



Southwest Lincoln County Water People's Utility District
PO Box 368, Waldport, OR 97394
(541) 547-3315
swlcwpud.org

Request for Qualifications (RFQ) to Provide Engineering Consulting Services for Water System Improvements and Engineer of Record for this Project Only

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, the Blodgett Treatment Plant and the Dick's Fork Treatment Plant, and a distribution system that draws water from surface sources.

This RFQ is a solicitation for consultant services to expand the treatment capacity at the Blodgett Water Treatment Plant and for system-wide SCADA upgrades. This \$2.5 million project will be funded with a USDA Loan. Consultation services will also include USDA requirements for a loan application, detailed below.

Private, one-on-one meetings with PUD representatives are available to any party that wishes to submit their qualifications. These meetings can be virtual, by phone, or in-person. They can be held, by appointment, up to August 25, 2026 at 3:00 PM. To make an appointment call 541-547-3315 during business hours.

Background:

There are three major parts to this project overall: New water filtration system unit, SCADA, and installation to support these items. Integration of these tasks will be critical to the success of the project. This RFQ concentrates on the design/environmental elements/CM required to support construction activities for the project. SCADA and the filtration system will be provided by others. However, the integration and coordination of the three elements (Construction, Filter, and SCADA) will be of utmost importance.

The Blodgett Water Treatment Plant currently operates two WesTech Trident Filters. A pedestal and the associated piping for a third filter unit are in place and were included during original construction in anticipation of future growth. The treatment plant went online in 1997. Given its age, adequacy and compatibility of existing piping will need to be evaluated.

WesTech will fabricate and deliver the unit **only**. A contractor will need to be procured to install the filter unit. SWLCWPUD expects the procured contractor to be under contract ahead the filter delivery date, and the installation to be completed as soon as possible after delivery.

SWLCWPUD and The Automation Group (TAG), SWLCWPUD's Integrator of Record, conducted a site-visit and concluded that the unit can most likely be installed on the pedestal without modifications to the building. The engineer will confirm if building modifications are required.

Proper manways will need to be extended for the new filter. Flow issues and pressures will need to be maintained and evaluated. Issues of corrosion control should also be addressed in specifying piping and connections. All State and Federal drinking water standards must be met for the plant's new configuration.

Communications with PUD Water Treatment Plant operators and District Manager, as to their needs, system functionality, and performance, are of utmost importance. Communication with and input from them are essential at all stages of the project.

Integration with the existing SCADA system will be conducted by TAG, assuming the USDA approves the SWLCWPUD's sole source request. TAG will carry their own EJCDC contract, but the engineer will assist with those requirements.

This project is conditional upon financing with a loan from USDA. SWLCWPUD has been working closely with the USDA and anticipates a successful application. Below is a list of the pre-loan requirements, including additional information based on discussions between the SWLCWPUD and USDA.

- **Engineering Contract:** To complete the application, an engineering contract on the two-part EJCDC E-500 package will need to be executed by both the SWLCWPUD and the USDA
- **Preliminary Engineering Report (PER):** A streamlined PER can be completed per RUS Bulletin 1780-2, see section on the Streamlined process. If grant is a possibility in the future, a full PER (i.e. not streamlined) will be required but the agency will advise if that's suggested in the future.
- **Sole Source Procurement for Filtration System:** SWLCWPUD intends to do a sole source procurement with Westech for the filtration system. A written request explaining why the sole source is necessary will be required. The filtration purchase will [be] separate/outside of the construction contractor's contract. Estimated costs of the filters is \$550,000. Engineer will be required to confirm with Westech that the filters are BABA compliant. USDA will require a EJCDC contract, in a format to be determined.

- **Integrator of record:** The Automation Group (TAG), is SWLCWPUD's integrator or record and SWLCWPUD intends to use TAG for project work. A written request explaining why the sole source is necessary will be required. The district's contract with TAG for this project will need to be on an EJCDC C-522 contract. TAG will also need to carry performance and payment bonds.
- **NEPA Environmental Review:** Based upon the initial project scope, the project appears to be a Categorical Exclusion with an Environmental Report. It's unclear if Section 106 (SHPO/THPO) consultations will be required.

Consultant Services include the following tasks:

1. **OHA Plan Reviews**

<https://www.oregon.gov/oha/ph/HealthyEnvironments/DrinkingWater/PlanReview/Pages/index.aspx> (four step process - A. Water system actions Prior to Construction, B. Drinking Water Services response for Plan Review, C. Water system actions After Construction, and D. Drinking Water Services grants Final Approval)
<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/PLANREVIEW/Documents/PR-swtr.pdf> will be enforced throughout the project as required by Oregon law/regulations (OAR 333-061-0600). The engineer will be responsible for managing this process on behalf of the PUD.

2. The contract with the engineering firm will be the **two-part EJCDC E-500 package** as required by USDA. The two parts are: 1) E-500 Agreement form, and 2) Exhibits to the Agreement.
3. Establishment of **project goals and standards**, in part, with input for plant operators, District Manager, TAG, and WesTech.
4. **Preliminary Engineering** must be completed before the USDA loan is finalized and must be led by a Professional (Civil) Engineer currently registered in the State of Oregon. Reference RUS Bulletin 1780-2 with the Streamlined process.
ACCELERATING THE COMPLETION OF THIS ITEM IS ESSENTIAL, as it is the key to finalizing the USDA loan.
5. Extent of **environmental/SHPO work** needs to be coordinated with USDA and completed. This may include design work outside of the Blodgett campus.
6. **Assistance to PUD with various related items:** Buy American, American Steel, Sole Source justifications, etc.
7. **Design Services** must be led by a Professional (Civil) Engineer currently registered in the State of Oregon. **Construction Standards (OAR-333-061-0050)**
<https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/PLANREVIEW/Documents/OAR-333-061-0050.pdf> specifies the standards for

construction of new public water systems and major additions and modifications to existing public water systems. Also included on the OHA website is a list of websites you can use to check whether products are certified to NSF/ANSI standards for drinking water applications. The work (for the project's constructed-elements) will include interaction with SWLCWPUD staff, periodic meetings with the Board, discussions with USDA staff, OHA, and others as needed. The work must result in a complete and reasonably-biddable bid package including Plans, Specifications, and Estimate (PS&E) as well as all other items required by SWLCWPUD, the State, and USDA to make a complete biddable package. Specifications may include performance elements to ensure water system performance. Progress reports and invoices must use PUD formats and comply with PUD and USDA standards.

8. **Bid Support** including final check that all items are included and correct for a successful bid process, interaction with SWLCWPUD staff and USDA staff to obtain approvals, creation of a list of qualified contractors that might be interested, creation of a posting for the bid package availability and deadlines, creation of list or publications/media locations where the bid solicitation will appear, 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, USDA, and the Board. Progress reports will be required.
9. **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 approvals, permit requirement adherence, 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, USDA, and State or SWLCWPUD contract requirements. Documentation of the contractor's work in progress, including photographic material, will be required. Progress reports that coincide with invoices will be required.
10. To the extent that constructed-elements result in the need for **staff training**, such training documentation will be developed. It is anticipated that training related to SCADA and the Filter will be provided by Westech and TAG.
11. **Commissioning and Testing** of the new system components (constructed elements, SCADA, and Filter) will require an integrated team-effort. The engineering should help develop testing parameters and scenarios with the other vendors and PUD staff. OHA may add to that list. The goal of the process is to ensure complete functionality of the system and controls. The consultant should participate in the process.

12. **OHA Review and Approval** (see #1 on the list) will be required. The consultant should participate in the process, as needed.

13. **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 distribution to water services during installation.

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 September 1, 2026 at 3:00 PM**. Late proposals will not be considered.

Questions should be submitted in writing to:

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

Questions are due by August 25, 2026 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 **15** pages (8.5 x 11 single sided) 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 filtration tank placement and connections; and most recent 5-year history of working with local water utilities and State/Federal regulatory agencies to collaboratively solve problems. Collaborative work with SCADA and filter companies is a plus. (10 points)
2. Accelerating the Preliminary Design. Description of the engineering firm's approach to speedily complete the Preliminary Design (RUS Bulletin 1780-2 with the

Streamlined process) while not conflicting with OHA pre-construction activities. (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 percentage of time that these people will dedicate to this project. Provide brief resumes of key staff for review. Also include the planned approach for this project. Emphasis in professional experience provided and work approach should focus on the work tasks of this project. (30 points)
4. Project Manager(s). Indicate the prospective **project manager** for each task, their professional credentials, and the most recent 5-years of relevant professional experience as outlined above for the 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. (40 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. The SWLCWPUD may have 3-5 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 owed to any party or any firm that submits qualification material.