



**Southwest Lincoln County Water People's Utility District
Request for Qualifications (RFQ)
to Provide Engineering Consulting Services for
Master Plan Update**



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 a Master Plan Update**. This project is conditional on funding through the State of Oregon and will likely be funded through the Water/Wastewater (W/W) Financing program. Our budget for this project is limited. Progress reports will be required at the time of project invoicing.

The consultant services include the following tasks:

1. Update the 2019 Master Plan (recognizing supplemental amendments since that time). Key issues include but are not limited to:
 - a. Revise growth assumptions and use "build-out" data now in the PUD GIS. This data is much more locational and specific to buildable lots within the district boundary. This will, then, be used to analyze the improvements needed and operational/personnel needs.
 - b. Analyze districtwide needs and deficiencies of all infrastructure elements.
 - c. Recognize near-term plans to: 1) add a 3rd water filter at Blodgett Water Treatment Plant (WTP), 2) replace water filters at Dick's Fork WTP, and 3) replace water storage tank at Dick Fork's WTP.
 - d. Recognize the waterline replacement project currently underway and the desirability of an addition of 2 PUD-identified waterlines for near-term replacement.
 - e. Analyze possible water sale options, capacity issues, water rights issues, and infrastructure issues over several time periods (e.g., current, during filter replacements/rehab, 10 years from now, and at "build-out" of land parcels. Assess operational profile for each (gallons per day, hours for WTP operations in order to produce those water volumes).

- f. Prioritize recommended projects into groups that can likely be reasonably financed, and recognize sequencing issues (i.e., which projects must be built/installed before others can/should be).
 - g. Update all cost estimates. Include inflation factors for projects likely to be built in later stages.
 - h. Analyze the PUD borrowing needs and general capacity at key time periods, given certain interest rates, terms, and water rates.
2. **Tasks-As-Assigned** including work related to this project that may be assigned by SWLCWPUD.

It is desirable to develop key recommendations concerning the capacity needed at the Dick's Fork Plant (filters and storage) by January 5, 2026. The SWLCWPUD intends to submit an application with BizOR for additional financing of key projects before Feb. 15, 2026. The selected consultant will assist the SWLCWPUD and the project will be done in compliance with applicable local and State rules and regulations.

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:

Ms. Angela Vogl, District Manager, SWLCWPUD
Email: Angela Vogl avogl@swlcwpud.org

Proposals are due by August 18, 2025 at 3:00 PM. Late proposals will not be considered.

Questions should be submitted in writing to:

Ms. Angela Vogl, District Manager, SWLCWPUD
Email: Angela Vogl avogl@swlcwpud.org

Questions are due by August 11, 2025 at 3:00PM.

Proposal Format, Evaluation Criteria, and Selection

Proposals must conform to the format provided below to be considered. The proposal shall be a maximum of **8 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 Master Planning or similar 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. (15 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. (45 points)
4. Project Manager. Please indicate the prospective project manager for the project, 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. (30 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. 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. Certain elements may be altered during negotiations at the sole discretion of SWLCWPUD. SWLCWPUD reserves the right to terminate this solicitation at any time without any compensation to any party or any firm that submits qualification material.