

CITY OF MCMINNVILLE REQUEST FOR PROPOSAL

QUALIFICATION BASED SELECTION (QBS) PROCESS
FOR CONSULTING SERVICES RELATED TO THE
EVALUATION AND DESIGN OF:

PUBLIC WORKS OPERATIONS AND WASTEWATER ADMINISTRATION BUILDING ANALYSIS PHASE I

Project 2022 -1

PROPOSALS DUE:	February 3, 2022, by 2:00 p.m.
SUBMIT PROPOSAL TO:	Community Development Center City of McMinnville 231 NE Fifth Street McMinnville, OR 97128
REFER QUESTIONS TO:	Josh Adelman, Engineering Services Manager (503) 434-7312 Office Josh.Adelman@mcminnvilleoregon.gov
PRE-PROPOSAL CONFERENCE:	A mandatory pre-proposal conference and site tour for all firms interested in submitting a proposal for the project will be held at 2:00 p.m., Thursday, January 13, 2022 , at the Water Reclamation Facility, 3500 NE Clearwater Drive, McMinnville, OR 97128
RFP ISSUE DATE:	January 5, 2022

REQUEST FOR PROPOSAL

The City of McMinnville will receive sealed proposals packages that include one written proposal and one electronic version on a USB drive until 2:00 p.m. on Thursday, February 3, 2022, at the

Community Development Center, 231 NE Fifth Street, McMinnville, OR 97128, for the following services:

CONSULTING SERVICES RELATED TO THE
EVALUATION OF THE
PUBLIC WORKS OPERATIONS AND WASTEWATER ADMINISTRATION
BUILDING ANALYSIS PHASE I
Project 2022-1

This solicitation and selection will be conducted using the Qualification Based Selection (QBS) process. The intent is to select one firm to provide services. Facsimile and electronically transmitted proposals will not be accepted. Late proposals will not be considered.

The Request for Proposal (RFP) documents may be obtained from Josh Adelman, Engineering Services Manager, 231 NE Fifth Street, McMinnville, OR 97128; (503) 434-7312; Josh.Adelman@mcminnvilleoregon.gov.

Information about the RFP can also be found on the City's website at:
<http://www.mcminnvilleoregon.gov/rfps>

A mandatory pre-proposal conference and site tour for all firms interested in submitting a proposal for the project will be held at 2:00 p.m. on Thursday, January 13, 2022, at the Water Reclamation Facility located at 3500 NE Clearwater Drive, McMinnville. **Attendance at the pre-proposal conference is mandatory, and proposals received from firms that do not attend the preproposal conference will not be considered.**

Any addenda to this RFP will be distributed via email to those who receive proposal packets and will also be posted on the City's website at: <http://www.mcminnvilleoregon.gov/rfps>

JOSH ADELMAN
ENGINEERING SERVICES MANAGER
CITY OF MCMINNVILLE

Dated & Published: Daily Journal of Commerce – January 5, 2022

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SECTION I – BACKGROUND AND SCOPE OF WORK

A. INTRODUCTION

The City of McMinnville is requesting proposals from multi-disciplinary design teams headed by qualified, licensed, professional engineers and registered architects to provide evaluation and design services for the **Public Works Operations and Water Reclamation Facility Administration Building Analysis Project Phase I**. Public Works Operations is located at 1900 Riverside Drive and the Water Reclamation Facility (WRF) is located at 3500 NE Clearwater Drive in McMinnville, Oregon. The City will complete a Qualification Based Selection (QBS) process to select the most qualified design team from among those firms that submit proposals according to the requirements of the RFP. Proposers responding to the RFP do so solely at their expense, and the City is not responsible for any costs or expenses associated with the preparation of the RFP.

B. BACKGROUND

The City of McMinnville has a population of nearly 35,000 and is located approximately 35 miles southwest of Portland, in the heart of Oregon’s wine country. The City’s Public Works Department is tasked with maintaining the City’s parks, streets, and providing wastewater collection and treatment services to the residents, businesses, and industries within the City’s urban growth boundary.

Wastewater Services

The City has invested over \$90 million in the sanitary sewer system since 1991. The \$28 million Water Reclamation Facility (WRF) was completed in 1996, and since that time it has consistently complied with some of the most stringent treatment requirements in the state. During its nearly 26 years of operation, the WRF and wastewater staff have been recognized with numerous compliance, operations, and improvement project awards.

The City adopted an associated *Wastewater System Financial Plan*. The adopted financial plan indicated that the City could rely on a “pay as you go” approach to funding the significant operations, maintenance, and capital needs contained in the wastewater master plans. The approximately \$63 million of identified necessary wastewater capital improvements can be accommodated under the City’s existing wastewater rate structure with only slight rate increases and no additional debt over the life of the Plans.

Public Works Operations

The Public Works Operations facility sits adjacent to the City’s original Wastewater Treatment Plant (WWTP) site. From 1953 through 1996 this site housed both wastewater operations along with other typical public work operations (street maintenance, park maintenance). The City’s Raw

Sewage Pump station was constructed in the mid 1990's just north of the old plant. In 1996 with the opening of the new WWTP on Clearwater Drive, the old site was shuttered and left in place. The complex includes several partially enclosed pole buildings, a concrete masonry shop building, and a double wide manufactured building that serves as office space. The shop building has 4 vehicle bays, staff locker rooms, restrooms, an office, staff meeting/lunchroom and a sign shop room. The pole buildings are used primarily for vehicle, equipment, tool and material storage. The site has multiple storage bunkers for aggregate and sand and has two separate small buildings used for hazardous materials storage. Domestic water is supplied with 2" galvanized piping. The buildings largely date from the early 1970's, with the last renovations done in the late 1990's. The site is paved, with the pavement largely being in poor condition. Most of the buildings are in fair to poor condition and are past their useful life. Facility conditions and deficiencies are noted in the 2018 assessment provided as part of this RFP. A site assessment/master plan for the PW Operations site, similar in scope to this project, was conducted in 1994.

A link to the City's current master plans:

<https://www.mcminnvilleoregon.gov/engineering/page/documents-publications>

C. DESCRIPTION OF PROJECT

The adopted *Wastewater Services Financial Plan* calls for the addition/upgrade of the Water Reclamation Facility Administration Building. This building houses the Operations, Maintenance, Conveyance, and Environmental Services Staff. The goal of this study is to determine what is required to bring the existing building up to code to meet seismic requirements and address the needs of housing the wastewater staff for the next 20 years. This building had a facility analysis done in 2018 to address building discrepancy's and needs some minor work completed to meet current code. A second goal of this project is, determine space and facility needs for PW Operations for the next 20 years. Presently Public Works Operations is housed at the 1900 Riverside Drive address and is the center of operations for the Streets Maintenance Crews and the Parks Maintenance Crews. This staff is responsible for all the maintenance and repair work that happens in our parks, streets, and right of ways. They also are responsible for emergency response operations that occur 24/7. A facility condition assessment was conducted in 2018) (see Public Works Operations Facilities Assessment, attachment 4).

Phase I of this project will have the consultant look at the following sites to perform the required analysis.

- **Water Reclamation Facility site**

Consultant will review the WRF site and:

- a. Conduct a space needs analysis based on current and project future staffing and operational levels as provided by the City.
- b. Evaluate the feasibility of adding to the existing Admin building or constructing a new building at the WRF site to meet identified space and operational needs:
 - a. Identify site layout alternatives
 - b. Provide budgetary cost estimates, environmental/permitting needs, and estimated schedules

- **Public Works Operations site**

Consultant will review the Public Works site and:

- a. Conduct a space needs analysis based on current and future staffing and operational levels as provided by the City
- b. Evaluate the feasibility of renovating or adding to the PW Operations site to meet the identified space and operational needs
 - a. Identify site layout alternatives
 - b. Provide budgetary cost estimates environmental/permitting needs, and estimated schedules

- **Combining Work Sites**

Consultant will:

- a. Evaluate the feasibility and comparative benefits of:
 - a. Relocating WWS Admin to PW Operations
 - i. Identify site layout alternatives
 - b. Identify planning level cost environmental/permitting needs, and estimated schedules
 - c. Abandoning existing PW Operations site and relocating Operations to the WRF
 - i. Identify potential environmental issues related to abandoning the site
 - ii. Provide budgetary cost estimates to abandon site and to construct new facilities capable of supporting a co-located PW Operations and Wastewater Services

Old McMinnville Wastewater Treatment site

- a. Identify potential environmental issues/concerns that could impact demolition.
- b. Identify decommissioning alternatives
- c. Provide budgetary cost estimates and schedules for alternative approaches.

Once these tasks are complete consultant will put together several alternatives with cost estimates for the City to review. Once an alternative is selected as a path forward, the City will review and solicit funding to support the selected alternative. After funding is secured and council approves, then Phase II of these projects will move forward which includes the actual design and construction of the selected facilities and the decommissioning of the old Wastewater Treatment plant.

Phase II of this project, pending financial and council approval, may use the current consultant to help develop the design and construction work for this project.

D. **QUALIFICATIONS AND REQUESTED SERVICES**

The selected consultant shall provide consulting services for the **Public Works Operation and Wastewater Administration Building Analysis Phase I**. Expected consultant work will include all services necessary to conduct a space needs analysis.

The City will work jointly with the selected consultant to develop a final, comprehensive scope of work, project schedule, and associated consulting services fees for the proposed project. Submitted proposals should demonstrate the consultant's (particularly key staff) experience and expertise with the following broad range of services that may be included in the project scope of work:

- Building/space needs analysis.
- Environmental issue identification
- Site layout
- Accurate cost estimating and scheduling.
- Ability to understand and incorporate stakeholder's needs.
- Land use planning and permitting (Note: The WRF is located on City owned property outside of the current City limits for McMinnville. Therefore, the project will be subject to Yamhill County land use planning and permitting requirements).
- Facilitation, coordination, and management of both internal stakeholder input, review, and approval; as well as required regulatory input, review, and permit approval.

SECTION II – PROPOSAL PROCESS

A. RFP SCHEDULE

The planned schedule of events for the RFP process is as follows (Note that the dates are approximate and subject to change):

January 5, 2022	RFP advertised in Daily Journal of Commerce
January 13, 2022 (2:00pm)	Mandatory pre-proposal conference and site tour
January 20, 2022	Deadline for questions, requests for clarification, and solicitation protests
January 26, 2022 (5:00pm)	Deadline for City responses to questions, requests for clarification, and solicitation protests
February 3, 2022 (2:00pm)	Proposals due
February 17, 2022 (tentative)	Selection of finalists to be interviewed *
February 21, 2022 (tentative)	Interviews (if necessary)
February 23, 2022 (tentative)	Written notification of highest ranked proposer
February 24, 2022 (tentative)	Begin contract negotiations
February 28, 2022 (tentative)	Notice of intent to award
March 03, 2022 (tentative)	Deadline for written protest of award
March 09, 2022 (tentative)	City response to protest of award
March 22, 2022 (tentative)	City Council award of contract

* The need for interviews will be determined by the City.

B. PRE-PROPOSAL CONFERENCE

A mandatory pre-proposal conference and site tour for all firms interested in submitting a proposal for the project will be held at 2:00 p.m. on Thursday, January 13, 2022, at the Water Reclamation Facility located at 3500 NE Clearwater Drive, McMinnville. After viewing the Water Reclamation Facility, the tour will move to the Public Works Operations at 1900 Riverside Drive, McMinnville. **Attendance at the pre-proposal conference is mandatory, and proposals received from firms that do not attend the preproposal conference will not be considered.**

C. PROPOSAL DUE DATE

Proposers shall submit sealed proposals containing one (1) signed, clearly marked, easily reproducible original and one memory stick with one pdf of the proposal documents on it to:

Josh Adelman, Engineering Services Manager
City of McMinnville Community Development Center
231 NE Fifth Street

McMinnville, OR 97128

The sealed proposals are due no later than 2:00 p.m. on Thursday, February 3, 2022.

Proposals received after the deadline will be rejected and returned unopened. Proposals may be mailed to the City but must be received by the Engineering Services Manager no later than the above stated date and time. Facsimile and electronically transmitted proposals will not be accepted.

D. QUESTIONS AND CLARIFICATION

Questions and requests for clarification regarding this RFP solicitation must be directed in writing by email to:

Josh Adelman, Engineering Services Manager

City of McMinnville

231 NE Fifth Street

McMinnville, OR 97128

Direct: (503) 434-2361

Office: (503) 434-7312

Email: Josh.Adelman@mcminnvilleoregon.gov

The deadline for submitting questions or requests for clarification is seven (7) days prior to the proposal due date. If a substantive clarification is necessary, an addendum will be issued no later than 72 hours prior to the due date to all recorded holders of the RFP solicitation. Note that statements made by the City are not binding upon the City unless confirmed by written addendum.

E. SOLICITATION PROTEST

A proposer who believes the proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a protest, or request to change, in writing. Protests or requests to change any provision of this RFP, including the submittal requirements, evaluation criteria, or contract terms, **must be submitted no later than seven (7) days prior to the proposal due date.** No protest of the selection of a consultant, or award of a contract, because of an RFP provision, submittal requirements, evaluation criteria, or contract term will be considered after such time.

The protest or request for change shall include:

- The reason for the protest or change.
- The proposed language to address the protest or change; and
- The reason(s) why the proposed language will benefit the City.

The City shall consider the protest or request for change, and may reject the protest or request for change, issue an addendum, or cancel the RFP.

Protests or requests for change must be submitted in writing to:

Josh Adelman, Engineering Services Manager

City of McMinnville

231 NE Fifth Street
McMinnville, OR 97128
Direct: (503) 434-2361
Phone: (503) 434-7312
Email: Josh.Adelman@mcminnvilleoregon.gov

F. PROPOSAL MODIFICATIONS OR WITHDRAWAL

Proposal modifications or erasures made before signing by the authorized representative must be initialed in ink. Once submitted, proposals may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly marked "Proposal Modification" and identifying the proposal title and closing date and time. Proposer may not modify proposal after proposal closing time.

Any proposal may be withdrawn at any time before the proposal due date and time by providing a written notification on company letterhead by an authorized person. The withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

G. CANCELLATION, DELAY OR SUSPENSION OF RFP SOLICITATION; REJECTION OF PROPOSALS

Nothing in this RFP shall restrict or prohibit the City from cancelling, delaying, or suspending the RFP solicitation at any time. The City may reject any or all proposals, in whole or in part, if in the best interest of the City, as determined by the City.

H. IRREGULARITIES

The City reserves the right to waive any non-material irregularities or information contained in this RFP, or in any received proposal.

I. PROPOSAL COSTS

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. Execution of a contract by the City is subject to the availability of funds in the City's adopted budget(s).

J. AVAILABILITY OF RFP RESPONSES; PROPRIETARY INFORMATION

Per the terms of ORS 279C.107, the City will open the proposals so as to avoid disclosing the contents to competing proposers during the process of negotiation. Proposals will not be available for public review until after the issuance of the Notice of Intent to Award.

The City will withhold from disclosure to the public trade secrets, as defined in ORS 192.501, and information submitted to the City in confidence, as described in ORS 192.502, that are contained in

the proposal. Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to:

Josh Adelman, Engineering Services Manager

City of McMinnville
231 NE Fifth Street
McMinnville, OR 97128

Direct: (503) 434-2361

Office: (503) 434-7312

Email: Josh.Adelman@mcminnvilleoregon.gov

SECTION III – PROPOSAL FORMAT AND EVALUATION CRITERIA

A. ORGANIZATION OF PROPOSAL

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

Proposers shall submit one (1) signed, clearly marked, easily reproducible original and one pdf of the proposal on a USB memory stick. Proposals shall be easily recyclable; plastic and wire bindings are discouraged.

The proposal shall not exceed twenty (20) pages in length, including pictures, charts, graphs, tables, and text. Pages shall be 8 ½" x 11", and the text font shall not be less than 10-point type. Pages that are 11"x17" may be included but count as two pages. Resumes of key individuals proposed to be involved in the project are exempted from the 20-page limit if they are appended to the end of the proposal. All pages of the proposal shall be consecutively numbered.

B. TRANSMITTAL LETTER

All proposals shall contain a transmittal letter identifying the authorized representative of the business; the existing location(s) of the business; and a summary of the key provisions of the proposal.

C. EVALUATION CRITERIA

Evaluation of the written response portion to the RFP will be based on a point system where responses to the following requests for information will be scored by members of the Evaluation Committee. The possible point values are listed by each evaluation criterion. Please see SECTION IV – PROPOSAL EVALUATION AND CONTRACT AWARD for a summary of the complete evaluation process.

Results obtained in reference checks may be used to score any relevant evaluation criteria. Reference checks will be limited to information that is listed within the evaluation criteria.

The Evaluation Committee may contact Proposers for clarification of proposal responses; however, no additions, deletions or substitutions that cannot be termed as clarifications may be made to proposals.

1. PROJECT UNDERSTANDING (Maximum 20 points)

Provide a detailed statement to demonstrate the Proposer understands the project, including but not limited to:

- The purpose of the project.
- The proposer's expertise and experience related to the specific tasks that must be accomplished to complete the project.
- Key project milestones, including which milestones are most important and the consequences of missing milestones.
- Key deliverables required by the project; and
- The proposer's familiarity with the City organization, City staff, and the WRF and Public Works Operations processes.

2. QUALIFICATIONS AND EXPERIENCE (Maximum 30 points)

Provide a brief history of the Proposer's firm, type of work executed, and capabilities. Highlight recent and local project experience within the last ten (10) years, with a particular emphasis on experience that is relevant to the type of work outlined in this RFP.

Provide project descriptions including project scope, type of facility, year completed, project size, and project setting. For all projects listed, provide name of the owner, the owner's contact person and current phone number. Contact information must be current and accurate to be considered. No special measures will be taken by the City to locate incorrectly listed contacts.

The proposer shall highlight projects that demonstrate the qualifications, specialized experience, and technical competence of the staff that will work directly with the City rather than describing the general experience and qualifications of the firm. The City will not consider promotional literature of a general nature.

Provide any other information that the proposer feels applicable to the evaluation of their qualifications for accomplishing the project. Use this section to identify and address those aspects of proposer's services that distinguish the proposer from other proposers.

3. PROJECT STAFFING (Maximum 30 points)

Provide a staffing plan to demonstrate the structure and responsibilities of the proposed project team. Include a project organization chart showing proposed staff, including any proposed sub-consultants. (Note that resumes for key personnel should be appended to the proposal).

List the qualifications of the project team members, highlighting specific knowledge and experience that will be beneficial to this project. Identify the length of employment for key personnel with their respective firms, their intended responsibilities on this project, their primary office location (noting their availability to the project location), and their experience with, and/or knowledge of, the City organization, City staff, and the WRF and Operations processes.

List the project team member's current assignments; their availability to work on this project; and their time commitment for this project during design and construction administration.

Describe how the proposed project team structure will benefit the project.

4. PROJECT MANAGEMENT (Maximum 10 points)

Describe the proposer's ability to manage projects, including information regarding processes used to:

- Ensure project completion on schedule and within the allocated budget.
- Coordinate the work of sub-consultants.
- Facilitate City stakeholder input, review, and approval of project design elements.
- Obtain the required regulatory input, review, and permit approval.
- Minimize errors and omissions in the construction documents, noting the proposer's approach to addressing errors and/or omissions discovered in the documents after construction has commenced.
- Perform effective contract administration and high-quality construction inspection, noting the proposer's system for managing construction change issues; and
- Foster successful Owner – Design Team – Construction Contractor relations.

5. PROJECT SCHEDULE (Maximum 10 points)

Describe the proposer's planned approach to managing the project schedule. Include a timeline to deliver the project in organized and manageable increments. Provide a complete list of anticipated design workshops, review periods, and key deliverables.

Describe how proposer will use City personnel to assist during the project and indicate the approximate time requirement.

SECTION IV – PROPOSAL EVALUATION AND CONTRACT AWARD

A. RESPONSIVE PROPOSER

Proposers that submit all of the required information, on time and in the requested format, per the requirements of this RFP will be considered responsive proposers. Only those proposals from

responsive proposers will be considered for evaluation. Non-responsive proposers will be notified in writing that they did not meet the submittal requirements and will be disqualified for further consideration.

B. EVALUATION CRITERIA

The City will make a selection based on the evaluation of the written proposals from responsive proposers, and any interviews it conducts. The City may elect to interview all responsive proposers or only the highest ranked responsive proposers. The City reserves the right to make a selection based only on the evaluation of the written proposals and not conduct any interviews. Written proposals and interviews will be evaluated based on the following criteria:

EVALUATION CRITERIA	POINTS
1. PROJECT UNDERSTANDING	20
2. QUALIFICATIONS AND EXPERIENCE	30
3. PROJECT STAFFING	30
4. PROJECT MANAGEMENT	10
5. PROJECT SCHEDULE	10
TOTAL POINTS POSSIBLE:	100

Information gained during an interview may be used to re-evaluate proposals according to the above criteria.

C. METHOD OF SELECTION

A selection committee, comprised of the Public Works Director, Engineering Services Manager and/or City Engineer, Wastewater Services Manager, Public Works Superintendent and WRF Operations Superintendent, will evaluate each submitted written proposal and each interview, when applicable, to determine the responsive proposer whose proposal is the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP. The City will enter contract negotiations with the highest ranked proposer.

D. NEGOTIATIONS

Following the evaluation process, the City will begin contract negotiations with the highest ranked proposer.

The matters subject to negotiation shall be limited to the following:

1. Comprehensive scope of work.
2. Proposer personnel committed to the project.
3. Project schedule.
4. Professional fees, including reimbursable expenses; and

5. Agreement to the City's contract terms (Note: A copy of the City's standard Professional Services Agreement is attached to this RFP as Attachment 7).

In the event that a contract cannot be negotiated with the highest ranked proposer, negotiations will be permanently discontinued, and the City will start contract negotiations with the next highest ranked proposer. Nothing in this RFP shall restrict or prohibit the City from cancelling the solicitation at any time.

E. NOTICE OF INTENT TO AWARD

Based on successful negotiations with the highest ranked proposer, the City will issue a Notice of Intent to Award.

F. RIGHT TO PROTEST

Proposers who disagree with the City's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be submitted to the City Manager's office at the following address:

Jeff Towery, City Manager
City of McMinnville
230 NE Second Street
McMinnville, OR 97128

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were nonresponsive, or the proposer was not responsible. A written decision will be sent to the protester.

The award by the City Council shall constitute a final decision of the City to award the contract if no written protest of the award is filed with the City within seven (7) calendar days of the Notice of Intent to Award. The City will not entertain a protest submitted after the time period established in this section.

G. CONTRACT AWARD

The City Council will consider award of the project based on the selection committee's recommendation and will authorize the City Manager to execute a contract. The contract will be awarded to the proposer who, in the opinion of the City Council, is the most qualified, and meets all required specifications. The City may reject any proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any and all proposals upon a finding of the City that it is in the public interest to do so. The City also reserves the right to waive any informality in any proposal and to delete certain items listed in the proposal as set forth herein.

SECTION V – ADDITIONAL INFORMATION

A. WRF AS-BUILTS

B. PUBLIC WORKS AS-BUILTS