

CITY OF PAISLEY

REQUEST FOR PROPOSALS

**ENGINEERING SERVICES RELATED TO THE “PAISLEY WATER SYSTEM
IMPROVEMENTS PROJECT” AND GENERAL ENGINEERING SERVICES**

PROPOSAL DUE DATE AND TIME December 6, 2024, 2024

Contents

1. INTRODUCTION AND BACKGROUND	3
1.1 Introduction.....	3
1.2 Background.....	3
2. GENERAL	3
2.1 Schedule of Events.....	4
2.2 Right to Retain	4
2.4 Cost of Preparing Proposal	4
3. SCOPE OF WORK	4
3.1 Grant Application Description of the Scope of Work	4
4.1 Quantity of Proposals	5
4.2 Required Submittals.....	5
4.2.1 Cover Letter	5
4.2.2 Project Cost.....	5
4.2.3 References	6
4.2.4 Certificate of Insurance	6
5. SUBMISSION.....	6
6. EVALUATION	6
6.1 Selection and Evaluation Process	6
6.2 Proposal Validity Period	7
6.3 Competency of Proposals.....	7
6.4 Reservation in Evaluation	7
6.5 Investigation of References	8
6.6 Contract Award.....	8
6.7 Proposal Rejections	8
7. APPLICABLE STATUTES AND RULES.....	8
7.1 Communications During RFP Process	8
7.2 Questions and Requests	8
7.3 Addenda	9
7.4 Grant Requirements	9

ABSTRACT

The City of Paisley has received a \$2,820,000 grant from the US Environmental Protection Agency through the Community Grant/Congressionally Directed Spending (EPA-CG) in 2024 to implement a Water System Improvement Project.

City of Paisley is requesting Proposals from a qualified professional engineer or related firms to complete Final Design and Construction Engineering of the EPA-CG funded Water System Improvement Project and other General Engineering (Engineer of Record) Services, as directed by the City of Paisley. The services required by the City include engineering and design, site surveying, bidding management, construction management, and inspections/Resident Project Representative. Interested parties should submit a proposal that includes all information described in this RFP.

CONTACT

Interested bidders should mail their proposals to **City of Paisley c/o Melissa Walton** at P.O. Box 100 Paisley, Oregon 97636, proposals must be received by December 5, 2024, **via USPS**. Contact Melissa Walton, City Clerk, for information regarding this process by email at info@cityofpaisley.net or by phone at (541) 943-3173. If proposers have questions regarding this solicitation, questions shall be submitted via email to Ms. Walton. All responses will be issued by email.

1. INTRODUCTION AND BACKGROUND

1.1 Introduction

The City of Paisley water system has four major deficiencies that are impacting the ability to meet service goals: aging asbestos concrete piping, aging fire hydrants and valves, inadequate backup power at wells, and water quality and supply issues. Asbestos concrete has been shown to degrade over time and cause contamination of the drinking water. Paisley's system is nearly 50 years old, and the risk of asbestos contamination is increasing. Leaks from aging hydrants and valves are becoming more frequent. With no backup generators, the City cannot provide water in the event of a major power failure. Two of the supply wells are located extremely close together and cannot be operated simultaneously. These wells also contain arsenic contamination which requires treatment. The objective of this project is to correct these deficiencies and prevent drinking water contamination and service disruptions.

1.2 Background

City of Paisley is located in the south-central part of the State of Oregon east of the Cascade Mountains in Lake County. Paisley is one of Lake County's two cities – Lakeview being the other. The population is approximately 250 people and is located between Summer Lake and Lake Abert along Oregon Route 31. The City has one administrative employee – the City Clerk – and a volunteer mayor. Chosen consultants are expected to have experience with small, rural communities.

2. GENERAL

2.1 Schedule of Events

Request for Proposals Issued:	November 5, 2024
Deadline for Proposer’s written questions:	November 22, 2024
Deadline for Proposals:	December 6, 2024
City Council Scores Proposals:	December 18th, 2024
Notice of Intent to Award (NOI):	December 19, 2024
Protest Period:	December 19 – 26, 2024

The Schedule of Events is subject to change. The City will notify all respondents if there are any changes to the schedule.

2.2 Right to Retain

City of Paisley reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between City of Paisley and the Proposer selected.

2.4 Cost of Preparing Proposal

City of Paisley will not pay any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

3. SCOPE OF WORK

3.1 Grant Application Description of the Scope of Work

The proposed project will include drilling a new well that draws water from a different aquifer, providing backup power for at least one well, and replacing piping, valves, and hydrants. These improvements will eliminate asbestos contamination, solve the supply and water quality issues, and ensure that the system would be operational during a major power failure. Wildland fires have been a serious issue for this area, and the improvements will allow more water to be available for firefighting needs. The project will include engineering design, environmental review, permitting, and construction, but the City will procure environmental review and grant administration services separately.

Preliminary design for the project was prepared by Anderson Engineering & Surveying, Inc. in connection with the development of the *Paisley Water System Master Plan* in 2021. The project footprint will include the entire City water system as shown on the attached schematic drawing. The drawing shows the piping to be replaced and the piping routes. The project will replace existing piping and will follow the existing piping routes throughout the community. All piping will be placed in previously disturbed soil in existing street right-of-way to an approximate depth of 36 inches. Construction for the new well will involve drilling the well, constructing a well house, installing pump and control components, and connecting the new well to the City’s system

3.2 Proposed Innovative Approaches or Deviations from the Scope of Work

Proposed shall explain and identify any areas where the Proposer believes the City's goals would be better suited with different or revised tasks. Consider whether static pipe-bursting or lining solutions would be preferable to conventional excavation and replacement of asbestos concrete piping.

3.3 Other General Engineering as Directed by the City of Paisley.

This RFP also covers other projects that the City of Paisley may pursue in the next several years, including, but not limited to: wastewater utilities, water utilities, transportation infrastructure, and other publicly-owned infrastructure or facility development. A successful proposal does not obligate the chosen consultant to any future City work, but enables the City to procure them again for new projects.

3.4 Proposer shall be responsible for meeting all deadlines agreed upon in the contract.

4. REQUIRED SUBMITTALS

4.1 Quantity of Proposals

Interested bidders must mail seven (7) hard-copy proposals to **City of Paisley, c/o Melissa Walton, City Clerk** at P.O. Box 100 Paisley, Oregon 97636 – received no later than December 6, 2024. A flash drive with a PDF copy of the proposal should also be included. One hard-copy of the proposal must be signed by the proposing company's authorized representative.

4.2 Required Submittals

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive. If any part of a proposal is claimed exempt from disclosure, the Proposer must separately submit the material along with the Proposal and have it clearly marked as "Proprietary Information, Confidentially Requested."

4.2.1 Cover Letter

A cover letter should not be more than two (2) pages long and should include as a minimum the following:

- a. A statement of the Proposer's understanding of the objective of the services to be performed;
- b. A statement of the Proposer's experience and ability to meet the Scope of Work;
- c. A positive commitment to perform the services within the time period specified; and
- d. The names of persons authorized to represent the Proposer, their title, mailing address, email address, and telephone number (if different from the individual who signs the transmittal letter).

4.2.2 Project Cost

Provide a cost breakdown for the engineering portion of this project. The grant budget for Engineering is \$220,000 and the construction budget is \$2,563,033.

4.2.3 References

Provide a minimum of three (3) government references (preferably local government agencies).

4.2.4 Certificate of Insurance

Provide a Certificate of Insurance that demonstrates the consultant carries the following types and minimum coverages of insurance: (a) general liability insurance for all losses and/or claims arising out of or related to the selected consultant's performance of its obligations under an agreement with City to perform the Services, including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property, with limits of no less than \$1,500,000.00 per occurrence, \$3,000,000.00 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by the selected consultant in connection with the selected consultant's performance of the Services with limits of no less than \$1,000,000.00 combined single limit; (c) professional liability insurance (errors and omissions insurance) with limits of no less than \$1,500,000.00 per occurrence, \$3,000,000.00 in the aggregate; and (e) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law. Proposers who do not carry the required insurance may not be considered.

4.3 The Proposer shall provide seven (7) hard copies of the Proposal, unless submitted electronically.

5. SUBMISSION

Proposers must submit seven (7) hard copies (one of them signed) of the complete proposal to the City of Paisley at P.O. Box 100 Paisley, Oregon 97636 by December 6, 2024. The proposal packet should also contain a flash drive with one electronic copy of the proposal in PDF format.

6. EVALUATION

The status of review and evaluation are as follows:

6.1 Selection and Evaluation Process

City of Paisley will review proposals and may follow up with interview questions. The City of Paisley City Council may award the contract. Proposals will be reviewed in accordance with the following criteria:

Scoring Metric, 100 points total

1. History working with Rural Oregon and/or public entities in southern and eastern Oregon. (10 points)
2. Experience with Similar Projects (30 points total), will include reference investigation:

- a. Water distribution system replacement, rehabilitation, and upgrades.
 - b. Water supply and storage (wells, pumps, and storage) projects.
3. Proposed Project Approach, Budget, & Workplan (25 points). How would your team propose to accomplish the scope of work? Explain how your team would accomplish the proposed scope of work within the required schedule and project budget.
 4. Project Team Qualifications and Firm Availability (20 points). Explain how your team will have all the necessary subject-matter expertise to effectively and successfully complete the project. Explain what members of your team will perform what duties.
 5. Ability to Complete All Tasks (10 points total). Explain how your team, which can include sub-contractors, would accomplish all of the proposed tasks and activities in the RFP:
 - a. Final Design Engineering (3 points)
 - b. Surveying (3 points)
 - c. Data collection, data management, and GIS (2 points)
 - d. Bid management and Resident Project Representative (2 points)
 6. Minority, Woman-owned, Emerging Small Business/Oregon Certification Office for Business Inclusion and Diversity (COBID) Status (5 points).

6.2 Proposal Validity Period

Each proposal shall be irrevocable for a period of at least ninety (90) days from the proposal opening date.

6.3 Competency of Proposals

To enable City of Paisley to evaluate the responsibility and financial stability of a Proposer, the qualifying and accepted Proposer shall upon request furnish such information as reasonably necessary.

6.4 Reservation in Evaluation

City of Paisley reserves the right to:

6.4.1 Request “Best and Final Offers” from the two highest scoring Proposers and award to the lowest priced;

6.4.2 Re-assess the proposals and award to the Proposer determined to best meet the overall needs of City of Paisley.

6.4.3 Commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all responsible Proposers within the competitive range; and negotiate with a Proposer over:

- The Scope of work;

- The contract price as it is affected by negotiating the Scope of Work; and
- Any other Terms and conditions as determined by City of Paisley.

6.5 Investigation of References

City of Paisley reserves the right to investigate and to consider the references and past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors and workers. City of Paisley may postpone the award or execution of the contract after the announcement of the notice of intent to award in order to complete its investigation.

6.6 Contract Award

The contract will be awarded to the responsible Proposer whose Proposal City of Paisley determines in writing is the most advantageous to City of Paisley. If a successful contract cannot be completed after award, City of Paisley may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with other Proposer(s) for award. The contract will include items similar to those shown in the attached.

6.7 Proposal Rejections

City of Paisley reserves the right to: Reject any proposals not in compliance with all public procedures and requirements; Reject any proposal(s) not meeting the specifications set forth herein; Waive any and all irregularities in proposals submitted; Consider the competency of Proposers in making any award; Reject all proposals; Award any and all parts of any proposals; and Request additional references.

7. APPLICABLE STATUTES AND RULES

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and the City of Paisley Contracting Rules.

7.1 Communications During RFP Process

In order to ensure a fair and competitive environment, direct communications between City of Paisley staff other than the Administrative Contact and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP City process or the award of a contract is strictly prohibited.

7.2 Questions and Requests

Any Proposer requiring further clarification of the proposal procedures contained herein should submit specific questions in writing to:

Name: Melissa Walton

Title: City Clerk

Email: info@cityofpaisley.net

The email subject line should contain the phrase "Paisley Water System Improvements" A written response will be provided to those questions that are deemed

appropriate. The response will be in the form of an addendum and will be sent to all individuals or firms in receipt of this RFP.

7.3 Addenda

Only documents issued as written addenda by City of Paisley serve to change the RFP in any way. No other direction received by the Proposer, written or verbal, serves to change the RFP. Addenda will be posted and made available at all electronic and physical locations where this Solicitation Document may be reviewed.

7.4 Grant Requirements

This project is funded through an EPA-Community Grant. All contracts are subject to EPA review and may include federal contract clauses, including certifications against lobbying.

Exhibit A – Advertisement

CITY OF PAISLEY REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES RELATED TO THE “PAISLEY WATER SYSTEM IMPROVEMENTS PROJECT” AND GENERAL ENGINEERING SERVICES

The City of Paisley, Oregon, a local City government seeks Requests for Proposals for a grant-funded water project in the City and General Engineering Services in the future. The complete RFP can be viewed at this link of the City’s website: <http://cityofpaisley.net/39501.html> on the “Bid and Job Posting” page.

Proposals will be considered based upon the following general evaluation criteria: History working with Rural Oregon and/or public entities in southern and eastern Oregon; experience with similar projects; Proposed Project Approach, Budget, & Workplan; Project Team Qualifications and Firm Availability; Ability to Complete All Tasks; Minority, Woman-owned, Emerging Small Business/Oregon Certification Office for Business Inclusion and Diversity (COBID) Status.

Additional information, including a project description, the scope of work, submission requirements, and details on how the proposal evaluation criteria are weighted is included in the Request for Proposals solicitation document.

Interested bidders must mail seven (7) hard-copy proposals to City of Paisley, c/o Melissa Walton, City Clerk at P.O. Box 100 Paisley, Oregon 97636 – received no later than December 6, 2024. Any Proposer requiring further clarification of the proposal procedures contained herein should submit specific questions in writing to: Melissa Walton, City Clerk at info@cityofpaisley.net.

Date: Tuesday, November 5, 2024

City of Paisley Water System Improvements Project Project Footprint and Piping Routes

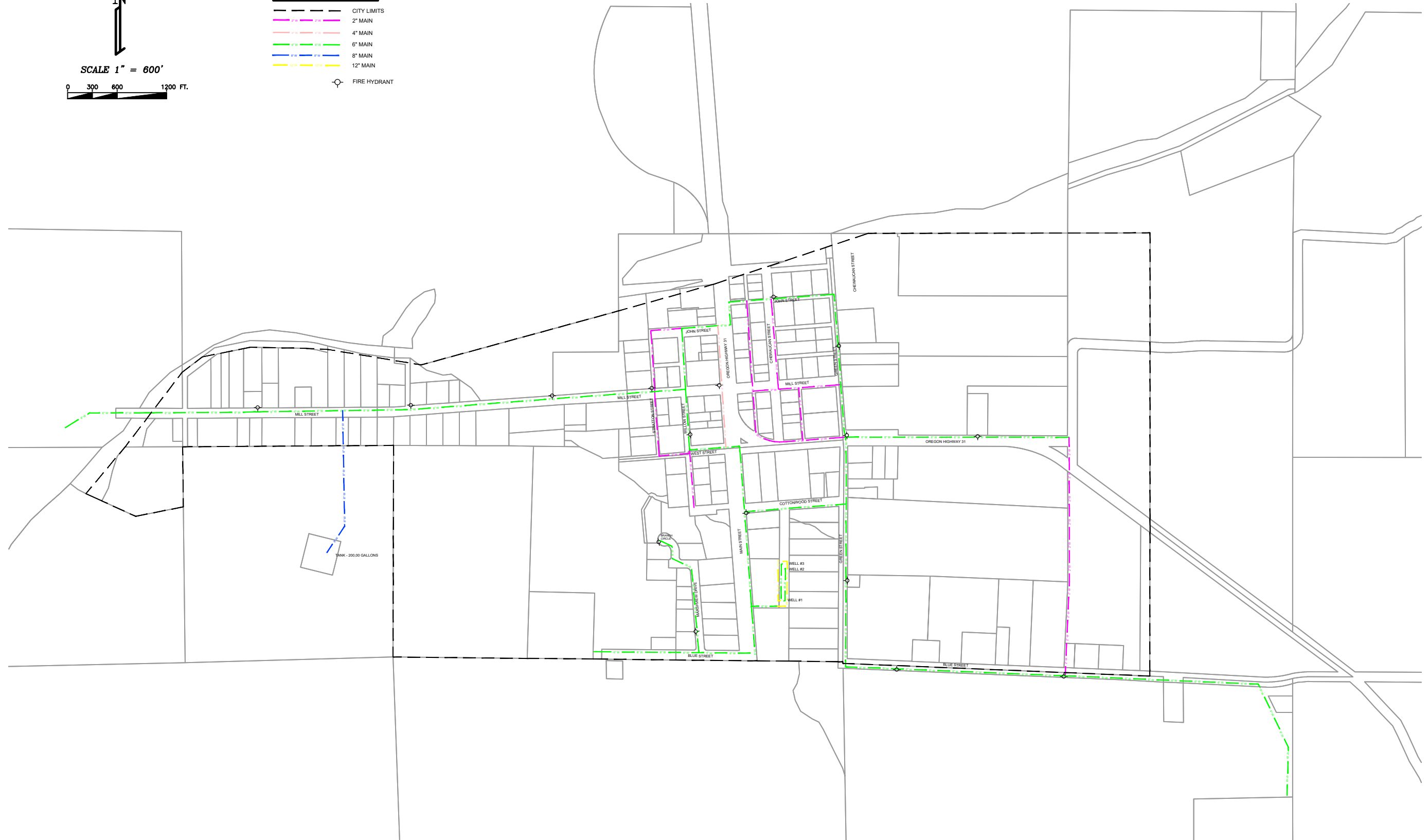


SCALE 1" = 600'



LEGEND

	CITY LIMITS
	2" MAIN
	4" MAIN
	6" MAIN
	8" MAIN
	12" MAIN
	FIRE HYDRANT



REVISIONS	BY

**ANDERSON ENGINEERING
AND SURVEYING, INC.**

 P.O. BOX 98
 LAKEVIEW, OREGON 97630
 (541) 847-7242 FAX 847-5921
 WWW.ANDERSONENGINEERING.COM

PREPARED FOR:
CITY OF PAISLEY
 706 CHEVAUCAN STREET
 PAISLEY, OREGON 97636
 (541) 848-3173



**CITY OF PAISLEY
WATER SYSTEM MAP**

DATE:	04/08/2021
SCALE:	1"=600'
DWG. BY:	R.C.
FILE:	2018-079
JOB NO.:	2018-079
SHEET	1