



RFP No. WTR091

PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

City of Portland, Oregon
February 1, 2011

REQUEST FOR PROPOSALS

for

Mount Tabor Reservoir Adjustments

PROPOSALS DUE: February 21, 2011 by 3:00 p.m.

Envelope(s) shall be sealed and marked with RFP # and Project Title.

Submit one (1) original and ten (10) complete copies of the Proposal, along with one (1) electronic copy on CD to:

City of Portland Water Bureau
Attn: Andrew Urdahl
1120 SW Fifth Avenue, Room 600
Portland, OR 97204

Refer questions to:

City of Portland Water Bureau
Andrew Urdahl
Phone: (503) 823-7490
Email: andrew.urdahl@portlandoregon.gov

A MANDATORY PRE-SUBMITTAL MEETING has been scheduled for 2:30 pm, Wednesday, February 2, 2011, in the Bull Run Room on the 5th floor of the Portland Building at 1120 SW 5th Avenue, Portland, OR 97204.

GENERAL INSTRUCTIONS AND CONDITIONS

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS –

The City of Portland seeks to extend contracting opportunities to Minority Business Enterprises, Women Business Enterprises and Emerging Small Businesses (M/W/ESBs) in order to promote their economic growth and to provide additional competition for City contracts. Therefore, the City has established an overall 20% utilization goal in awarding PTE contracts to ESBs. No goal is set for the use of M/WBE firms, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts.

CITY SUSTAINABILITY OBJECTIVES –

The City has a history of striving to be more sustainable in its operations and planning. Starting with the City's Sustainable City Principles (1994) the City has established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Climate Action Plan, and the Stormwater Management Manual (to view these and related City policies, go to the Portland Policy Documents Website: <http://www.portlandonline.com/auditor/index.cfm?c=26818>). As applicable to City procurement, these policies guide the City to buy products and services that reduce the City's negative environmental and social impacts, while maintaining fiscal health in the short and long term. As such, the City seeks to do business with firms that will actively contribute to the City's sustainability objectives.

ENVIRONMENTAL CLAIMS –

Upon request, the vendor must provide and make publicly available verifiable evidence supporting every environmental claim made about the products or services provided to the City. Environmental claims for which verifiable evidence must be provided include any claim provided on products, product packaging, product or service sales literature and websites, and information provided to respond to this solicitation.

INVESTIGATION – The Proposer shall make all investigations necessary to be informed regarding the service(s) to be performed under this request for proposal.

SPECIAL CONDITIONS – Where special conditions are written in the Request for Proposal, these special conditions shall take precedence over any conditions listed under the Professional, Technical and Expert Service "General Instructions and Conditions".

CLARIFICATION OF REQUEST FOR PROPOSAL –

Proposers who request a clarification of the RFP requirements must submit questions in writing to the person(s) shown in the REFER QUESTIONS TO section on the cover of this RFP, or present them verbally at a scheduled pre-submittal meeting, if one has been scheduled. The City must receive written questions no later than the date stated herein. The City will issue a response in the form of an addendum to the RFP if a substantive clarification is in order.

Oral instructions or information concerning the Request for Proposal given out by City bureaus, employees or agents to prospective Proposers shall not bind the City.

ADDENDUM – Any change to this RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. The City is not responsible for any explanation, clarification or approval made or given in any manner except by addendum.

COST OF PROPOSAL – This Request for Proposal does not commit the City to pay any costs incurred by any Proposer in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Request for Proposal.

CANCELLATION – The City reserves the right to modify, revise or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a contract.

LATE PROPOSALS – Proposals received after the scheduled closing time for filing will be returned to the Proposer unopened.

REJECTION OF PROPOSALS – The City reserves the right to reject any or all responses to the Request for Proposal if found in the City's best interest to do so. In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation

comes to the City's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subcontractors or subconsultants who are involved in litigation with the City.

Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

BUSINESS LICENSE AND REGISTRATION –

Successful Proposer shall obtain a current City of Portland Business License, and be compliant with all State of Oregon registration requirements prior to execution of this contract and commencement of the work.

WORKERS' COMPENSATION INSURANCE –

Successful Proposer shall be covered by Workers' Compensation Insurance or shall provide evidence that State law does not require such coverage.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER –

Successful Proposers must be certified as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with Procurement Services, City of Portland, prior to contract execution.

EQUAL BENEFITS PROGRAM –

Successful Proposers must provide benefits to their employees with domestic partners equivalent to those provided to employees with spouses as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with Procurement Services, City of Portland, prior to contract execution.

LOCAL CONTRACTING –

If the final evaluation scores are otherwise equal, the City prefers goods or services that have been manufactured or produced by a Local Business. The City desires to employ local businesses in the purchase, lease, or sale of any personal property, public improvements or services. The City wants the residents of the State of Oregon and SW Washington to benefit from optimizing local commerce and services, and the local employment opportunities they generate. [[Resolution #36260](#)]

CONFLICT OF INTEREST –

A Proposer filing a proposal thereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this Request for Proposal has participated in the contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer of the same request for proposals, and that the Proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

CONFIDENTIALITY –

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposals for which Proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the Proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, ORS 192.502 and/or ORS 646.461 et seq. If the entire proposal is marked as constituting a "trade secret" or being "confidential," at the City's sole discretion, such a proposal may be rejected as non-responsive.

If a request to inspect the proposal is made, the City will notify the Proposer of the request. If the City refuses to release the records, the Proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the Proposer in order for the Proposer to take all appropriate legal action. The Proposer further agrees to hold harmless, defend and indemnify the City for all costs, expenses and attorney fees that may be imposed on the City as a result of appealing any decision regarding the Proposer's records.

The Chief Procurement Officer has the authority to waive minor irregularities and discrepancies that will not affect the competitiveness or fairness of the solicitation and selection process.

These Professional, Technical and Expert Services Request for Proposal "General Terms and Conditions" are not to be construed as exclusive remedies or as a limitation upon rights or remedies that may be or may become available under ORS Chapter 279.

PART I CONTRACT REQUIREMENTS

SECTION A GENERAL INFORMATION

1. INTRODUCTION

The City of Portland Water Bureau strives to provide high quality water to enhance the public health and safety and contribute to the economic viability and livability of the Portland metropolitan region. We are a recognized leader among water service agencies across the country.

This project aligns with the Portland Water Bureau's (PWB) mission statement of providing reliable water service to customers as well as being responsible stewards of the public's water infrastructure and natural resources.

The goal of this project is to provide a design and obtain permits required for piping changes necessary to supply water into the Tabor 411 pressure zone and to the Westside transmission system directly from the conduits, bypassing Reservoirs 1 and 5 at Mt. Tabor and to address other changes that are needed to disconnect the open reservoirs from the public water system – including pipes, chlorine lines, telemetry, instrumentation, and site security.

2. BACKGROUND

In 2006 the United States Environmental Protection Agency (EPA) adopted the Long Term 2 Enhanced Surface Water Treatment Rule (LT2). One provision of this rule requires large water providers to either cover open finished drinking water reservoirs, or provide for post-reservoir treatment for *Cryptosporidium*, Giardia and other viruses. The Portland Water Bureau (PWB) is pursuing Congressional relief from the requirements, but is concurrently moving forward with planning, designing, constructing, and budgeting to achieve compliance with the LT2 rule as written.

The PWB submitted a plan to EPA for replacing the open reservoirs at Mt. Tabor and Washington Park with covered storage. In order to achieve the disconnection of the open reservoirs at Mt. Tabor, the following projects must be implemented, if Congressional relief is not granted.

These projects should be considered in the following sequence:

- Step 1. Proceed with the existing Powell Butte Reservoir #2 project
- Step 2. Replace existing Kelly Butte Tank
- Step 3. Construct connection from Tabor 411 to Tabor 302 (regulators)
- Step 4. Construct open reservoir adjustments (piping and valves) onsite at Tabor
- Step 5. Disconnect Tabor Reservoirs # 1, 5 and 6 from public water system
- Step 6. Retain part of Reservoir 6 as overflow until a more permanent solution can be found

Of the above referenced steps, Steps 1 and 2 are currently in design. Step 3 is complete. Steps 4, 5 and 6 are the focus of this Request for Proposal (RFP). According to the schedule accepted by EPA, Notice To Proceed with construction of the adjustments must be issued by July 1, 2013 and the adjustments must be completed so that Reservoirs 1, 5 and 6 at Mt. Tabor can be disconnected by December 31, 2015.

3. SCOPE OF WORK

The City of Portland Water Bureau is seeking proposals from individuals, firms, teams or consultants, hereafter called "Proposer(s)," for the Mount Tabor Reservoir Adjustments with demonstrated experience in engineering design, land use review process, site development permit with conditional use process, and support services.

The PWB proposes to engage the successful Proposer for the following services:

- A. Project Management
- B. Design
- C. Permitting
- D. Public Outreach
- E. Assistance During Construction

A description of associated work tasks required for the Project is detailed under Part I, Section B, Work Requirements.

4. PROJECT FUNDING

The anticipated cost for the services described herein is \$500,000. The Proposer's proposal shall include the Proposer's true estimated cost to perform the work irrespective of the City's budgeted funds for this work.

SECTION B

WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

The successful Proposer will be responsible for all work necessary to develop and complete detailed plans and specifications using PWB and Construction Specifications Institute (CSI) 2004 formats for construction of the Project features listed in this RFP and for providing construction and post-construction support.

The Basis of Design Report (BDR) will be provided to Proposers by PWB for this project at the mandatory pre-submittal meeting. The successful Proposer shall proceed with preliminary design based on the final BDR.

Proposers must consider all requirements in their Proposal. Final requirements of the project may differ to some degree from those included here and will be established during contract negotiations.

The following is a more detailed description of the required services. The successful Proposer will be expected to work closely with the designated City personnel to accomplish the following:

Project Features - The successful Proposer will be responsible for the following:

A. Project Management -

- 1) Development of Project Design Management Plan
 - a. Develop a project team
 - b. Develop a Project Management Work Plan including tasks being performed by subconsultants, a quality assurance plan, and meetings with PWB and other stakeholders, specific tasks, a description of products, schedule, reviews, costs by task and discipline, and an explanation of how the team will interact.
- 2) Participation in weekly meetings with PWB Project Manager or their designee on project design status.
- 3) Participation in bi-weekly meetings with PWB Project Manager and stakeholders on permits and land use application.
- 4) Preparation of monthly detailed project status reports for distribution to PWB.
- 5) Development of a Design Quality Management Plan (DQMP) - Successful Proposer shall establish and provide a DQMP that addresses each phase of project design. Prior to implementing the approved DQMP, the successful

Proposer shall hold a meeting with appropriate PWB Design, Construction, and Operations staff to review and discuss implementation of and updates to the DQMP. The successful Proposer shall be required to:

- a. Prepare a project schedule with proposed times for deliverables, lead time needed for permit and expectations for PWB review.
 - b. Supervise the work of the Project Team, including subconsultants.
 - c. Monitor project scope, schedule, costs, and projected work cash flows with monthly updates to the PWB Project Manager.
 - d. Participate in a project meeting and site/area tour with PWB project staff and others to review all phases of the work.
 - e. Meet with the PWB Project Manager to review the work plan and make any revisions.
 - f. Work with the PWB Project Manager to coordinate design activities with PWB and other City staff.
 - g. Quality Assurance (QA) - For each design phase milestone, the successful Proposer will provide a team of at least one principal or senior level engineer and the successful Proposer's Project Manager/Project Engineer who will critically review the design submittals prior to submitting for PWB review. These reviewers will be familiar with this type of project, but not involved with design of this project, and will participate in PWB's formal Bidability, Constructability, Operability, and Environmental (BCOE) review. Resumes for the engineers that will participate in the design submittal and BCOE review shall be included in Part 2, section C, 2 Project Team & Capabilities section, and shall specifically state their role is for these reviews. Provide documentation of successful Proposers Quality Assurance / Quality Control (QA/QC) at each milestone.
- 6) Attendance at additional meetings as required (assume a minimum of twenty additional meetings).
 - 7) Development of Risk Management Plan to track and manage risks to the project including:
 - a. Budget over runs
 - b. Schedule changes
 - c. Permitting time lines
 - d. Coordination with other PWB projects and operation restrictions
 - 8) Providing Monthly Subconsultant Payment and Utilization Reports.
 - 9) Change Management and Development of a Change Management System
 - a. Establish a formal process for tracking and managing changes that impact critical business functions, such as cost, schedule, risk, and scope changes.
 - b. Develop protocols to identify critical design and performance criteria, and establish a project baseline from which all proposed changes will be compared.
 - c. Coordinate with a project oversight committee made up of PWB staff that will review and approve all changes from the project baseline.

B. Design

- 1) Pre-Design / Preliminary Design and Geotechnical
 - a. Meet with PWB representatives to review the available geotechnical reports. These reports are not specific to this project. NOTE: The PWB has done several studies in the area but none of them were done for this specific project. Reviewing these reports may give some insight into how to proceed with any additional studies.

- b. Provide additional geotechnical field work and investigations as required for the design.
- c. Evaluate groundwater levels and possible drainage problems plus any mitigation measures required.
- d. Meet with PWB staff to review preliminary work restrictions due to maintaining supply during construction.
- e. Assess PWB survey data to determine if additional surveys are needed for design.
- f. Site Analysis - Opportunities and Constraints - Review and evaluate the existing and future conditions of the site including site grades, and piping alignments as presented in the BDR.

NOTE: Survey - PWB will conduct a civil site survey to develop horizontal and vertical control datum, basemap, and site feature inventory for the project area, including appropriate ties to Professional Land Surveyor (PLS) control monuments (based on North American Datum (NAD) 83/91 coordinates) and City of Portland vertical control monuments. The survey will be available to the successful Proposer at the beginning of the design process.

2) Disconnection Work Design. The successful Proposer will provide designs for:

- a. Cutting and plugging of mains that transmit water from the reservoirs into the distribution system. Where necessary, provide designs for the installation of blind flanges. Leave physical air gaps. There are three of these at Reservoir 1.
- b. Installation of plugs at both ends of the pipes that run in a tunnel between Reservoirs 1 and 5, and installation of blind flanges at the Reservoir 5 end of the pipes that run in the tunnel between Reservoirs 5 and 6, including the connection to the Tabor Pump Station. There are 4 plugs and 2 flanges total. Cutting and plugging the pipes between Reservoirs 5 and 6 where they connect to the Tabor 411 distribution system. Flow to Tabor Pump Station and Reservoir 7 must be maintained.
- c. Cutting and plugging both ends of Conduit 4 between Reservoirs 1 and 5. Leave physical air gaps.
- d. Shutting of valves on mains that supply water to the reservoirs and installation of blind flanges at the reservoir end of the pipes. There are 4 of these connections (two each at Reservoirs 1 and 5).
- e. Installation of a pressure gauge and air valve on Conduit 2 at the high point between Reservoirs 1 and 5.
- f. Disconnection of chlorine lines.
- g. Disconnection of telemetry from the reservoirs and reconfigure backup power and security measures.
- h. Installation of screens on drain lines and bars on weirs.
- i. Optional Task: Disconnection of mains on the Reservoir 6 outlets at the SE 60th Avenue stairs, if work is not done sooner (design being completed in a separate project).
- j. Optional Task: Plugging the Reservoir 6 outlet lines in the gatehouse, if work is not done sooner.

NOTE: Proposers must include the costs for the optional tasks in their proposal with cost per optional task identified.

3) New Connections - The successful Proposer will provide designs for:

- a. Construction of approximately 20 feet of steel 48-inch main connecting Conduit 3 with Conduit 2 south of Reservoir 1. Installation of a valve on this main.
- b. Construction of approximately 20 feet of steel 48-inch main connecting

- Conduit 2 with the 30" cast iron 411 distribution main that goes south from Reservoir 1 at SE 68th Avenue. Installation of a valve on this main.
- c. Construction of approximately 80 feet of steel 48-inch main connecting Conduit 4 with Conduit 3, replacing the existing 24 inch main south of Reservoir 1, including replacement of the valve.
 - d. Construction of approximately 900 feet of steel 48-inch main from Conduit 3 to the 411 distribution line near SE Lincoln St along the park road and approximately 600 feet of steel 42-inch main from there to the restrained 42-inch main in SE Lincoln St. Installation of valves at either end of the new main. Installation of a valve on the SE Lincoln St distribution line just north of the new junction, and on Conduit 3 just north of the new junction. Installation of a flow meter on the new main near the new junction with Conduit 3.
 - e. Installation of cathodic protection on the 48" pipe that runs north and east of Reservoir 6.
 - f. Installation of a 30" throttling valve and meter to connect the Westside Supply Line with Conduit 3 in the right of way of SE 66th Avenue near SE Division. Designs will include valves and pressure sensors on both sides of the new throttling valve.
 - g. Installation of pressure sensors on either side of the sleeve valve on Lincoln near 59th Avenue.
 - h. Installation of valves on Conduits 2 and 3 near the new connections.
- 4) Corrosion Design - Design corrosion protection for the piping and appurtenances into the project plans and specifications with input from PWB staff.
- 5) Mechanical Components - Design actuated valves, pumps, electrical service, and ventilation system.
- 6) Piping
- a. Design the piping, interties, valves, and appurtenances required to meet the scope of work.
 - b. Prepare specifications, plan, and profile drawings.
- 7) Drainage - Provide an erosion control plan for the site that meets the City code, Bureau of Environmental Services (BES) requirements, and Department of Environmental Quality (DEQ) requirements for erosion control during construction. City code for erosion control can be found at the following site: <http://www.portlandonline.com/shared/cfm/image.cfm?id=192327>
DEQ requirements can be found at the following site: <http://www.deq.state.or.us/wq/stormwater/escmanual.htm>
- 8) Electrical, Instrumentation and Control
- a. Design an electrical, instrument and control system to provide power, lighting, telemetry, and security. The design shall include, but not limited to, electrical service and distribution, control, telemetry, and actuation/operation for valves, pumps/motors, and system status (annunciation).
 - b. Provide a written instrumentation and process narrative (control strategy) including the security and communications narrative as part of Operations & Maintenance (O&M) manual content.
 - c. Provide complete Process and Instrumentation Diagram (P&ID) drawings based on the control strategy, with all set points for all instrumentation devices and equipment.
 - d. Provide a complete equipment list with a unique ID for each piece of equipment. The list shall include:
 - ID tag name
 - Equipment description

- Specification section number
 - Mechanical, Electrical, and Plumbing point of connection information, size, type voltage, amperage
 - Location by building / structure name
- e. Provide a complete electrical circuit and raceway schedule using the equipment list and the existing as-built schedule which will be provided by PWB.
 - f. Provide an input / output list of all communications, analog and digital circuits. Provide, or incorporate as a condition of the contract documents, instrumentation and controls interconnection drawing (point to point).
 - g. Provide control schematic of all relay logic for all hard wire control circuits, and Non-Programmable Logic Controller (PLC) based controls.
 - h. Provide complete single line drawing of the electrical power system with a short circuit coordination study, and the device settings needed for the over current devices of the electrical system.
 - i. All control systems must comply with and be incorporated into PWB's existing Supervisory Control and Data Acquisition (SCADA).
 - j. Identify and address needs for PWB staff training associated with operations and maintenance activities and include training in the specifications.
 - k. Optional task: A training plan may be required. Proposer's must include the cost for this optional task in their Proposal, with the cost identified as "cost for optional task".

9) Drafting

- a. Meet with PWB's Project Manager to review and clarify format and standards for work product.
- b. Provide all drawings, plans, and details in MicroStation V8XM format and in accordance with the most recent version of the PWB's Computer Aided Drafting (CAD) standards and workspace environment. Drafting guidelines are available online at:
<http://www.portlandonline.com/WATER/index.cfm?a=178395&c=29861> .
- c. Electronic submittals of drawings, plans, and details will include all resource and reference files used to create them.

10) Specifications

- a. Prepare the project documents (detailed design drawings, specifications and other required documents, including addenda) in a manner that meets the City of Portland Purchasing requirements for construction of the project.
- b. Specifications will use the 2004 Masterformat Construction Specifications Institute (CSI) format. Revise as required by PWB and City Attorney. Prepare specifications for the project with required technical specification sections.
- c. PWB General Requirements will be provided to the successful Proposer during design.

11) Restoration and Landscaping Design

- a. Design landscaping based on the conditions of the land use and permit requirements.

12) Coordination of Work

- a. Identify and pothole all utilities in pipeline alignments and resolve conflicts by designing new alignments for existing utilities or adjust alignment of new utilities.
- b. Develop a site piping layout. Provide coordinates for all underground utility work including electrical underground conduits and existing utilities in proximity to the work to provide for proper space allocations.

- c. Develop space planning zones for the mechanical, electrical, pipe, and structural work to ensure adequate working clearances as required by current codes and for operations and maintenance requirements.
- d. Develop a detailed sequence-of-work plan including shutdown schedules and coordination of other system work based on input from PWB operations, engineering and maintenance staff. Plan shall include alternative sequences based on the most likely work scenarios and permit restrictions.

C. Permitting

- 1) Most permitting issues are due to historic, environmental and zoning concerns. Coordination with Portland Parks & Recreation (PP & R) and adjacent property owners will be necessary to minimize impacts. Historic Design Review will be focused on the exterior appearance, views of the water, and other “contributing factors” to the historic importance of these features.
- 2) Provide all information, corrections and additions necessary to obtain required land use permits. Take the lead in communications with the Bureau of Development Services (BDS) officials on land use review and checklist comments.
- 3) Provide list of expected land use reviews and permits with projected timelines and requirements for data needed for each permit. Preliminary list of permits and land use reviews are listed below:
 - a. Land Use Review
 - b. All required pre-construction permits
 - c. Grading Permit (1200-C) (DEQ)
 - d. Site Development through BDS
 - e. Building Permits
 - f. Tree Removal and Mitigation
 - g. National Pollutant Discharge Elimination System (NPDES)
 - h. Portland Bureau of Transportation (PBOT) Street Opening Permits
 - i. BES discharge drainage permits
- 4) Prepare and provide permits with graphics and attachments to PWB for review prior to submitting for approval. Provide to PWB responses and documents to land use reviews and permit applications. Assume three draft iterations each for land use application and permits.
 - a. Review the design, land use requirements, limits of construction, construction practices, and make recommendations in limiting and mitigating construction impacts to natural resources.
 - b. Review available resources and perform required resource assessments – biological, cultural, etc.

D. Public Outreach - The successful Proposer shall assist in public education and outreach activities in the Design Project Management Plan and provide the following support services for PWB’s Public Outreach Plan:

- 1) Conduct a Community Pre-Assessment to identify individuals, organizations, agencies and businesses that use or have an interest in the site; and identify their concerns, issues and interests.
- 2) Assist PWB Public Outreach staff to produce informational materials which may include flyers, brochures, signs, posters, monthly newsletter, maps, charts, drawings, etc. during design and construction.
- 3) Provide printing and mailing services for public notifications (e.g., postcards, 6

mailings, 2000 pieces per mailing).

- 4) Participate in project public meetings (estimated 1-2 meetings, 2 hour duration).

E. Assistance During Construction - The successful Proposer will designate one Engineer and support staff that is committed to this project to assist PWB as requested. Day-to-day project inspection, contract administration, payments, and the majority of construction engineering will be handled by the PWB. The successful Proposer will perform the following services during construction to augment the PWB:

- 1) Attend the pre-construction conference(s).
- 2) Assist PWB in providing interpretations and clarifications of the contract documents and assist in preparation of field orders and change orders upon request of PWB.
- 3) Review shop drawings and submittals when requested and provide written responses to the PWB within no more than 7 calendar days unless a different schedule is agreed on in advance by PWB.
- 4) Provide Special Inspectors for inspections that are required of the Engineer of Record during construction, as required and approved by PWB and the Bureau of Development Services (BDS). Identify in proposal and fee schedule anticipated Proposers special inspections. All special inspection not required of the Engineer of Record will be performed by PWB.

2. WORK PERFORMED BY THE CITY

The City has assigned a project manager to oversee the successful Proposer's work and provide support as needed. Specific duties the City will perform and items it will provide during the life of the project are listed below:

A. PWB Duties

- 1) Overall Project Management.
- 2) Construction Contract Management.
- 3) Surveying to establish horizontal / vertical control and base mapping.
- 4) Coordination with other City Bureaus and other PWB staff.
- 5) Review and provide comments on all of successful Proposer's work products.
- 6) Provide informal BCOE review and QA/QC review at all Milestone submittals.
- 7) Participate in Bi - Weekly Permitting Meetings.
- 8) Provide guidance in PWB corrosion design requirements.
- 9) Respond to questions pertaining to existing electrical control system (SCADA) and SCADA design requirements.
- 10) PWB will provide written comments concerning Status Reports that will be returned to the successful Proposer within ten (10) working days after receipt of each Report, unless otherwise negotiated. Monthly payment will be based on project progress.

B. The PWB will provide the successful Proposer with the following existing documents:

- 1) Horizontal and vertical control data.
- 2) Base map in Microstation format.
- 3) One copy of the City of Portland's Standard Construction Specifications for reference in the specifications.
- 4) CAD files containing standard construction drawings, legend (with symbols) and general notes in Microstation format.
- 5) Copies of the City's street and utility maps as needed.

- 6) PWB BCOE review guidelines.
- 7) Guidance on PWB public education and outreach requirements.

C. The PWB reviews and length of time required for the reviews are anticipated as follows:

- 1) Written comments 15 working days after receipt of the Initial Design (30%) Milestone submittal.
- 2) Written comments 20 working days after receipt of the Intermediate Design (60%) Milestone submittal.
- 3) Written comments and BCOE review 30 working days after receipt of the Final Design (90%) Milestone submittal following the formal BCOE review.
- 4) Written comments 15 working days after receipt of the Produce Bid Package Design (95% plans and specs) Milestone submittal.
- 5) Written comments 7 working days after addenda submittal.
- 6) Written comments 21 working days after draft land use applications submittals.
- 7) Review permit applications and provide written comments within fifteen (15) working days after receipt of each item. PWB will submit pertinent permits and pay permit fees.
- 8) Written comments 21 working days after draft technical memorandum submittals.
- 9) Longer review periods will be required for any reviews conducted by City Attorney, other Bureaus, and other Public Agencies.

3. DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangibles resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports. The successful Proposer is encouraged to provide any deliverables in accordance with the City's Sustainable Paper Use Policy. The policy can be viewed at: <http://www.portlandonline.com/omf/index.cfm?c=37732> .

Unless otherwise negotiated, design deliverables to and from the City will have a two-week minimum turnaround time during design (design turnaround times may vary depending on size of document being reviewed and time of year being reviewed).

Bidding and construction deliverables from the successful Proposer will have a one-week maximum turn around time unless otherwise agreed to in advance. It is critical to respond to bidding and construction reviews as quickly and promptly as possible and they will require immediate responses.

Provide one (1) original and twenty (20) copies, plus electronic version with reference files, of all deliverables unless otherwise noted. Plan sets for review shall include five (5) full size sets (22x34) all others shall be ½ size (11 x 17).

All deliverables and resulting work products from the contract awarded under this RFP will become the property of the City of Portland. The successful Proposer shall be required to produce the following deliverables:

A. Project Design Management Deliverables

- 1) Project Design Management Plan.
- 2) Monthly Status Reports highlighting work progress during the previous month and listing unresolved outstanding issues. One original copy of each Report will be submitted to PWB's Project Manager along with monthly payment requests. Status reports must be broken down by task and will compare percentage complete with percentage of budget spent.
- 3) Design Quality Management Plan.
- 4) Risk Management Plan.
- 5) Project Schedule and monthly updates.
- 6) Change Management Plan and Processes.

- 7) Cash flow projections at key deliverables and for fiscal year planning.
- 8) Risk Management Plan.
- 9) Submit a Monthly Subconsultant Payment and Utilization Report by the 15th of each month.

B. Design Deliverables

Deliverables shall be provided as shown below:

- 1) Preliminary Design Milestone
 - a. PRELIMINARY DESIGN MEMO – The preliminary design memo shall include a summary of the findings.
- 2) Initial Design Milestone – Plans and Specifications (30%)
 - a. 30% PLANS – The plans shall include, at a minimum, a preliminary site plan, draft instrumentation and control diagram (P&IDs), preliminary electrical diagram, equipment list, proposed pipe alignment, pipe sizes, and connections to existing pipe.
 - b. 30% SPECIFICATIONS – The specifications shall include a proposed list of specification sections and a preliminary draft of those sections covering the major items of work. All initial and subsequent specifications development shall be consistent with PWB construction management practice and shall incorporate construction quality management requirements accordingly.
 - c. PERMITTING/LAND USE REVIEW (LUR) – Provide a permitting and LUR memo detailing the permitting requirements for the project, status for each permit, the permitting agency, contact information, a preliminary cost estimate for each permit, schedule for delivering the required permitting to meet the timeline for start of construction, and information gathered at pre-application meetings. The schedule shall include time allowed for PWB review, permit submission deadlines, anticipated meetings requirements, time required by the jurisdictional authority for review and public comment and float time to address public comment and additional submittals that may be required of the permitting agency, as well as identifying the predecessors for each permit in the schedule.
 - d. DESIGN MEMORANDUM (MEMO) – Provide a draft technical memo that includes design assumptions and criteria, description of resolved and outstanding issues, and a discussion of field work, investigations, and shut-down operations.
 - e. SUPPORTING ENGINEERING DOCUMENTATION – Provide copies of any supporting engineering assessment or report that provides technical analysis needed to support engineering decisions and evaluate key assumptions. Provide initial draft of instrumentation and process narrative (control strategy). Provide electronic copies of design calculations, including contract time, liquidated damages, etc.
 - f. COST ESTIMATE – Provide a preliminary construction costs estimate for each major component of the work (i.e. each separate structure, pipe line, and roadway). Provide a potential list of bid items and units of measurement.
 - g. SCHEDULE – Provide an update to the design schedule. Identify delays and actions required/taken to meet the timeline for start of construction. The schedule shall include time allowed for PWB review, permit submission deadlines, anticipated meeting requirements, time required by the jurisdictional authority for review and public comment and float time to

address public comment and additional submittals that may be required of the permitting agency.

- h. QUALITY ASSURANCE DOCUMENTATION – Provide quality control documentation according to the DQMP.
- 3) Intermediate Design Milestone – Plans and Specifications (60%)
- a. 60% PLANS – The plans shall include, at a minimum, a final site plan, instrumentation and control diagram, electrical diagram, final pipe alignment, plan and profile, other utilities clearly identified, all connections with other mains, and all appurtenances. Provide tabulated comments and responses to 30% plan set.
 - b. 60% SPECIFICATIONS – The specifications shall include a complete Table of Contents with a complete list of sections and completed technical specifications. Specifications will be consistent with design elements as shown on the drawings. Provide tabulated comments and responses to 30% specifications.
 - c. PERMITTING/LUR – Provide an update to the initial permitting memo with status and cost estimate for each permit and an updated schedule and identified predecessors for each permit. Identify delays and actions required/taken to meet the timeline for start of construction. Provide complete application and required documentation to be submitted with the application for any land use permits that will be required for the project.
 - d. DESIGN MEMO – Provide updates to draft technical memo on design assumptions and criteria, description of resolved and outstanding issues, and a discussion of field work and investigations, documenting the progress of the work with attachments including resolutions, supporting engineering documents, and responses to PWB review comments of 30%.
 - e. SUPPORTING ENGINEERING DOCUMENTATION – Provide copies of any supporting engineering assessment or report completed since the 30% Milestone and the status of any incomplete assessment(s) or report(s). Assessments and reports that provide technical analysis needed to support engineering decisions, evaluate key assumptions, and complete design must be completed at this design stage. Provide electronic copies of design calculations, including contract time, liquidated damages, etc.
 - f. COST ESTIMATE – Provide an engineer’s estimate of construction costs.
 - g. SCHEDULE – Provide an update to the design schedule. Identify delays and actions required/taken to meet the timeline for start of construction. Update the proposed construction schedule to reflect changes in design development and start of project construction, including projected cash flow. Schedule to include duration, start date, finish date, predecessors, and Gant chart.
 - h. QUALITY ASSURANCE DOCUMENTATION – Provide quality control documentation according to the DQMP.
- 4) Final Design Milestone and Formal BCOE Review – Plans and Specifications (90%).
- a. 90% PLANS – The plans shall be complete in all respects including all engineering details and shall be consistent with specifications. Provide tabulated comments and responses to 60% plan set.

- b. 90% SPECIFICATIONS – The specifications shall be complete and shall be consistent with design elements as shown on the drawings. Provide tabulated comments and responses to 60% specifications.
 - c. PERMITTING/LUR – Provide all required Permit applications including any supporting documentation, plans, specifications, calculations, etc. required for the permits. Update the permitting memo with status for each permit and an updated schedule. Identify delays and actions required/taken to meet the timeline for start of construction.
 - d. DESIGN MEMO – Provide updates to draft technical memo on design assumptions and criteria, description of resolved and outstanding issues, and a discussion of field work and investigations, documenting the progress of the work with attachments including resolutions, supporting engineering documents, and responses to PWB review comments of 60%.
 - e. SUPPORTING ENGINEERING DOCUMENTATION – Provide final version of any supporting engineering assessment or report. Provide electronic copies of design calculations, including structural, contract time, liquidated damages, etc.
 - f. COST ESTIMATE – Provide updated engineer’s estimate of construction costs.
 - g. SCHEDULE – Provide an update to the design schedule. Identify delays and actions required/taken to meet the timeline for start of construction. Provide a final version of the construction schedule through construction completion and facilities commissioning including projected cash flow.
 - h. OPERATIONS & MAINTENANCE MANUAL – Prepare a draft O & M Manual that includes recommended operating procedures, settings for equipment, recommended maintenance schedule, shutdown procedures and lock-out and tag-out procedures.
 - i. QUALITY ASSURANCE DOCUMENTATION – Provide quality control documentation according to the DQMP.
- 5) Produce Bid Package Design Milestone – Plans and Specifications (95-100%)
- a. 95% PLANS – The plans shall be complete in all respects including all engineering detail, be consistent with specifications, and incorporate the resolution of the BCOE review comments. Provide tabulated comments and responses to 90% plan set.
 - b. 95% SPECIFICATIONS – The specifications shall be complete in all respects, shall be consistent with design elements as shown on the drawings, and incorporate the resolution of the BCOE review comments. Provide tabulated comments and responses to 90% specifications.
 - c. PERMITTING – Provide all required Permit applications and approved permits to date including any supporting documentation, plans, specifications, calculations, etc. required for the permits. Update the permitting memo with status for each permit and an updated schedule. Identify delays and actions required/taken to meet the timeline for start of construction.
 - d. DESIGN MEMO – Provide updated design memo documenting the progress of the work with attachments including resolutions, supporting engineering documents and responses to PWB review comments of 90%.

- e. SCHEDULE – Provide an update to the design schedule. Identify delays and actions required/taken to meet the timeline for start of construction. Provide a final version of the construction schedule through construction completion and facilities commissioning including projected cash flow.
 - f. STATUS MEMO – Provide memo documenting a list of any outstanding issues to be resolved.
 - g. QUALITY ASSURANCE DOCUMENTATION – Provide quality control documentation according to the DQMP.
- 6) Signature Documents Design Milestone – Plans and Specifications (100%)
- a. 100% STAMPED PLANS – One copy shall be unbound for reproduction.
 - b. 100% STAMPED TECHNICAL SPECIFICATIONS, ATTACHMENTS AND APPENDICES - One copy shall be unbound for reproduction.
 - c. FINAL DESIGN REPORT MEMO – Provide Final Design Report Memo, documenting the progress of the work with attachments, including resolutions, supporting engineering documents, schedules, and costs. Provide calculations, digital photos, graphics, reports, plans and specifications, addenda, estimates, as-builts, and all other work products that can be digitized, to the PWB on CD-R, DVD-R or flash drive depending on size.
 - d. PERMITTING – Provide all required Building Permit applications, Land Use decisions, 1200C application, including any supporting documentation, plans, specifications, calculations, etc. required for the permits. Update the permitting memo with status for each permit and an updated schedule. Identify delays and actions required/taken to meet the timeline for start of construction.
 - e. COST ESTIMATE – Provide final engineer’s estimate of construction costs. Tabulate the cost.
 - f. REVIEW COMMENTS – Provide tabulated comments and written responses to PWB comments of 95% design.
 - g. QUALITY ASSURANCE DOCUMENTATION – Provide quality control documentation according to the DQMP.

C. Construction Deliverables

- 1. Written response to the PWB of observations and recommendations based on the site visits.
- 2. Written Interpretations and clarifications.
- 3. Submittal review comments.
- 4. Prepared or reviewed field orders, contract change directives, and change orders as requested by PWB.
- 5. Documented special inspections required by the Engineer of Record.

4. PLACE OF PERFORMANCE

Contract performance will take place primarily at the successful Proposer’s facility. On occasion and as appropriate, work will be performed at City facilities, a third-party location or any combination thereof.

5. PERIOD OF

The City anticipates having the successful Proposer begin work immediately upon

PERFORMANCE contract execution with submittal of final deliverables to the City by December 2012 and final construction substantially complete by December 2015.

Proposals containing earlier completion of the deliverables are acceptable and encouraged.

6. PUBLIC SAFETY Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The Proposer shall anticipate delays in such places and include the cost of delay in the proposed cost. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. City project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

7. INSURANCE The successful Proposer(s) shall agree to maintain continuous, uninterrupted coverage of all insurance as required by the City. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without a 30-day written notice, or a 10-day written notice for non-payment from the successful Proposer or its insurer(s) to the City.

Workers' Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (firms with one or more employees, unless exempt under ORS 656.027).

General Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that the City of Portland, and its agents, officers, and employees are Additional Insureds but only with respect to the successful Proposer's services to be provided under this Contract.

Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

Professional Liability Insurance with a combined single limit of not less than \$1,000,000 per claim, incident, or occurrence. This is to cover damages caused by negligent acts, errors or omissions related to the professional services to be provided under this contract. If insurance coverage is provided on a "claims made" basis, the successful Proposer shall acquire a "tail" coverage or continue the same coverage for three years after completion of the contract, provided coverage is available and economically feasible. If such coverage is not available or economically feasible, contractor shall notify City immediately.

Certificates of Insurance: As evidence of the insurance coverages, the successful Proposer shall furnish acceptable insurance certificates to the City at the time signed contracts are returned to the City. The certificate will specify all of the parties who are Additional Insureds and will include a 30-day cancellation clause and a 10-day non-payment clause as identified above. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The successful Proposer shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

SECTION C ATTACHMENTS

1. INDEX

- Exhibit A First Tier Subconsultant Disclosure Form (submit with proposal)
- Exhibit B Non-Disclosure Agreement (Proposer's must complete and submit with proposal)
- Exhibit C Work History & Reference Information (Proposer's must complete and submit with proposal)

2. SAMPLE CONTRACT

The Professional, Technical and Expert Services Contract is the City's standard contract and will be used as a result of this selection process. A sample contract can be viewed at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=27067>.

3. PROJECT DATA

The following document will be distributed at the mandatory pre-proposal meeting: Mount Tabor Basis of Design Report (each firm / Proposer receiving this report shall submit a signed Exhibit B (Non-Disclosure Agreement). Limit of one report per firm / Proposer.

PART II PROPOSAL PREPARATION AND SUBMITTAL

SECTION A PRE-SUBMITTAL MEETING/CLARIFICATION

- 1. PRE-SUBMITTAL MEETING** A mandatory pre-submittal meeting has been scheduled for 2:30 pm, Wednesday, February 2, 2011, in the Bull Run room on the 5th floor of the Portland Building at 1120 SW 5th Avenue, Portland, OR 97204.

This is a **mandatory** meeting; therefore all Proposers are required to attend if they intend to submit a proposal. Proposals received from Proposers who do not attend will not be considered and will be returned to the Proposers.

- 2. RFP CLARIFICATION** Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email or fax, to the person listed below. **The deadline for submitting such questions/clarifications is February 14, 2011.** An addendum will be issued no later than 72 hours prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order. Questions must be submitted to:

Andrew Urdahl
Portland Water Bureau
1120 S.W. 5th Avenue, Room 600
Portland, Oregon 97204-1926

E-mail: Andrew.urdahl@portlandoregon.gov
Phone: (503) 823-7490

SECTION B PROPOSAL SUBMISSION

- 1. PROPOSALS DUE** Sealed proposals must be received no later than the date and time, and at the location, specified on the cover of this solicitation. The outside of the envelope shall plainly identify the subject of the proposal, the RFP number and the name and address of the Proposer. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and at the location specified. Proposals received after the specified closing date and/or time shall not be considered and will be returned to the Proposer unopened. The City shall not be responsible for the proper identification and handling of any proposals submitted to an incorrect location.

- 2. PROPOSAL** Proposers shall provide one (1) unbound print-ready original (one sided) and ten (10) bound copies (two sided) of the proposal. Proposals must be clear, concise and not exceed **forty (40)** 8-1/2" x 11" pages with a minimum font size of eleven (11). However, spreadsheets, pictures, diagrams and organization charts may be placed on 11" x 17" folded sheets or 24" x 36" sheets folded and placed in a pocket divider and will be counted as one page each in the overall page count. Resumes should be included in the Project Team and Proposer's Capabilities section and will not count toward the overall page count.

For purposes of review and in the interest of the City's Sustainable Paper Use Policy and sustainable business practices in general, the City encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal

materials. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

3. ORGANIZATION OF PROPOSAL

Proposers must provide all information as requested in this Request for Proposal (RFP). Responses must follow the format outlined in this RFP. Additional materials in other formats or pages beyond the stated page limit(s) may not be considered. The City may reject as non-responsive, at its sole discretion, any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner:

1. Cover Letter
2. Project Team and Proposer's Capabilities
3. Project Approach and Understanding
4. Diversity in Employment and Contracting Requirements
5. Proposed Cost
6. Supporting Information
7. A completed First Tier Subconsultant Disclosure Form (refer to Part II, C. 4. Diversity in Employment and Contracting Requirements)

SECTION C

EVALUATION CRITERIA

1. COVER LETTER

By submitting a response, the Proposer is accepting the General Instructions and Conditions of this Request for Proposal (reference second page of the RFP) and the Standard Contract Provisions of the Professional, Technical and Expert Services contract.

The Cover Letter must include the following:

1. RFP number and project title
2. name(s) of the person(s) authorized to represent the Proposer in any negotiations
3. name(s) of the person(s) authorized to sign any contract that may result
4. contact person's name, mailing or street addresses, phone and fax numbers and email address

A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.

BUSINESS COMPLIANCE

The successful Proposer(s) must be in compliance with the laws regarding conducting business in the City of Portland and in the State of Oregon, before an award may be made. The Proposer shall be responsible for the following:

Certification as an EEO Affirmative Action Employer

The successful Proposer(s) must be certified as Equal Employment Opportunity Employers as prescribed by Chapter 3.100 of the Code of the City of Portland prior to contract award. Details of certification requirements are available from Procurement Services, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: <http://www.portlandonline.com/omf/purchasing>

Non-Discrimination in Employee Benefits (Equal Benefits)

Proposers are encouraged to submit the Equal Benefits Compliance Worksheet/Declaration Form with their response. If not submitted, you will be contacted and required to provide this form prior to contract award; otherwise your proposal may be rejected. If your company does not comply with Equal Benefits and does not intend to do so, you must still submit the Form. The Equal Benefits Compliance Worksheet/Declaration Form can be obtained from the following web site: <http://www.portlandonline.com/omf/purchasing>

1. Fill out the form properly. You may call Procurement Services at 503-823-6855 to ensure you correctly complete the form. You may also call the contact listed on the front page of this solicitation document for assistance.
2. There are five options on the Worksheet/Declaration Form from which to select. They range from full compliance (Options A, B, C), to one that requires advance authorization by the City (Option D – Delayed Compliance), to Non Compliance. Select the option that is true of your company's standing at the time you submit your proposal. You cannot change your answer after you submit the Worksheet/Declaration Form.
3. Option D is only used if you have an official waiver from the City. Waivers are only issued by Procurement Services.
4. The Form provides the City with your declared Equal Benefit status. However, the City issues the final determination of your Equal Benefit status for purposes of contract award.
5. If information on your form is conflicting or not clearly supported by the documentation that the City receives, the City may seek clarification to ensure we properly classify your compliance.

Business License

The successful Proposer(s) must be in compliance with the City of Portland Business License requirements as prescribed by Chapter 7.02 of the Code of the City of Portland prior to contract award. Details of compliance requirements are available from the Revenue Bureau License and Tax Division, 111 SW Columbia Street, Suite 600, Portland, Oregon 97201, (503) 823-5157, website: <http://www.portlandonline.com/omf/index.cfm?c=29320>

The successful Proposer must also be in compliance with registration regulations for the State of Oregon. Details are available at: www.filinginoregon.com.

If your firm currently has a business license, is EEO certified, and is registered in the State of Oregon, include in the Cover Letter your firm's City of Portland Business License number, the Equal Employment Opportunity (EEO) expiration date, and the State registration number.

2. PROJECT TEAM & PROPOSER'S CAPABILITIES

Proposer must describe the Proposer's Project Team and their capabilities. Proposer must introduce their Project Team including the project principal, project manager, key staff, and sub-consultant staff. This section will provide a basis for judging how well the team's qualifications, experience, and time allocation relate to this project. This section must include:

- A. Approximate number of people to be assigned to the project.
 - 1) Extent of Proposer's principal member's involvement.
 - 2) Project Manager's experience with similar projects and project management experience.

- B. Project Manager's ability to monitor and control quality, quantity and expenditures, and schedule.
- C. Team qualifications and experience on similar or related projects:
 - 1) Qualifications and relevant experience of prime Contractor.
 - 2) Qualifications and relevant experience of sub-consultants.
- D. Names of key members who will be performing the work on this project, and:
 - 1) Their responsibilities on this project.
 - 2) Current assignments and location.
 - 3) Experience on similar or related projects.
 - 4) Unique qualifications.
 - 5) Percentage of their time that will be devoted to the project.
 - 6) Hours by task.
 - 7) Availability of personnel and resources for the project.
 - 8) Professional registration of individuals.
- E. Successful experience in working with municipal projects.
- F. Proposer's must list all projects completed by the Proposer's firm within the last five (5) years that consist of projects that are significant in relationship to the project described in this RFP. Provide the information requested in the chart attached to this RFP as Exhibit C, Work History and Reference Information. Submit chart pages on **11 x 17** size paper. Each chart page will be counted as one page in the overall page count.
- G. Describe Proposer's resources available to perform the work for the duration of the project and other on-going projects.
- H. Describe Proposer's internal procedures and/or policies associated or related to work quality and cost control.
- I. Describe Proposer's management and organizational capabilities.
- J. Identify subconsultant firm(s) and relevant projects in which those firm(s) have participated, including references.
- K. Describe experience and expertise with environmental regulations, Oregon land use reviews, and permits.
- L. Provide resumes of key staff members and subconsultants that will be working on this project. Resumes must include past work experience that is similar in nature to the scope of work described in this RFP.
- M. Resumes of key staff, principal engineers, and subconsultants that will participate in the design and BCOE reviews will be included in the Supporting Information section of the proposal. Resumes need to include past work experience that is similar in nature to the scope of work described in this RFP. Resumes will not count toward the overall page count of the proposal.

3. PROJECT APPROACH AND UNDERSTANDING

The Proposer's approach and understanding of the project are important aspects of the RFP process. The Proposers should provide a clear and concise understanding of the project by describing and clarifying any major issues based upon project information provided in this RFP, including attachment materials identified in Part I, Section C. For each phase of work, the project approach should:

- A. Describe the proposed work tasks and activities, the methodology that will be

used to accomplish them, and identify the team members who will work on each task.

- B. Describe the proposed work products that will result from each task or activity.
- C. Identify points of input and review with City staff.
- D. Identify the time frame estimated to complete each task.

4. DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS

The City is committed to increasing contracting opportunities for State of Oregon certified minority, women and emerging small business (M/W/ESB) enterprises. The City values, supports and nurtures diversity, and encourages any firm contracting with the City to do the same, maximizing M/W/ESB business participation with regard to all City contracts. As such, the City has established an overall 20% utilization goal in awarding PTE contracts to State of Oregon certified emerging small business (ESB) enterprises. No goal is set for the use of minority (MBE) and women business (WBE) enterprises, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts. The City has assigned at least 15% of the total points available on this solicitation to this criterion to determine the award of this contract.

All Proposers shall address the following in their proposals:

- A. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB). Provide a copy of the State of Oregon certification letter confirming receipt of application, or a copy of the approval letter certifying your firm as a State of Oregon M/W/ESB (a copy of this letter does not affect the page-limit identified under Part II, Section B.2 of this document).
- B. Identify your current diversity of workforce and describe your firm's commitments to providing equal employment opportunities. Include in your response:
 - 1) Number of total employees and description of type of work performed.
 - 2) Number of minorities and women within your current workforce, broken out by ethnicity and positions held.
 - 3) Any underutilization of minorities or women within your workforce and your firm's efforts to remedy such underutilization.
 - 4) Any plans to provide innovative mentoring, technical training or professional development opportunities to minorities and women in your workforce in relation to this project, or plans to employ minorities and women to work on this project.
 - 5) Description of the process your firm uses to recruit minorities and women.
- C. Have you subcontracted or partnered with State of Oregon certified M/W/ESB firms on any project within the last 12 months? If so, please describe the history of the firm's subcontracting and partnering with certified M/W/ESB firms. Include in your response:
 - 1) List of State of Oregon certified M/W/ESB firms with which your firm has had a contractual relationship during the last 12 months.
 - 2) Any innovative or successful measures that your firm has undertaken to work with M/W/ESB firms on previous projects.
 - 3) Any mentoring, technical or other business development services your firm has provided to previous or current M/W/ESB subconsultants or partners, or will provide in relation to this project.
- D. Are you subcontracting any element of your proposal? Describe your firm's plan for obtaining maximum utilization of State of Oregon certified M/W/ESB

firms on this project. Include in your response:

- 1) Subcontracting opportunities your firm has identified in the scope of this project.
 - 2) Efforts made relating to outreach and recruitment of certified M/W/ESB firms. Did your firm advertise contracting opportunities in the *Daily Journal of Commerce*, *Skanner*, *Oregonian*, *Observer*, *El Hispanic News*, *Asian Reporter*, and/or other trade publications? Did your firm conduct any outreach meetings? Did your firm use the State's OMWESB certification list, or other source, as a basis for direct outreach? What were the actual results of any of the above efforts?
 - 3) Any proposals received from certified M/W/ESB firms. If any such proposals were rejected, provide reasons for rejection.
 - 4) Other efforts your firm used or proposes to use in relation to this project.
- E. If your firm will be utilizing State of Oregon certified M/W/ESB firms on this project, please list those firms and detail their role within your proposal.
- F. In addition, **all Proposers must submit Exhibit A - First Tier Subconsultant Disclosure Form 1** with their proposal, which requires Proposers to identify the following:
- 1) The names of **all** subconsultants to be used on this project with subcontracts greater than or equal to \$10,000.
 - 2) The names of all State of Oregon certified MBE, WBE and ESB firms. If firms have more than one certification (i.e., ESB and MBE, and/or ESB and WBE) note that on the form so that proper credit can be given for the ESB goal and for tracking MBE and WBE utilization.
 - 3) The proposed scope or category of work for each subconsultant.
 - 4) Proposers who do not complete this form may have their proposals deemed incomplete and will not be considered.
- G. If Proposers will not be using any subconsultants that are subject to the above disclosure requirements, Proposers are required to indicate "**NONE**" on the First Tier Subconsultant Disclosure Form 1.

The City expects thoughtful consideration of all of the above Diversity in Employment and Contracting criteria in the preparation of proposals. The City will enforce all diversity in workforce and M/W/ESB commitments submitted by the successful Proposer, and the successful Proposer will be required to submit a completed Monthly Subconsultant Payment and Utilization Report to ensure that subconsultants are utilized to the extent originally proposed and submitted in its proposal. The successful Proposer will not be permitted at any time to substitute or add a subconsultant without the prior written approval of the Chief Procurement Officer. ALL subconsultants, including M/W/ESB firms, and first tier subconsultants shall be reported on the Monthly Subconsultant Payment and Utilization Report as well as contract amounts and payments. For reference, a copy of this form may be obtained at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=119851> .

5. PROPOSED COST

The proposal shall include the hourly rates of each person associated with the project as well as specify the number of hours each staff member will work on each task. The proposal shall include the Proposer's true estimated cost to perform the work irrespective of the City's anticipated cost. Errors in estimating the number of hours and cost necessary to perform the work is the sole responsibility of the Contractor. No additional funding will be allocated based on an estimation error on the part of the successful Proposer.

6. SUPPORTING INFORMATION

Supporting material must include a minimum of **2** references, and may include other information pertinent to the project or work to be performed. References must include the contact person's name, agency, address, phone number, their role in the project

(e.g., project manager, etc.), name of the project, and when the work was done.

PART III PROPOSAL EVALUATION

SECTION A PROPOSAL REVIEW AND SELECTION

1. EVALUATION CRITERIA SCORING

Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

Criteria		Maximum Score
a.	Cover Letter	0
b.	Project Team & Proposer's Capabilities	40
c.	Project Approach and Understanding	25
d.	Diversity in Employment and Contracting	15
e.	Proposed Cost	20
f.	Supporting Information	0
Total Points Available		100

2. PROPOSAL REVIEW

An evaluation review committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the criteria and point factors listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in the evaluation process.

The successful Proposer shall be selected by the following process:

- A. An evaluation committee will be appointed to evaluate submitted written proposals.
- B. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
- C. The committee will require a minimum of **10** working days to evaluate and score the written proposals.
- D. A short list of Proposers, based on the highest scores, may be selected for oral interviews if deemed necessary. The City reserves the right to increase or decrease the number of Proposers on the short list depending on the scoring and whether the Proposers have a reasonable chance of being awarded a contract.
- E. If oral interviews are determined to be necessary, the scores from the written proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following the oral interviews.

All communications shall be through the contact(s) referenced in Part II, Section A.2 of the RFP. At the City's sole discretion, communications with members of the evaluation committee, other City staff or elected City officials for the purpose of unfairly influencing the outcome of this RFP may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

For contracts over \$100,000, the evaluation committee's recommendation for contract award will be submitted to the Portland City Council for approval. The City has the right to reject any or all proposals for good cause, in the public interest.

NOTE: In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subcontractors or subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City

before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

3. CLARIFYING PROPOSAL DURING EVALUATION

At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

SECTION B

CONTRACT AWARD

1. CONSULTANT SELECTION

The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached. A consultant selection process will be carried out under Portland City Code Chapter 5.68.

2. CONTRACT DEVELOPMENT

The proposal and all responses provided by the successful Proposer may become a part of the final contract. The form of contract shall be the City's Contract for PTE Services.

3. AWARD REVIEW AND PROTESTS

REVIEW:

Following the Notice of Intent to Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret or confidential and meeting the requirements of ORS 192.501, 192.502 and/or ORS 646.461 et seq., will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

PROTESTS OF CONTRACT AWARDS:

Protests may be submitted to the Chief Procurement Officer only for formal solicitations resulting in contract(s) individually valued at or above the Formal Solicitation Process Dollar Threshold (reference www.portlandonline.com/omf/index.cfm?c=44169&a=74585), and only from those Proposers who would receive the contract if their protest was successful.

Protests must be in writing and received by the Chief Procurement Officer within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the date the City's [Notice of Intent to Award](#) was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was mis-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the Proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The Chief Procurement Officer may waive any procedural irregularities that had no material effect on the selection of the proposed contractor, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal or require the bureau to cancel the solicitation and begin again to solicit

new proposals. In the event the matter is returned to the evaluation committee, the Chief Procurement Officer shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Chief Procurement Officer are final and conclude the administrative appeals process.

**4. KICK-OFF
MEETING**

If requested by the City, the successful Proposer shall begin work by attending an orientation meeting to take place within approximately 15 days following execution of the contract. The successful Proposer shall then develop and maintain a comprehensive schedule for all elements of the project.

EXHIBIT A

CITY OF PORTLAND PROFESSIONAL TECHNICAL & EXPERT (PTE) SERVICES FIRST TIER SUBCONSULTANT DISCLOSURE FORM

CITY PTE DISCLOSURE REQUIREMENTS

The City's disclosure program was adopted to document the use of subconsultants on City projects over \$100,000; particularly Oregon certified Minority, Women and Emerging Small Businesses (M/W/ESBs).

This Request for Proposal requires submission by the Proposer of the First Tier Subconsultant Disclosure Form. When the contract amount of a first-tier subconsultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000, the Proposer must disclose the following information about such subconsultants:

- 1) The subconsultant's contact information and Employer Identification Number (EIN or FED ID#)
- 2) State of Oregon M/W/ESB designation
(Verify certification status with the Office of Minority, Women and Emerging Small Business at <http://www4.cbs.state.or.us/ex/dir/omwesb/>)
- 3) The proposed scope or category of work that the subconsultant will be performing
- 4) The amount of the subconsultant's contract

If the Proposer will not be using any subconsultants that are subject to the above disclosure requirements, the Proposer is required to indicate "**NONE**" on the accompanying form.

ATTACHMENTS: Form 1: City of Portland PTE First Tier Subconsultant Disclosure Form

**CITY OF PORTLAND
PTE FIRST TIER SUBCONSULTANT DISCLOSURE FORM
(FORM 1)**

This Request for Proposal requires submission by the Proposer of the First Tier Subconsultant Disclosure Form. When the contract amount of a first tier subconsultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000, the Proposer must disclose the following information about that subconsultant.

Proposer Name: _____

Proposer's Total Cost: _____

RFP Number: _____

Project Name: _____

SUBCONSULTANT INFORMATION (Please Print)	M/W/ESB	SCOPE/TYPE OF WORK	SUBCONTRACT AMOUNT
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$
Firm Legal Name: Phone #: Fax#: FED ID OR EIN (No SS#):			\$

NOTE:

- 1) If the Proposer will not be using any subconsultants that are subject to the above disclosure requirements, the Proposer is required to indicate "NONE" on this form.
- 2) All subconsultants with contracts \$10,000 or over must be listed on this form. Leave M/W/ESB column blank if firm is not confirmed certified through the *State of Oregon Office of Minority, Women and Emerging Small Business*: <http://www4.cbs.state.or.us/ex/dir/omwesb/>.
- 3) Do not enter social security numbers on this form. The City will do a follow-up to collect this information.