



*Home of the Tualatin River National Wildlife Refuge*

# Request for Proposals Utility Locate Services

Address Proposals to: Rich Sattler, Utilities Manager

Proposals Due: October 30, 2023 at 2:00 PM

Issuance Date: October 13, 2023

Proposals must be sealed in an opaque envelope, plainly marked as follows: **Utility Locate Services**

Electronically mailed or faxed Proposals will not be accepted. Include the name and address of the Proposer.

Proposers must submit three (3) hard copies of the Proposal and one (1) electronic pdf copy provided on a thumb drive

The City of Sherwood reserves the right to reject any or all Proposals.

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Advertisement**

The City of Sherwood (hereinafter referred to as "City"), through the Public Works Department, is requesting proposals from Contractors (hereinafter referred to as the "Contractor") that are interested in providing professional services to the City for **Utility Locate Services** (hereinafter referred to as the "Project").

Proposals will be received until **2:00 p.m. local time on Monday, October 30, 2023.**

Solicitation documents may be obtained from the City's online plan center free of charge at [Bids and RFPs | City of Sherwood Oregon](#) . To obtain the solicitation documents, create a new user account and register for the project. General information including the plan holder list is available to the public without registering.

All inquiries, whether relating to the proposal process, administration, deadlines, award, or technical aspects of the contract must be **in writing** via email to Rich Sattler at [SattlerR@SherwoodOregon.gov](mailto:SattlerR@SherwoodOregon.gov). All questions must be received not later than October 24, 2023 by 5:00 p.m.

Addenda, clarifications, and notices will be distributed through the City's online plan holder system. Potential proposers are responsible for ensuring contact information is registered correctly and that email updates are being received and not being sent to spam folders. It is in the best interest of potential proposers to check the website periodically to ensure all updates are received. The City is not responsible for failure of proposers to receive notifications of changes or corrections made by the City and posted as stated above.

Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120(1). Pre-qualification of proposers is not required. All proposers are required to comply with the provisions of Oregon Revised Statutes and the Sherwood Municipal Code.

The City reserves the right to (1) reject any or all submittals not in compliance with public solicitation procedures if it is in the best interest of the public to do so; (2) postpone establishment of a final decision for a period not to exceed sixty (60) days from due date for Contractor submittal; (3) waive informalities in the proposals; and (4) to select the Contractor which appears to be in the best interest of the City.

This advertisement is authorized under the direction of Craig Sheldon, Public Works Director.

PUBLISHED: Daily Journal of Commerce, October 13, 2023 and October 16, 2023.

#### **RFP Schedule**

RFP Released	October 13, 2023
Questions Due	October 24, 2023 by 5:00 p.m.
Proposal Due	October 30, 2023 @ 2:00 p.m.
Staff Review of Proposals	October 30 – November 1, 2023
Contract Negotiations	November 1 – November 3, 2023
Contract Award	November 7, 2023

### **1.3 Submitting Proposals**

Written proposals in response to this RFP must include three (3) hard copies and one (1) electronic pdf copy provided on a thumb drive. Proposals are due no later than **2:00 p.m. local time on Monday, October 30, 2023**, and shall be delivered to **15527 SW Willamette Street, Sherwood, Oregon 97140**. The proposal must be submitted in a sealed envelope, clearly marked as follows:

**SEALED PROPOSAL – Due at 2:00 p.m. on Monday, October 30, 2023**  
**UTILITY LOCATE SERVICES**  
**Attention: Rich Sattler**

The outside envelope/box must also include the name and address of the bidding Contractor.

Failure to clearly identify the Proposal in the subject line may cause misrouting of the Proposal and late delivery, resulting in disqualification.

Fax submissions or email copies will not be accepted. Proposals must be received by the date and time noted above. Submittals that are late, incomplete, or misdirected will be considered non-responsive, with no exceptions. The City of Sherwood relies on the City's official bid clock to determine the correct time and is not responsible for any delays or difficulties experienced in the submittal of a Proposal. Please do not wait until the last minute to submit your proposal.

### **1.4 Public Records**

Any material submitted by the proposer shall become the property of the City unless otherwise specified. During the evaluation of proposals and the selection of the Contractor, the proposals shall be confidential. After the selection process has been completed, the proposals shall be open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of this RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE -CONFIDENTIAL TRADE SECRETS." The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and claims arising out of any public records request for such information shall be at the proposer's expense.

## **SECTION 2 – SCOPE OF WORK**

### **2.1 General Project Overview and Purpose**

The City is issuing this Request for Proposal (RFP) for the purpose of securing a contract for locating underground utilities. Sherwood currently has a utility locating firm completing approximately 2500 locates with 45% being cleared tickets (no site visit required) for the 2023 calendar year, approximately 3000 locates 2022 and 2100 locates for the year of 2021. The majority of locates consist of: Water, Sanitary Sewer, Storm Sewer, Fiber Communication-Sherwood Broadband with a small number of Street lighting. Sherwood desires to hire a qualified contractor to perform all underground utility locates to include "Emergency locates". (After hours in addition to normal work hour emergencies).

The contract will be issued for a one (1) year term with the option to renew for up to four (4) additional one (1) year terms according to the Consumer Price Index (CPI-U) adjustment.

The parties may terminate the contract at any time by mutual consent. The City, at its sole discretion, may terminate the contract on with 30 day's written notice. If the agreement is terminated for the convenience of one or both parties, Contractor shall be paid in accordance with the terms of the agreement.

## **2.2 Scope of Professional Services and Responsibility**

Locating and marking underground utilities will consist of the following:

1. Provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill its duties under this contract.
2. Store and safeguard the City's location maps and records. This information is sensitive in nature and records shall not be disclosed to or made available to persons not approved by the City.
3. Invoicing Requirements: Monthly invoice with the following information for EACH locate:
  - a. Pictures of locates.
  - b. Oregon 811 Ticket Number
  - c. Date and Time Completed
  - d. Number of Utilities Located
  - e. Hourly and afterhours breakdown
4. Maintain records appropriately to support the invoicing and recording requirements set forth in this contract. The Contractor agrees to a records retention period of seven (7) years.
5. For each locate request received, the Contractor shall screen, prioritize, and visit the excavation site as necessary and locate the City's facilities as required by the Oregon Utility Notification Center.
7. For each locate request received, the Contractor shall be responsible for excavator notification in compliance with the Oregon Utility Notification Center excavation rules.
8. All locate requests shall be complete within the timeframe required on the locate ticket and all "emergency" requests shall be treated as an emergency and completed as soon as possible and as soon as it can be done safely according to Oregon Utility Notification Center excavation rules.
9. The Contractor may be requested to provide such additional services as site surveillance, maintenance of marks and flags, and stand-by protection.
10. The Contractor will investigate all incidents of damage for accuracy of the locate(s) and will submit to the City a written report of said investigation within five (5) business days. The Contractor will maintain a copy of the written report for a period of seven (7) years from the date of incident. The Contractor will give testimonial support in cases when deemed necessary by the City.
11. The Contractor shall locate and mark all the City's locatable facilities at an excavation site in accordance with the Oregon Utility Notification Center excavation rules. The Contractor shall be liable for all damages when a valid request to locate locatable facilities have been made, unless the locate was

made within the required accuracy. In such cases, the Contractor shall assist in recovery of any damages.

12. The Contractor shall notify the excavator of the presence of any identifiable, but unlocatable, facilities of the City and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.
13. The Contractor shall utilize all information transmitted by the City solely for the purpose of performing locates on behalf of the City.
14. The Contractor agrees that in carrying out this contract that they will comply with all applicable federal, state, and local laws.

## **2.3 City's Responsibility**

1. City agrees to provide Contractor with web access to the maps, as-builts and map layers necessary to locate its underground facilities.
2. Any such maps, drawings, sketches, or other technical information, either oral, written, or otherwise furnished or disclosed to, or obtained by, the Contractor in the performance of this Agreement shall remain the property of the City.
3. All copies of such information shall be returned to the City upon written request or at the termination of this Agreement. Unless such materials were previously known to the Contractor free of any obligation to keep them confidential, or have subsequently been made public by the City, the materials shall be kept confidential by the Contractor, and shall be used only in the performance of this Agreement and may not be used for other purposes except upon such terms as may be agreed upon, in writing, by the City.
4. Coordinate communication among City staff and provide a unified guidance/direction to the Contractor.
5. The City of Sherwood will be responsible for paying the Oregon Utility Notification Center membership monthly ticket transaction fees.
6. Ensure that City staff members provide timely responses to questions and be available for any meetings requested by the Contractor. Meetings between city staff and the Contractor shall take place at the Sherwood Public Works, 15527 SW Willamette Street, Sherwood, OR 97140
7. Review and process Contractor's monthly payment requests.
8. Negotiate any contract amendments, as needed.
9. Perform other tasks as negotiated.

## **2.4 Resources**

1. Sherwood Online Interactive geographical information system (GIS) data  
[Sherwood Interactive Online Map \(arcgis.com\)](https://arcgis.com)

# **SECTION 3 – PROPOSAL FORMAT, EVALUATION, AND SELECTION**

## **3.1 Proposal Format**

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of the content.

The City, at its sole discretion, has the right to negotiate with any or all proposers regarding their proposals. Additionally, the City may reject or accept any or all proposals or parts thereof, submitted in response to this RFP.

The City recognizes that in the submittal of proposals, certain information is proprietary to the proposer and that the safeguarding of this information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any proposer where the proposer identifies those portions of its proposal that are proprietary. See Section 1.4, Public Records.

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

### 3.2 Evaluation Criteria

All proposals shall include the information identified in the following table and be presented in the order as indicated. The total number of pages for the proposal shall not exceed 6 pages. The evaluation criteria and maximum possible points are noted for each item of information. An explanation of each item appears immediately in the following sub-sections.

CONTENT AND EVALUATION CRITERIA	MAXIMUM SCORE	MAXIMUM PAGES
1. Introductory Letter	10	1
2. Key Qualifications	35	2
3. Project Understanding and Approach and Quote	55	3
<b>Total Points</b>	<b>100</b>	<b>6</b>

\*A front cover and proposer quotation checklist are not counted in the page limit requirements. Each page shall be 8-1/2" x 11", unless otherwise noted. When using double-sided printing on 8-1/2" x 11" pages, each side of the page is counted as one page.

### 3.3 Content of Proposal

All proposals shall include information identified below and be presented in the order as indicated. An explanation of each item appears immediately in the following sub-sections.

#### **3.3.1 Introductory Letter**

[Maximum 1 Page – 10 points]

The introductory letter shall include, but need not be limited to, the following information:

- Provide the following information for the Project Manager: Name of the firm, signature, printed name, title, email, address, and telephone number. A web address is requested if applicable.
- Names and qualifications of personnel to be assigned to the project.
- Summary of operations plan for the project.
- Description of any sustainable / Eco Friendly practices utilized by the contractor.

- Brief statement of the proposer's understanding of the project and services to be performed.
- Statement that the proposer accepts the terms and conditions contained in Attachment A, Sherwood Personal Services Agreement and Attachment B, Standard General Conditions, or identification of items of concern.

### **3.3.2 Key Qualifications**

[Maximum 2 Pages – 35 points]

Provide a statement that portrays how the qualifications and experience of the Contractor's key personnel relate to the described work. The City expects commitment and prefers no reshuffling of personnel during the Project. The response should address the following:

- The Proposer should include specific examples of relevant work completed in the last five years which best demonstrates the Proposer's experience and qualifications to accomplish the project in a professional, timely, and cost-effective manner similar in scope and nature, including the contractor's organization staffing.
- Provide a resume outlining the experience and qualifications, relevant to the Project, of the person who would be directly responsible for oversight of the project.
- Provide details of three other similar projects that this project manager has recently successfully managed. Include the following information for these projects: agency; agency contact name, title, email, and phone number; project name and project costs for both design and construction.
- Provide details of Contractor's fleet, locating equipment, and IT programs to be used for this project.

### **3.3.4 Project Understanding, Approach and Quote**

[Maximum 3 Page – 55 points]

- Project Understanding: Contractor shall include a summary of their understanding of the Project.
- Project Approach: Contractor shall provide responses to the following items to show their project approach:
  - Describe the approach and methodology of managing work tasks and coordination, sequence, and control of field and office operations to accomplish the work in a timely manner.
  - Indicate how the Contractor ensures internal project progress, quality control, and adherence to the schedule and budget.
  - The project manager shall provide excellent communication in all aspects of the Project. Please identify your approach to project communication and coordination during all phases and aspects of the project.
  - A step-by-step detailed description as to how the Proposer would approach the Project in order to minimize Project costs, provide services in a timely manner, and ensure Project quality.
- Scope of Work and Budget: Include any additional response necessary to provide a complete response to the brief statements included in the



Introductory Letter related to the proposer's opinion of the project scope of work.

- Based on Section 2.2, Scope of Professional Services and Responsibility, identify and provide details on any recommended additions or changes you would propose to the scope of work in order to provide a complete and successful project.
- Complete the quotation form, Attachment C.

### **3.4 Selection of Contractor**

#### **3.4.1 Selection Committee**

The City's Selection Committee, anticipated to include the Utility Manager and two (2) Operation Supervisors, will review and recommend to the City Manager that the contract award be made to the proposer that is in the Committee's opinion, best qualified. At this time, it is not anticipated that Contractor interviews will occur prior to final selection of a Contractor. In the event that a decision cannot be made based on the information submitted, the City may opt to conduct Contractor interviews.

#### **3.4.2 Rejection or Acceptance of Proposals**

The City expressly reserves the following rights to:

- a. Disregard any or all irregularities in the proposals.
- b. Reject any or all of the proposals or portions thereof.
- c. Base award with due regard to quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances.
- d. Reject all proposals and readvertise at the City's sole discretion.

#### **3.4.3 Execution of Contract**

The total cost for the Contractor services contract will require approval by City Manager. It is anticipated that the Contractor contract award will occur November 7, 2023.

#### **3.4.4 Protest of Proposer Selection**

The City will post a Notice of Intent to Award on the City Bid Management System page at [Bids and RFPs | City of Sherwood Oregon](#). A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the City no later than seven (7) calendar days after the date the Intent to Award is issued. The City will address all timely submitted award protests that are in accordance with OAR 137-048-0240(2).

Protests shall be in writing and physically received by the City no later than 2:00 p.m. on the seventh (7<sup>th</sup>) calendar day after the date of issuance of the Intent to Award Letter.

Address protests to:

PROTEST OF AWARD OF RFP FOR UTILITY LOCATING SERVICES

Attention: Rich Sattler  
City of Sherwood  
15527 SW Willamette Street  
Sherwood, OR 97140

Protests not filed within the time specified above, or which fail to meet the requirements of OAR 137-048-0240(2), shall be rejected.

Attachments:

- A. City of Sherwood Professional Services Agreement
- B. Standard General Conditions
- C. Quotation Form
- D. Business License Application