

NOTICE OF REQUEST FOR PROPOSALS

Feasibility Analysis of Supplemental Groundwater Resources Development

The City of Bandon is soliciting proposals for a study to examine the feasibility of supplementing city water supplies with groundwater on an emergency or seasonal basis.

BACKGROUND

The City of Bandon, population 3300, is in Coos County, approximately 25 miles South of the City of Coos Bay.

The City owns and operates a public water supply system. The City currently draws water from Ferry and Geiger Creeks. Water is treated at the City's Water Treatment Plant.

During rare dry spells, there may not be enough water in the streams to meet the city's needs. This last happened in the 1970s, but with climate change and drought, may be a threat in the future. See Water Master Plan. The City has explored other options, including an off-channel reservoir. However, an off-channel reservoir may be prohibitively expensive.

The City wishes to investigate the possibility of supplementing its existing water supply with groundwater as an emergency or backup source during the dry months of the year.

The City owns approximately 177 acres in the watershed (See attachment). There would be advantages to a well field there, including proximity to the water treatment plant, and the possibility of using the stream itself to convey water to the plant.

The City's Draft Water System Master Plan can be found at: [101.100 city of bandon - wmp july 2020.pdf](#)

PROPOSAL SUBMITTAL and DUE DATE

Respondents shall provide six hard copies of their proposal clearly marked as "CITY OF BANDON GROUNDWATER SUPPLY FEASIBILITY STUDY" **by 5:00 p.m. on June 2, 2021**, to:

Denise Russell
City Recorder
P.O. Box 67
Bandon, Oregon 97411

Proposals may be hand delivered to Bandon City Hall at 555 Hwy 101, Bandon, Oregon 97411

ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for the selection process. The schedule may change if it is in the City's interest to do so.

- RFP Advertised May 12, 2021
- Proposal Due Date June 2, 2021
- Selection Committee Evaluation of Proposals Week of June 7, 2021
- Interviews (*timeline may be adjusted if needed*) June 7-10, 2021

The selection review committee will review the submitted proposals. They may select finalists for interviewing and/or choose a finalist. After completing negotiations the City Council will award the contract.

CONTRACT TERM

This will be a single contract, with possibility of contract amendments for additional work.

SCOPE OF SERVICES

A preliminary feasibility assessment should include:

- Background information on geology and hydrogeology
- Investigation and analysis of potential ground water sources for quantity and quality.
- Investigation and analysis of the potential to place a well field on city-owned property.
- Identification of likely treatment needs and issues.
- Recommendations for next phase of study, possibly including recommendations for depth, size and location of test wells.

COMPENSATION

The City anticipates payment for services on a deliverable basis.

INSURANCE

The successful contractor shall be required to carry professional liability insurance of at least \$1,000,000, and upon successful acceptance of the contract, the City of Bandon shall be named as “additional insured.” Proposals shall include delineation of the carrier and coverage limits per occurrence. The successful contractor shall indemnify the City of Bandon from all suits, action, claims of any kind resulting or as a consequence of any act or omission by the legal firm or its employee or contractor acting under this contract for legal services.

QUALIFICATIONS OF PROPOSER

Firms: Responding firms shall provide a clear delineation of the size and experience of the firm including resumes of staff and associates who will be working on the project.

The proposal shall identify the primary contact with the responding company.

Individuals: Responding individuals shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers.

EVALUATION CRITERIA

The following information will be taken into consideration during the evaluation process:

- Qualifications identified in this Request for Proposals.
- Familiarity with groundwater geology and hydrogeology in the Bandon area.
- The proposer's proposed methodology.
- The proposers experience with similar projects.
- References.
- Cost.
- Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.

PROPOSAL ORGANIZATION

Proposals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple proposals:

1. **General Overview.** Provide a general overview of the Firm or Individual, including a discussion relative to the Qualifications section of this Request for Proposals. Include relevant information for the firm/individuals included in your staffing plan:
2. **Proposal including cost, methodology and timing of deliverables.**
3. **Client References/Background.** Provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.

PROPOSAL EVALUATION AND SCORING

Proposals which conform to the proposal instructions will be evaluated. The evaluation process

will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- Qualifications – 30%
- Experience – 30%
- Timing and cost – 30%
- References – 10%

OTHER PROVISIONS AND NOTICES

Rejection of Proposals. The City of Bandon may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements and may reject for good cause any or all proposals in accordance with ORS 279B.100.

Public Records. All proposals submitted are the property of the City of Bandon and are public records. Except for information marked “Proprietary,” all documents received by the City are subject to public disclosure after the City selects a contractor. The City will attempt to maintain the confidentiality of materials marked “Proprietary” to the extent possible under Oregon public records law.



**CITY-OWNED PROPERTY IN WATERSHED
192 Acres.**