

# **CITY OF BANDON REQUEST FOR PROPOSALS**

## **TO PROVIDE ENGINEERING SERVICES FOR FILLMORE AVENUE PUMP STATION IMPROVEMENT PROJECT**

The City of Bandon (City) is soliciting Request for Proposals (RFP) to provide professional engineering services (Consultant) for the Fillmore Avenue Pump Station Improvement Project. The pump station has reached the end of its useful life and needs replacing. The Consultant will be expected to provide, at a minimum, the following services: evaluation of proposed improvements, geotechnical investigation, archeological review, predesign report, design, permitting, contract document preparation, bidding, contract administration, on-site observation and agency coordination. The City is willing to consider proposals from Engineering firms or individuals. Responding firms staff engineers/individuals 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).

### **BACKGROUND**

The Fillmore Avenue Pump Station was built in 1970 and was last updated in 1994. The pump station has been identified by treatment operations staff as needing to be replaced due to old age, lack of reliability, and excessive maintenance and operational difficulties.

The pump station pumps all incoming raw wastewater from the City's collection system to the elevated headworks structure located at the Wastewater Treatment Facility (WWTF). Wastewater is pumped from the pump station to the headworks structure through a 12-inch force main.

The pump station is equipped with two non-clog vertical turbine, variable speed Fairbanks Morse 50-Hp pumps and designed for a maximum flow of 4.8 MGD (3,333 GPM), one pump was rebuilt in 2000 and the other in 2002. In 2019 one of the 50-Hp Fairbanks Morse pumps failed and had to be replaced. There is no back-up power for the pump station but redundant electrical feeds from two different local power grids ensures against local disruptions. A wood framed building houses the controls and electrical equipment. The wet well is controlled by a bubbler system. Alarm control for the pump station consist of an auto-dialer and alarm messages recorded at the main control panel of the WWTF. The pumps currently run on a start/stop control strategy with variable speed drives in an effort to maintain a static wet well level.

The City Engineer, The Dyer Partnership, Engineers & Planners Inc. prepared a technical memorandum June 14, 2019 that outlined the configuration and costs for the new pump station.

Their recommendation was to construct a new wet well and control building next to the existing facilities. The new wet well would contain four submersible pumps with three large pumps and one jockey pump. Capacity of the new pump station will match the existing pump station. The new pump controls would be housed within the new control building. Total project cost was estimated at \$1.9M.

A copy of the technical memorandum and 1994 construction plans are located on the City’s website. The City Engineer will monitor this project for the City and is not eligible to submit a Proposal.

**PROPOSAL SUBMITTAL and DUE DATE**

Respondents shall provide six hard copies of their proposal clearly marked as “CITY OF BANDON FILLMORE AVENUE PUMP STATION IMPROVEMENT PROJECT ENGINEERING SERVICES PROPOSAL” **by 5:00 p.m. on December 16, 2021** to:

June Hinojosa  
City Recorder  
PO Box 67  
Bandon, Oregon 97411

Each Consultant must also submit a single separate sealed envelope marked “Fee Proposal”.

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

All questions regarding this RFP shall be submitted via email to the City Engineer at [smajor@dverpart.com](mailto:smajor@dverpart.com) All interpretations, corrections or additional to this RFP will be made only as an official addendum that will be posted on the City’s website.

**ANTICIPATED SELECTION SCHEDULE**

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

- RFP Advertised November 17, 2021
- Written Question Deadline December 8, 2021
- Proposal Due Date December 16, 2021
- Selection Committee Evaluation of Proposals Week of December 27, 2021
- Interviews *(if needed)* January 4-5, 2022
- Notice of Intent to Award January 6, 2022
- Contract Approval February 7, 2022
- Commencement of Contract February 14, 2022

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.

## **SCOPE OF SERVICES**

The City wishes to retain a Consultant to perform the work typically associated with replacement of an existing pump station and includes but is not limited to, the following:

### **General**

- Coordinate services with the Public Works Director and City Engineer.
- Coordinate project with the Coquille Indian Tribe. Tribal approval of the project is required prior to any disturbance of soils.

### **Pre-Design**

- Provide written document of findings from evaluation of proposed improvements. City to review and approve document prior to start of design work.
- An archeological evaluation of the site will probably be required during the design phase. The area of analysis shall also include the north and south sides of Ferry Creek Bridge.
- Provide a subsurface geotechnical report for the area of the proposed new wet well. Two additional borings, one on the northside and one on the south side, for Ferry Creek Bridge.
- Provide boundary and topographic survey of the site.
- Prepare a Pre-Design Report in accordance with Department of Environmental Quality (DEQ) guidelines. City to review and approve prior to submitting to DEQ.

### **Design**

- Provide all necessary plans and specifications required for the contract documents. The contract documents shall include civil, structural, mechanical, electrical and instrumentation disciplines. New pump control panel shall be integrated into the City's existing SCADA system.
- Conduct a 60 and 90 percent complete design review meetings with City and DEQ, if required.
- Prepare permitting documents for the construction activities. All required permits shall be completed prior to going to bid.
- Consult with state and federal agencies having jurisdictional authority over the project as warranted.
- Submit final contract documents to City and DEQ for review and approval prior to bidding.

**Bidding**

- Prepare bidding documents including Advertisement for Bid, bidder instructions, bid form and supporting documents.
- Conduct a pre-bid meeting.
- Provide bid support services including responding to bidder's questions, preparation of addendums, analysis of bids received and recommendation of award.
- Provide Notice of Intent to Award and Notice of Award letters.
- Prepare construction contracts.

**Construction Administration**

- Conduct pre-construction conference.
- Provide construction administration services including periodic construction meetings, review and approval of submittals, response to RFI's, review of contractor's pay request, change order review and preparation, substantial and final completion recommendation, and closeout documentation.
- Provide on-site observation. As required, on-site observation will be dependent upon contractor's activity. Prepare daily field reports with photographs when on-site. Reports shall be filed with the City.
- Conduct performance testing of the new pump station to confirm system is operating as designed.

**Post Construction**

- Provide record drawings.
- Operation and maintenance manuals shall be provided for all new equipment.
- Provide training for the City's wastewater operations personnel.
- Conduct final walk through with City personnel.

**COMPENSATION**

The City anticipates payment for services on an hourly basis. The consultant will submit with this RFP in a separate sealed envelope all fees and anticipated costs associated with this project. The City reserves the right to negotiate the compensation package to best meet the needs of the City.

## INSURANCE

The successful contractor shall be required to provide insurance of the type and amounts listed in the table below. 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. Contractor shall defend and indemnify the City of Bandon and its officers, employees and agents from all Third-Party Claims arising from Contractor’s negligent performance of the Services, including Third-Party Claims arising from injury to any person or damage to property resulting from Contractor’s negligent acts, omissions, activities, or services in the course of performing the agreement; breach of this Contract by Contractor; or violation of Applicable Law by Contractor.

### Insurance Requirements: Professional Services contracts/agreements

Commercial General Liability Per occurrence	\$ 1,000,000
Professional Errors and Omissions liability (Per occurrence)	\$ 2,000,000
Workers’ Compensation	Statutory Limit
Applicable Federal (e.g., Longshoremen’s)	Statutory Limit
Employer’s Liability	\$ 500,000
Umbrella/Excess Insurance (Per occurrence)	\$ 2,000,000
Automobile Liability (Per occurrence)	\$1,000,000

## QUALIFICATIONS OF CONSULTANT

**Firms:** Responding firms shall provide a clear delineation of the size and experience of the firm including resumes of all staff and associates, that will be working on this project and include registration status with OSBEELS. It is required that the engineering firm have a Geotechnical Engineer, Oregon Licensed Surveyor, Electrical Engineer, Structural Engineer and Archeological Resources as part of their team (Sub consultants are acceptable). In addition, the firm shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers where the Consultant has provided similar services.

The proposal shall identify the primary engineer of the firm to be appointed to the project and that individual shall be authorized to represent the firm in all matters between the firm and the City of Bandon. In addition, the proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of this project in his or her absence or inability to act at any given time.

**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. The proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of this project in his or her absence or inability to act at any given time. Responding individuals shall be members of OSBEELS in good standing.

## EVALUATION CRITERIA

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

- Qualifications identified in this Request for Proposals.
- Familiarity with laws and regulations governing public wastewater systems including operations, construction and maintenance of such facilities.
- Expertise in the following areas:
  - Pump stations and gravity wastewater collection systems
  - Erosion control facilities
  - Public improvement contracting and administration
  - Public finance and infrastructure financing
- Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
- Adequate facilities, available support staff, and range of services offered.
- A professional reputation for providing high-quality services, ability to work cooperatively with City Councils, City Managers, Public Works Directors and citizens.
- Demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- Results of interview (if conducted.)

## 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. **Response to Scope of Services.** Discussion of experience and ability to provide the professional expertise as outlined in the Scope of Services section of this Request for Proposals. It is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the consultant's experience on similar projects. Describe how your team will meet the project goals and summarize why your firm should be selected. Provide a proposed project schedule

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 or individual underconsideration for this contract.
4. **Insurance/Indemnification.** A discussion of the proposer's ability to provide the required level of insurance coverage and indemnification of the City of Bandon, as per the Insurance section of this Request for Proposals.

### **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 – 40%
- Staffing Plan – 20%
- 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.