrastructure Improvements and Engineer of Record**



Introduction and Scope of Services to be Provided

The Southwest Lincoln County Water People's Utility District (SWLCWPUD) is located between the cities of Yachats and Waldport, Oregon along Hwy 101, approximately 18 miles south of Newport. The SWLCWPUD operates two water treatment plants and a distribution system that draws water from surface sources.

This RFQ is a solicitation for consultant services for \$6 million in improvements to water distribution lines in the district including replacement of pipelines at multiple locations, funded through the Oregon Infrastructure Finance Authority using Federal infrastructure funding. See the project scope (attached).

The consultant services include the following tasks:

1. **Design Services** including an Engineer of Record (EOR) who must be a Professional (Civil) Engineer currently registered (in good standing) in the State of Oregon. The work will include interaction with SWLCWPUD staff, periodic meetings with the Board, discussions with State staff, and others as needed. The work must result in a complete and reasonably-biddable bid package including Plans, Specifications, and Engineer's Estimate (PS&E) as well as all other items required by SWLCWPUD and the State to make a complete biddable package. Specifications may include performance elements to ensure water system performance and traffic/pedestrian safety. Progress reports will be required.
2. **Bid Support** including final check that all items in the bid package are included and correct for a successful bid process, interaction with SWLCWPUD staff and State staff to obtain necessary and timely approvals, creation of a list of qualified contractors that might be interested, creation of a media posting for the bid package availability and deadlines, creation of list or publications/media locations where the bid solicitation will appear with publication deadlines, development of a calendar of the process, support at all stages including bid opening, checking all submitted information to determine the lowest responsible bid, and report with a recommendation to staff, State, and Board. Progress reports will be required.
3. **Construction Management** including office and field services to ensure contract adherence, quality assurance completion, safety standards met, interaction with SWLCWPUD staff, periodic meetings with the Board, ongoing contact with the Contractor, and State staff to obtain necessary approvals, permit requirement adherence and securing permits as needed, support to resolve potential disputes, and related items. Review of invoices and support material from the contractor, with

resolution of payment issues. Review of certified payroll records from the contractor, and other State or SWLCWPUD contract requirements. Documentation of the contractor's work in progress, including photographic material, will be required. Progress reports will be required.

4. **Tasks-As-Assigned** including work related to this project that may be assigned by SWLCWPUD.

The selected consultant will assist the SWLCWPUD with maintaining system compliance with applicable local, State, and Federal regulations, and minimize any disruption to water services, vehicular traffic, and pedestrian safety during construction.

Proposal Instructions

Proposal Submittal and Due Date

The proposer shall email the proposal (pdf format) with a subject line reading "SWLCWPUD Water System Improvements." Proposals should be addressed to:

Roxie Cuellar, PUD Board President, SWLCWPUD
Email: rcuellar@swlcwpud.org and avogl@swlcwpud.org

Proposals are due by January 31, 2024 at 3:00 PM (PST). Late proposals will not be considered.

Questions should be submitted in writing/email to:

Roxie Cuellar, PUD Board President, SWLCWPUD
Email: rcuellar@swlcwpud.org and avogl@swlcwpud.org

Questions are due by January 24, 2024 at 3:00PM (PST). All questions will be posted with appropriate answers on the SWLCWPUD's web site.

Proposal Format, Evaluation Criteria, and Selection

Proposals must conform to the format provided below to be considered. The proposal shall be a maximum of 20 pages (8.5" x 11" - single sided sheets) with fonts no smaller than 11 points, including a cover letter and resumes. The selection process will use a 100-point scoring system to evaluate the quality of the proposal.

1. **Experience.** Description of the proposing firm's area(s) of expertise; previous most recent 5-year experience working on waterline placement and/or replacement work; and most recent 5-year history of working with local water utilities and state regulatory agencies to collaboratively solve problems. (10 points). List any current Federal or Oregon certifications of the firm as any categories including, but not limited to small business, minority, women, disabled veteran, or disadvantaged businesses.

2. Availability to the Project Locale. Description of the proposing firm's approach to provide services to this project, including proposed location of staff and availability for meetings and on-site work. (20 points)
3. Project Team and Work Approach. Brief description of key team members who will be performing the day-to-day work, their professional credentials, and the most recent 5-years of relevant professional experience with a discussion of their anticipated roles for this project. Estimate the percent time that these people will dedicate to this project. Provide brief resumes of key staff for review. Also include a brief planned-approach for this project. Emphasis in professional experience provided and work approach should focus on the work tasks of this project. (35 points)
4. Project Manager(s). Please indicate the prospective project manager for each task, their professional credentials, and the most recent 5-years of relevant professional experience for each task(s) they will manage. Estimate the percent time that this person (these people) will dedicate to this project. Note any special value-added contribution that these people will bring to this project. (35 points)

The SWLCWPUD is using a qualification-based selection process for the selection of an engineering consultant. Selection of the most qualified consultant will be made without regard to the price of services. Responding firms may provide their submittal for all tasks and any individual tasks.

The SWLCWPUD will have 3-6 people on a Selection Committee. Consultants will be ranked and the top Consultant selected based on rankings from the evaluation process. It is anticipated selection will be from the written proposal. However, the SWLCWPUD reserves the right to ask follow-up questions or interview any or all of the consultant(s) if deemed advantageous.

The SWLCWPUD will enter negotiations with the highest-ranked consultant regarding the consultant's scope of work, price for services, project schedule, payment methodology, and any other provisions that the SWLCWPUD believes are in the SWLCWPUD's best interest to negotiate.

If negotiations are not deemed successful solely by SWLCWPUD, the negotiation process may continue in this manner through successive candidates until an agreement is reached or the SWLCWPUD terminates this RFQ.

This solicitation is not an implied contract and may be modified or revoked without notice. SWLCWPUD reserves the right to terminate this solicitation at any time without any compensation to any party or any firm that submits qualification material.

December 20, 2023