



Request for Qualifications

On-Call Engineering Services for the City of Sherwood's Municipal Water System

March 2023

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SECTION 1
INTRODUCTION AND GENERAL INFORMATION

The City of Sherwood (City) is seeking an experienced and qualified Civil Engineering firm, licensed in the State of Oregon, to perform the general duties as defined in this request for qualifications.

The Statement of Qualifications (SOQ) is meant to be a resume for the firm and the project team. At this stage, the City is primarily interested in a firm's experience in relation to the City's project needs.

The City intends to enter into a five-year Professional Services Contract to provide on-call engineering services for the City of Sherwood Municipal Water System. Under the Professional Services Contract, the City will negotiate individual work orders for each task, including specific scope, schedule, and budget for the work task.

The City's selection process will be a two-step process. The first step will be an evaluation of the SOQ submitted in response to this Request for Qualifications (RFQ). It is the City's intent to have each interested firm submit a general SOQ, and not provide specific proposals until invited to do so.

In the second step, the City may proceed with negotiations with the primary consultant or invite the top three or more selected firms to make oral presentations to the selection team. Instructions will be provided regarding the desired content of the presentations. A firm's ability to follow directions will be considered as part of the evaluation of the SOQ and oral presentation. Notice of intent to award will be posted on the City's web site.

The City of Sherwood's current water service area includes all areas within the current City limits. The City provides potable water to approximately 20,000 people through approximately 6,100 residential, commercial and industrial service connections.

The City's primary water supply is from the Willamette River Water Treatment Plant in Wilsonville. The City can supplement its supply from four (4) groundwater wells when necessary.

Anticipated services include but are not limited to:

- Construction management and or inspection services
- Design, construction assistance, and permitting as required
- Modeling
- Telemetry
- 24-72 hour cost estimates
- Potential Projects:
 - Update the Water Management and Conservation Plan.
 - Engineer of Record for Oregon Health Authority.
 - Plan Review.
 - Water Rights
 - Water Master Plan Updates
 - Fire Flow Projects.
 - Project meetings, coordination and project management.
 - Miscellaneous support services for the duration of the agreement.

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Statement of Qualifications Submittal

The deadline for submission of the complete SOQ in response to this RFQ is **Wednesday, March 29th, 2023; 2:00 PM** local time. The SOQ submittals shall be addressed as follows:

Craig Sheldon
Public Works Director
City of Sherwood Public Works Department
15527 SW Willamette Street
Sherwood, OR 97140

Provide 1 original and 4 copies of your SOQ submittal.

City's Role

The City's project manager for this project is Craig Sheldon. The role of the project manager is to work closely with the consultant team to answer questions, make decisions, provide guidance, and assist in coordination where needed. The project manager's tasks do not include doing research or design for the consultant team.

All available information that the City has will be available to the consultant team selected for this project. This information includes tax maps, as-built drawings, aerial photos, and storm water reports. Information will be provided in digital form whenever possible.

Additional Information

All questions or clarifications related to this RFP must be submitted to Craig Sheldon, via email to: sheldonc@sherwoodoregon.gov. All requests must be submitted before 5:00 PM, March 22, 2023. All questions and City's response will be posted on the City's Web site: <https://www.sherwoodoregon.gov/bids> on or before March 24th. Individual and consultant firm names will be removed from the posted response. It is the consultant's responsibility to check the website for information. No individual responses will be made.

Cancellation -- The City reserves the right to cancel this Request for Proposals at any time. The City reserves the right to waive minor informalities or discrepancies contained in any Proposal.

Expenses -- Consultants responding to this RFP do so solely at their expense. The City is not responsible for any Consultant expenses associated with responding to this RFP. Consultant's billable time will start after the signing of the contract to perform the work.

Contract -- A sample of the City of Sherwood's Standard Professional Services Contract is available on the City's Web site.

Pre-Proposal Meeting -- No pre-proposal meeting will be held.

Evaluation Process -- After ranking all proposals, the City may proceed with negotiations with the primary consultant or proceed with interviews of the top ranked consultants. The City will begin negotiating the final project scope, cost, and contract conditions with the primary consultant. If these negotiations are unsuccessful, the City will release the primary consultant and begin negotiations with the secondary consultant.

When negotiations are completed, a five year contract will be signed and the consultant's billable

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work will be initiated.

If the City receives less than four proposal packages, the City may elect to proceed with fewer consultants or cancel this RFP, whichever is in the best interest of the City.

SECTION 2
STATEMENT OF QUALIFICATIONS REQUIREMENTS

Please provide the following information about your firm or members of the team you wish to propose for the Master Services Agreement. Your firm's or team's SOQ should respond to all requirements of this RFQ to the maximum extent possible.

Introductory Letter

The introductory letter shall name the person or persons authorized to sign contracts and represent the consultant in any negotiations.

Information About Your Company

Please provide the following:

- Name, address, phone number, and e-mail of the firm office who will be providing the service to the City of Sherwood as well as the location of the firm's home office if other than the above.
- Number of years in business.
- Former names (if any).
- Corporate structure and names (if applicable).

Project Team

This section should provide information regarding the Firm's project team who are likely to work on the project.

Provide the names and resumes of the project team including the project manager and all key support professionals, include applicable registrations where appropriate. Include a description of the team's experience with comparable projects, what role each team member provided for these projects, and the role expected on this work. Indicate in which office each team member is located. Include the number of experienced staff available to perform the requested services including specific qualifications and experience.

If a multi-firm or team approach is proposed, clearly identify the responsibilities of each party and the assurances of performance offered. Please describe your history of working with members of the team.

The City of Sherwood will contract with one primary firm, under which sub-consultants may operate.

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Project Experience/References

This section should provide information regarding the Firms qualifications and experience in relation to the projects the RFP is intended to cover.

- Discuss firms qualifications to perform the work of the size and nature described in this RFP
- Provide specific Firm qualifications to perform the general work described in this request including available resources, recent, current and projected workload.
- Discuss similar services and provide references concerning past performance including ability to meet schedules, cost control, and contract administration
- Discuss the Firm's familiarity with the area
- Discuss avoidance of conflict of interest

Please provide a list of 5 clients of your company, preferably cities in the State of Oregon, who have used your services in the design and/or construction of municipal water facilities of similar size or other related projects. Describe the service provided, the approximate total project cost and the cost of your service. List engineer's estimate of construction versus final construction cost. Include the name and telephone number of the client's contact person who is familiar with both the project and your firm's role on the project.

Special Capabilities

Describe any special capabilities of your firm, such as technical innovations, community outreach, financial assistance, cost effectiveness, permitting, etc.

Conflict of Interest

Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for the City of Sherwood and describe the possible extent of the conflict.

SECTION 3
SELECTION PROCESS

The submitted SOQ will be evaluated based upon the following criteria, and a select number of firms will be invited to respond to a detailed request for an oral presentation.

Evaluation Criteria

The firms will be evaluated upon the following general criteria:

- Experience and expertise of project team members both individually and as a group;
- History of previous experience with similar projects;
- Results of reference checks;
- Consultant's record for completing a task on time, within budget, estimating construction costs, and designing to a budgeted capital cost;
- Any special capabilities the team may bring to the projects;
- The consultant's ability to follow directions;
- Conciseness and completeness.

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False or misleading Statements

If, in the opinion of the City, any SOQ contains false or misleading statements or references which do not support a functions, attribute, capability or condition as contended by the firm, it shall be rejected.

Clarification of the SOQ

The City reserves the right to obtain clarification of any point in the firm's SOQ or to obtain additional information necessary to properly evaluate a particular SOQ. Failure of the firm to respond to such a request for additional information or clarification may result in rejection of the firm's SOQ.