

City of Sherwood, Oregon
Request for Proposals
For Consultant Services
Sanitary Sewer System Master Plan Update

General Information

The City of Sherwood owns, operates, and manages a gravity sanitary sewer collection system. Trunk sewers, pumping stations, pressure mains, and treatment facilities are under the auspices of Clean Water Services (CWS).

The City of Sherwood is seeking the services of a qualified consulting engineering firm to prepare a comprehensive Sanitary Sewer System Master Plan Update. The City of Sherwood has undertaken this revision and updating of the Master Plan to identify the infrastructure necessary to deliver sanitary sewer service to our current and future customers within the Urban Growth Boundary (UGB) and areas of interest for the City of Sherwood. The study objectives are:

- ◆ Provide solutions to existing problems and inadequate sanitary sewer systems.
- ◆ Guide expansion and extension of the sanitary sewer system to serve future growth including costs.
- ◆ Provide a review of the current funding for the sanitary sewer program and define possible funding options.

The scope of work is essentially as follows:

1. Development of an inventory of existing sanitary sewer facilities within the study area.
2. Development of design criteria for analysis of existing facilities and design for future facilities in conjunction with Clean Water Services standards.
3. Analysis and evaluation of the existing system under existing and future development conditions.
4. Development of a plan showing the recommended improvements to the system incorporating existing facilities and wherever possible, a technical analysis of alternatives.
5. Preparation of cost estimates for the recommended improvements specifying any System Development Charge (SDC) eligible portions of each improvement.
6. Prioritization of the sanitary sewer improvements to support integration into a Capital Improvement Plan (CIP) program.
7. Analysis of the current funding structure and recommendations for additional options.
8. Preparation of a sanitary sewer system master plan, including detailed maps and exhibits.

Procedurally the Consultant shall:

1. Meet with City staff to establish a working relationship, detailed task outline and project schedule.
2. Analyze and evaluate rules, statutes, regulations, and technical information pertinent to study development. Specifically, the plan must meet the requirements of State Facilities Planning Rule OAR 660-011 and Clean Water Services planning and design criteria.
3. As draft chapters are completed they are to be presented to staff for review and comment. The City assumes there will be a 60% and 90% review of the report.
4. Present a draft report to City staff, and the Planning Commission and City Council in work sessions.
5. Assist staff with the process of public hearings, and presentations to the Planning Commission and the City Council for adoption.
6. Perform final printing of adopted plan and delivery to City twenty five (25) printed copies and one (1) CD with PDF version of adopted Master Plan.

Closing Date and Anticipated Project Schedule

Submit one (1) original and four (4) copies as well as a PDF version on a CD of the consultant's proposal in an envelope marked:

**CITY OF SHERWOOD, OREGON
REQUEST FOR PROPOSALS
FOR CONSULTANT SERVICES
SANITARY SEWER MASTER PLAN UPDATE**

Addressed to: City of Sherwood
 22560 SW Pine Street St
 Sherwood, OR 97140
 Attention: Robert Galati

Project Manager is Robert Galati P.E., City Engineer

All proposals must be received no later than 4:00 p.m. (local time), Friday, October 10th, 2014. Proposals received after this date and time will not be accepted. Faxed or emailed proposal submittals are not acceptable.

Funding for this project is from the City's current budget for fiscal year (FY) 2014-2015. Award of a Consultant contract is anticipated to occur in October. It is anticipated that a final executed contract will be procured within 21 to 30 days after the award.

The preparation of the recommended Master Plan Update shall be completed by April 30th, 2015. This will include bound copies required to begin the public review and hearing process. Public review and final adoption will occur shortly after the City receives bound copies.

Consultants submitting proposals, which are evaluated as being highly responsive to the RFP, may be requested to make an oral presentation to the Consultant Selection Committee.

Proposals shall remain in effect for a period of sixty (60) days after the closing date. Each responding Consultant may withdraw their proposal in writing at any time before closing date and time.

The proposal must state that the Consultant is an Equal Opportunity Employer and will comply with all Federal, State, and local laws, rules, and regulations.

CITY'S RIGHT TO ACCEPT, REJECT, AND AWARD PROPOSALS

The City reserves the right to:

- ◆ Accept or reject any or all proposals received as a result of this RFP;
- ◆ To negotiate contract terms with qualified Consultant;
- ◆ Take into consideration any or all information supplied by the Consultant in his/her proposal and the City's investigation into the experience and responsibility of the Consultant. In addition, the City may accept or reject proposals based on minor variations from the stated specifications, when such action is deemed to be in the City's best interest. Further, the City reserves the right to waive informalities in the submitted proposal.
- ◆ Award a contract to that respondent the City determines to be the most responsible and responsive to this RFP. The successful Consultant shall commence work only after an agreement with the City is negotiated, a contract fully executed, and a notice to proceed has been issued.
- ◆ Cancel the RFP process entirely if deemed in the best interest of the City.

Incurring Costs: Neither the City of Sherwood, nor its agents, are liable for costs incurred by Consultants prior to issuance of a contract.

Pre-Proposal Interpretation: The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by Addenda. Addenda, if necessary, will be issued on the City's RFP project webpage <https://www.sherwoodoregon.gov/bids> not later than three (3) days prior to the RFP closing date. It is the responsibility of the Proposer to check the webpage for any posted addenda, and ensure that the submitted proposal includes said addenda. Questions must be received five (5) calendar days prior to the RFP closing date. Questions shall be submitted to Robert Galati at galatib@sherwoodoregon.gov.

Contract Payment Schedule: Payment for work will be made monthly upon receipt of Consultant's billing statement, consistent with City procedures and as established by the Finance Department. Each statement must include summary of progress made through

the date of the billing and shall be submitted to the project manager. Monthly payments will be based on the costs incurred as summarized in the progress report.

Insurance Coverage: The selected Consultant will be required to provide Errors and Omissions, Professional Liability Insurance in the amount of \$1,000,000 for this project as well as the other insurance coverage including Worker's Compensation.

The consultant shall carry, at a minimum, comprehensive or commercial general liability, personal injury, and property damage insurance in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence. The consultant shall include the City, its' officers, agents, and employees as named insured on insurance policies issued for this project, or shall furnish an additional insured endorsement naming the same as an additional insured to the Consultant's existing public liability and property damage insurance.

The consultant shall carry, at a minimum, automobile liability in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence.

In addition, the consultant shall insure the work for 100 percent of replacement value for the life of the contract against all loss or damage by fire, theft, vandalism, and malicious mischief.

Before the contract is executed, the consultant shall furnish to the owner a certificate of insurance for limits set out above which is to be in force and applicable to the project.

Contract Requirements: The successful Consultant will complete a City standard contract in the form of a *Professional Services Contract* which shall incorporate a contract, the Scope of Work, a list of tasks, a work schedule, and certificates of insurance.

The City will issue the *Notice to Proceed* after the execution of the contract.

The contract shall not be assigned in part or in total and the Consultant shall be solely responsible for the work of sub-consultants.

Project Budget: Prospective Consultants shall clearly show and define which tasks they will perform for their proposed fee. Details shall include Consultant and sub-consultant staff hours for each task.

Proposal Instructions

The Consultant must submit a definitive proposal for the end results that are set forth in this RFP. The proposal must describe the intended performance of the Consultant on the activities prescribed and the resources to perform the activities. The selected Consultant must have demonstrated experience in this type of study. The professional staff necessary to conduct the required study must be available for timely response in

preparing the Master Plan Update. The Consultant should have available a project manager with demonstrated skill in managing an interdisciplinary team.

The City expects the Consultant to maintain the same project manager and key team members through the duration of the project. Sub-consultants proposed by the Consultant shall be listed in the proposal.

Required Information: The proposal shall include, as a minimum, the following items:

1. The name of the person(s) authorized to represent the Consultant in negotiating and signing any contract that may result from this document.
2. A description of the organization, size, and structure of the Consultant's team.
3. A statement that the proposal includes all terms and conditions of the RFP.
4. A problem statement from the Consultant's viewpoint, the objectives of the proposed Consultant work, the Consultant's proposed methodology, and a work plan for completing the work. If the Consultant chooses to modify the objectives section, those modifications shall be explained. The Consultant should clearly define the assumptions behind the Proposal.
5. At least three (3) references of former clients with summaries or samples of previous work that demonstrate the Consultant's ability to conduct a study of this scope and magnitude.
6. A list of similar master plans developed within the past five (5) years.
7. The name of the Consultant's project manager and the names of professional persons who will perform the work, a current resume for each, including a description of qualifications, skills, responsibilities, and the special knowledge material to this project.
8. A list of the tasks, responsibilities, and qualifications of any proposed sub-consultant(s).
9. A work schedule showing duration, dependency, and the dates of completion of the tasks necessary to meet the City's objectives.
10. Any Consultant proposed modification or addition to the objectives detailed in the proposal will be separately assigned resources to permit clear distinction between those items required for the requested proposal and modified proposal.
11. The Consultant shall provide a current rate schedule for all consultant and sub-consultant team members who will be assigned to the project. This rate schedule shall be submitted in a separate sealed envelope with the following information clearly printed on the envelope:

**City of Sherwood, Oregon
Request for Proposals for Consultant Services
Sanitary Sewer Master Plan Update
Consultant & Sub-Consultant Rate Schedule**

12. The rate schedule envelop will be opened when a Consultant has been selected and negotiations for final Scope of Work and Consultant Fees are undertaken.
13. Provide a statement outlining the anticipated involvement of City staff.
14. Provide a schedule of the Consultant and sub-consultant staff hours associated with each task defined in the proposal.
15. A brief discussion of whether and how any work done on behalf of any other agencies within Washington County would affect work to be provided to the City.

Evaluation Criteria

The proposals will be review by a selection committee consisting of at least two City staff members and will be scored and ranked according to the following criteria:

- Introductory letter (5 points)
- Firms capabilities (20 points)
- Project team (20 points)
- Project approach (40 points)
- Supporting information (15 points)
- Total Possible Points Awarded (**100 points**)

Scope of Work Requirements

General Statement: The City of Sherwood provides sanitary sewer service to a current population of approximately 18,800.

The Sanitary Sewer System Master Plan Update to be addressed by this RFP is intended to provide an evaluation of the prior system plans, current system conditions, and projected future needs for serving build-out within the City's UGB. Future urban service demands and capacity enhancement measures are also to be analyzed. Additionally the City will work with the selected consultant to define several major "areas of interest" (AI) currently outside the City's UGB. These AI will be analyzed for feasibility of future service by the City. A conceptual description of the engineered systems to serve the AI and a planning level cost will be part of the analysis. Detailed scope and cost of this work will be determined separately with the selected consultant. The plan must be in compliance with Oregon Administrative Rule (OAR 660-011).

The Plan must be in harmony with Clean Water Services 2015-2019 capital improvements program and the CWS Sewer Master Plan Update, dated March 31, 2009.

Public review of the system plan will be accomplished through public informational workshops and formal hearings before the Planning Commission and the City Council for final adoption.

Evaluate Current Plans, System Conditions, and Preliminary Alternatives:

Consultant shall review existing System Master Plans, reports, studies, codes, regulations, etc., provided by the City; prepare final schedule, and hold a kick-off meeting with City of Sherwood staff. The City will provide to the selected Consultant a copy of the following documents (except as noted):

Sherwood Operating and Financial Data

- ◆ Current City budget.
- ◆ Sewer collection system maintenance reports.
- ◆ Three years accurate budget data showing real cash flow for both income and expenses
- ◆ Intergovernmental Agreement with Clean Water Services

Master Plans

- ◆ City of Sherwood Sanitary System Master Plan, July 2007, Murray, Smith & Associates, Inc.
- ◆ 2009 Clean Water Services Sanitary Sewer Master Plan Update, March 31, 2009, West Yost Associates.
- ◆ City of Sherwood, Comprehensive Plan.

Oregon Administrative Rules

- ◆ Division 11, Public Facilities Planning.

Local Plans

- ◆ Adams Avenue North Concept Plan
- ◆ Brookman Road Concept Plan
- ◆ Tonquin Employment Area Concept Plan
- ◆ Sherwood Town Center Plan
- ◆ Urban Growth Boundary expansion study areas.

Maps

- ◆ Sherwood zoning map.
- ◆ Clean Water Services City of Sherwood collection and trunk sewer system map showing rim and invert elevations and pipe sizes.

This information is also available for review on the RFP project webpage <https://sherwoodoregon.gov/bids>.

The City will be very interested in innovative ideas the Consultant may have that would save the City money in operation, maintenance, design and construction of future sewer systems and financing, all of which would fall within the scope of a Master Plan.

For example, the Clean Water Services 2009 Sewer System Master Plan Update, dated March 31, 2009, assessed system improvement needs based on a hydraulic grade line (HGL) analysis.

The HGL is the projected elevation of the water surface at a specific location in the collection system. The HGL is generated by the computer model based on the design flow conditions and the hydraulic conveyance capacity of the downstream collection system. To assess the capacity of a sewer line segment, the HGL was compared to the elevations of the pipeline features such as pipe invert, the top of pipe, the ground surface at the manhole lid, etc. To identify the severity of the capacity limitation, a classification was developed – the “HGL status”. This series of eight classifications ranges from “OK”

(HGL is below the top of the pipe) to “DS” (manhole overflow), with intermediate levels indicating various degrees of manhole surcharging.

The HGL Classification method offers several useful features:

- ◆ Assignment of a non-quantitative parameter that can be used to identify related hydraulic conditions in the collection system.
- ◆ Rating of surcharge conditions according to their property damage and health risk levels.
- ◆ Identification of collection system improvement needs according to a selected improvement HGL status threshold.
- ◆ Assessment of the consequences of not improving a sewer line that is scheduled for upgrading.

The City views the HGL analysis as one idea of an innovative approach that would in fact be a significant aid in the prioritization of system improvements and the capital improvement plan.

The City requests that this form of analysis be incorporated into the Master Plan.

Executive Summary, Conclusions and Recommendations:

Purpose - An explanation of why this Master Plan Update is being prepared.

Summary - Provide a summary of the findings of the Master Plan Update.

Conclusions – Provide a detailed list of the conclusions of the Master Plan Update.

Recommendations – Provide a detailed list of the recommendations for the Master Plan Update including project descriptions and cost estimates. An operational strategy and a detailed capital improvement plan are of major importance.

Sherwood’s Existing Sanitary System: Describe Sherwood’s existing sanitary sewer system and include community, system infrastructure, regulatory and financial background.

Community Background – Briefly describe the customer base and land use; residential, commercial and industrial customers; political jurisdictions and agreements; population and a history of Sherwood’ Sanitary Sewer System.

Sanitary Sewer System Infrastructure Background – Provide information and mapping of the physical features of the existing system plus an explanation of how the system is currently operated (Operational Strategy). It will also include information on sewer discharge volumes.

Clean Water Services is responsible for wastewater treatment, trunk sewers (24-inch and above), pump stations and pressure mains. The Master Plan Update should have a brief description as to how the Sherwood collection system interrelates to the regional system. Clean Water Services is currently in the early stages of an update to the existing 2000 master plan to assess the impact of the UGB expansion areas upon the overall operation of their core system. Sherwood’s Master Plan Update should be consistent with the work being done by Clean Water Services.

Provide a discussion of existing reserve capacity; evaluate future urban area service potential and a discussion of the computer model, maps and system expansion strategies.

Federal, State and Local Rules and Regulations – Provide a discussion of the Federal, State and local rules and regulations that relate to the Sherwood sanitary sewer system.

Funding/Budget – Provide a description and discussion of Sherwood’s existing funding mechanisms encompassing operations and maintenance (O & M) and capital improvements plan (CIP). Discuss the City’s system development charge (SDC) and it’s inter-relationship with Clean Water Services.

Goals of Sanitary Sewer System Master Plan Update: Goals include providing adequate service for current customers and future growth within and outside the UGB, solving operational and infrastructure problems with the existing system and insuring compliance with regulatory guidelines.

Future Growth – Review, validate and update as appropriate the growth assumptions and needed projects listed in the current master plan document to accommodate current projected growth to the limits of the UGB and beyond.

Infrastructure Problems and Needs – Discuss both operational deficiencies and infrastructure deficiencies of the existing sewer system. This will be accomplished through reviewing existing reports, by holding interviews with appropriate City staff, and field investigation.

Infrastructure requirements include the need to make appropriate considerations for future service outside the current UGB. What reserve capacity may exist, and what potential future urban areas can be most efficiently and cost effectively served by extension of the existing or planned City system.

Alternatives and Their Evaluation: Propose and evaluate alternatives that will meet the previously listed goals and will address future sewer demands, infrastructure needs, regulatory issues, and implementation. Each alternative proposed will include a detailed description, cost analysis, layout drawings and other appropriate material.

Operational Alternatives – A component of this Master Plan will be the development of improvements to the existing operational strategy, including Clean Water Services operational objectives and recommendations on how those can be achieved.

Infrastructure Alternatives – The Master Plan Update will develop detailed alternatives for collection and transmission to the Clean Water Services Regional System.

Alternatives for expanding the collection system to serve future sewer demand within the Sherwood UGB will be developed, including line sizes, need for lift stations, and normal sewer system appurtenances; keeping in mind Clean Water Services’ role relative to treatment, pump stations, and major trunk sewers.

The selected Consultant will work closely with designated City staff from the Public Works and Engineering Departments in developing the above alternatives. Public Works will be involved in implementing system operational and maintenance strategies. The Engineering Department will be responsible for implementing capital improvement projects.

The Recommended Plan: Describe the recommended improvements plan that will allow Sherwood to meet the goal of providing sewer service to our existing and future users within and outside the UGB. This will incorporate the recommended sewer system operational strategy, and any other recommended operational and maintenance improvements. Again, a detailed and prioritized capital improvement plan is an absolute necessity. Prioritization of proposed plans and alternatives will be accomplished jointly by Consultant and City staff.

The recommended physical improvements will encompass collection and transmission to the Clean Water Services system. Detailed mapping, narrative project descriptions, and cost tables will be included. Costs will be based on the current year and will be indexed to the most applicable ENR index for future construction.

Provide a “cash flow analysis” using the past three year’s audited financial statements as a basis. This analysis is to be projected out no more than ten years at current bond interest rates for both the sewer fund and the system development charge fund.

Implementation: Provide an implementation strategy for the recommended plan. Details will include graphs, cost tables and description of sufficient detail to give the City information to schedule and plan phased improvements depending on demand and as areas are developed within the UGB.

For example, a new development could be proposed in an area outside the current City limits but within the UGB or Urban Growth Area. This Master Plan Update will give City staff sufficient information to:

1. Determine if the sewer system has the capacity to serve the development at the location proposed;
2. Determine the required sewer system improvements to serve the development, line size, gravity service or lift stations;
3. Determine the approximate cost of the required improvements; and
4. Determine how the required improvements fit within the overall plan for expanding the sewer system.

Appendices: The Master Plan Update appendices will include data, modeling results, reference list, maps, other reports, and any other material necessary to provide full background information relied upon in developing the Master Plan Update recommendations. The appendices may be bound in a separate volume.

Final Review Process (allow 4 weeks): Submit ten (10) copies of draft to the City for review and comment and meet with staff to present the draft plan, answer staff questions, and incorporate appropriate comments into draft plan.

At this time the City will submit the Master Plan Update to Clean Water Services for their final review and comment. The selected Consultant will be required to respond to comments from Clean Water Services.

Prepare Final Recommended System Plan and Conduct Public Hearings: Submit twenty five (25) bound copies of the final recommended plan, and 25 copies of a simple summary brochure, to City staff to begin public hearing process. Consultant shall assist

City staff in presenting final plan to Planning Commission and Council, at least one workshop, and at least one public hearing.

Submit Final Adopted Plan: Submit a CD with the electronic file in PDF format along with 25 bound copies, and 50 copies of a simple executive summary brochure, of the adopted Master Plan Update to the City, within two (2) weeks of final adoption.