



CITY OF MONROE

REQUEST FOR QUALIFICATIONS

CITY OF MONROE WATER MASTER PLAN AND WATER MANAGEMENT AND CONSERVATION PLAN

NOTICE

The City of Monroe, is soliciting qualifications from qualified engineering consultants to complete an updated Oregon Health Authority (OHA) Drinking Water program-approved Water Master Plan in accordance with the “guidelines for Preparation of Planning documents for development of Community Water Systems Projects” and OAR 333-061-0060(5), as well as a Capital Improvement Plan, Water Rate Study, and Water Management and Conservation Plan in accordance with the Oregon Water Resources Department (OWRD) requirements. The Water Master Plan shall be approved by the Oregon Health Authority (OHA) and be acceptable for making application for funding through Business Oregon, Infrastructure Finance Authority (IFA). The successful firm will review the City of Monroe’s existing Water Master Plan, construction documents, and other relevant information to develop a plan allowing for managed growth and responsible infrastructure rehabilitation.

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 98009017 to the State of Oregon. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.

INSTRUCTIONS

SUBMISSION OF PROPOSAL PACKAGE

To receive consideration, proposal packages must be submitted in accordance with the following instructions:

1. All proposal packages shall be delivered to:

City of Monroe
Attn: Rick Hohnbaum
664 Commercial Street
P.O. BOX 486
Monroe OR, 97456

2. Submit four (4) hard copies of the proposal by 3:00 p.m. on February 14, 2019. Telephone, facsimile, or electronically transmitted submittals will not be accepted. Responses received after the closing date and time will not be considered.
3. The proposals must be clearly marked "PROPOSAL FOR MONROE WATER MASTER PLAN / WATER MANAGEMENT & CONSERVATION PLAN".
4. Maintaining the integrity of the RFQ process is extremely important to the City of Monroe. As such all questions, shall be directed to the City Administrator Rick Hohnbaum, at (541) 847-5175 or email rick.hohnbaum@ci.monroe.or.us. Prior to contact, please review the request for additional information, located on Page 8 of this packet. Answers to all questions will be posted online and made available to all firms intending to submit a proposal package. Failure to adhere to these restrictions may significantly reduce your prospects for selection.
5. The City of Monroe reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedure.

GENERAL INSTRUCTIONS

The City of Monroe invites qualified individuals or firms to submit a proposal package to provide a Water Master Plan / WMCP as described in the specifications set forth in this RFQ. All submittals are subject to the provisions and requirements of the City of Monroe Rules of Local Contract Review (Resolution No. 2018-02 available on the city website) and the Oregon Revised Statutes, and the Attorney General's Model Public Contract Rules.

QUALIFICATION STATEMENT REQUIREMENTS

Your Qualification package must not exceed 25 pages and shall be single-sided, double spaced, and at a minimum shall include the following:

1. **Cover Letter:** All proposal packages must include a cover letter, made to the attention of Rick Hohnbaum, City Administrator, and signed by a person legally authorized to bind the applicant to its Proposal. The cover letter shall include any potential conflicts of interest your firm or any key individual may have with this project. Additionally, the cover letter must include the following items:

- The firm name.
- The names of local partners/principals and the number of local personnel.
- The address, telephone, and FAX numbers of the firm.
- The contact information, including an email address of the person(s) who are authorized to represent the proposer.

2. **Personnel:** All proposal packages must include the following information related to key personnel who will be working on this project. Please note that the City's contract for professional services for this project will require commitment from the selected firm that the personnel listed below will be assigned to the project in the roles stated by your firm.

- The names of the partners, managers and other key staff persons who will be assigned to the project along with summarized resumes that indicate their experience in municipal master plans.
- Indicate the key staff job classifications, roles and responsibilities, professional registrations and certifications, and office locations. Experience in working with municipal master plans is a high priority.
- An organizational chart identifying members of the team, including sub consultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- For any proposed sub consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.

3. **References:** All proposal packages must include the following information related to the references and qualifications relative to the scope of work associated with this proposal.

- Relevant Project Summary/Profiles completed within the last 5 years. At a minimum, the profiles shall provide a brief description of the project, provide date project was completed, and total cost of project. Provide staff that was involved with the project. Provide owner information and contact person.
- Provide references from small cities and communities relating to master planning.

- Provide knowledge of working with water infrastructure funding and regulatory agencies.

4. **Project Approach and Proposal:** A preliminary scope of work has been included with this RFQ, however, it is anticipated that the proposal will include any amendments and/or provide additional recommendations based on the consultant's experience on similar projects. Describe how your team will meet the project goals and summarize why your firm should be selected.

EVALUATION CRITERIA AND SELECTION PROCESS

QUALIFICATION EVALUATION CRITERIA

The City will follow a selection process that involves: the review of all qualified proposals, the evaluation and ranking of submittals, negotiation of fees with the most qualified firm and award of contract based upon our local and state procurement requirements. The selection will be based on the following criteria:

STATEMENT OF QUALIFICATIONS

Describe past and current projects that support the consultant's ability and knowledge. Define individual staff members and their qualifications to perform the work. Provide information that supports management and support staff with required experience.

PROJECT STAFFING

Provide summarized resumes of key project team members. Identify each member's role in the project, summary of experience and Oregon Registration numbers.

PROJECT EXPERIENCE

Describe the planning engineering experience of the project team and firm. Emphasis should be on municipal master plans and relevant experience of the key project team members. Describe experience working with small cities and communities, especially as it relates to water planning and engineering. Describe experience working with water infrastructure funding and regulatory agencies in Oregon, emphasis on projects in small cities and communities.

PROPOSED SERVICES

Describe your understanding of the project and the City's water system. Describe your approach to the project. Include discussion of: approach to relevant issues, coordination with City, regulatory agencies, and the firm's staff. Describe proposed deliverables and time line. Provide a detailed and comprehensive scope.

SELECTION PROCESS

The Request for Qualifications (RFQ) and the selection process will be conducted pursuant to the terms of the RFQ, Resolution 2018-02 (available on the City's website) and the Oregon Attorney General's Model Rules for Consultant Selection, OAR 137-048-0200. This is a direct appointment procedure and the City will select the Consultant that will best serve the City's needs based upon the qualifications provided in response to the RFQ and any other information gathered by the City. A selection panel will review responses. The panel reserves the option to interview one or more finalists. The City will investigate a proposer's responsibility and will consider information obtained from any source as part of its evaluation, at any time prior to execution of the contract. After considering the qualifications of each proposal, the City will use the direct appointment process under OAR 137-048-0200 to select the Consultant that best meets the needs of the City for this particular project.

SCOPE OF WORK AND DELIVERABLES

SCOPE OF WATER MASTER PLAN

Upon approval of the City Council, provide your approach and detailed scope of work that your firm can provide in developing a Water Master Plan / Water Management and Conservation Plan, including but not limited to the following:

- **Existing Water System**
 - Water Rights, Raw Water Supply Issues
 - Well and Well testing/results
 - Raw Water Facilities
 - Water Treatment Facilities
 - Treated Water Storage
 - Water Distribution System
 - Water Loss Analysis
 - Financial Management
 - Operational Management
- **Regulatory Environment**
 - Current and Future Public Water System Regulations
 - Responsibilities as a Water Supplier
- **Water Use and Projected Demands**
 - Description and Definitions
 - Current Water Demand
 - Projected Water Demand and Population Projections
 - Fire Flow Capabilities
- **Design Criteria and Cost Basis**
- **Analysis and Improvement Alternatives**
- **Water Management and Conservation Plan**
- **Water Curtailment Plan**

- **Capital Improvement Plan**
- **Improvement Phasing and Financing**
- **Water Rate Structure Review and Recommendations including SDC options**
- **Submit the Water Master Plan to the City and the Oregon Public Health Authority Department for review and approval.**

PROJECT DELIVERABLES

- Monthly progress reports submitted to the City's Manager
- Itemized monthly invoices and charges
- Four (4) Hard Copies and one (1) PDF copy of the draft Plan for City Review
- Six (6) Hard Copies and one (1) PDF copy of the finalized Plan
- One (1) digital copy of the finalized Plan in Adobe Acrobat format (pdf) on read-only CDs or DVDs or flash drive

MEETINGS

The Consultant shall be required to attend, as a minimum, a study kickoff meeting, a draft plan submission meeting, a draft plan review meeting, and a City Council Meeting. Additional meetings may be required, as needed, for collaboration and information sharing between Consultants and City and/or to resolve unforeseen issues or to discuss problematic study obstacles that arise.

COMMUNICATIONS

The Consultants selected will be required to communicate with the City, as needed, concerning project related issues via telephone, electronic mail, and post mail.

PROJECT MILESTONES

Dates indicated are dates the City desires to meet or exceed. However, the Consultant is strongly encouraged to realistically consider its ability to meet each of these milestones and to submit a schedule that it is confident it can meet.

WATER SYSTEM BACKGROUND

BACKGROUND

The City of Monroe's Water Master Plan and Water Management and Conservation Plan was last completed in 1999 and 2010 respectively.

The original water system was constructed in the early 1900's. Kyle and Belknap Springs provided water to the City until they could no longer meet water demands. Well 1 was built in 1976, a second well was built in 1987 and a third within the last few years. None of the wells are on-line due to capacity and water quality concerns. The City is currently receiving surface water from the Long Tom River as a temporary solution. The City must re-evaluate other options for a water source and obtaining water rights. The existing system consists of a 0.5 MGD Membrane Filtration system, one

active reservoir and two “retired” reservoirs with an active capacity of 1M gallons and approximately 27,500 linear feet of transmission and distribution pipe with about 277 water customers.

The City of Monroe is experience growth at a pace never previously accomplished with a brand new-55-unit subdivision going on-line in 2019. With the unsecure water source and development, the City needs to explore options for water sources and projected water demands. Legal, permitted water sources issues will need to be addressed.

GENERAL INFORMATION

SCHEDULE FOR RFQ EVENTS

RFQ Advertised	January 14, 2019
Optional Tour of Facilities and System (City Hall)	January 30, 2019 10AM
Deadline for Additional Information Request	February 4, 2019 @ 3:00 pm
Response to Additional Information Requests	February 8, 2019
Proposal Package Due	February 14, 2019 @ 3:00 pm
Schedule Interview (subject to City’s discretion)	February 20, 2019
Interviews (subject to City’s discretion)	February 26-27, 2019
Contract Negotiation w/ Selected Consultant	March 5, 2019
Council Consideration of Contract	March 2019
Award of Project	March 2019
Present Final Report to City	September 2019

PROPOSAL WITHDRAWAL

Any Proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

APPEALS

Bidders who wish to appeal a disqualification of proposal or the award of contract may submit the appeal in writing to the City Administrator's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

OWNERSHIP OF DOCUMENTS

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

REQUEST FOR ADDITIONAL INFORMATION

Proposers may submit questions or a request for additional information. All questions and/or requests shall be directed to the City Administrator, Rick Hohnbaum, at (541) 847-5175 or email rick.hohnbaum@ci.monroe.or.us.

All requests for additional information, must clearly reference the "City of Monroe Water Master Plan." All requests must be received no later than February 4, 2019 at 3:00 pm. The responses to the requests will be made available at the City's website:

<https://ci.monroe.or.us/>

Additional information related to the water system will be available on the city website. Hard copies of the questions and responses can be mailed upon request for a fee.

CHANGE OR MODIFICATION

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ. Prospective proposers should contact the City for any such changes prior to submitting a proposal. The City reserves the right to seek clarifications of the proposed project approach, projected costs, or the assignment of resources, the right to negotiate a final contract which is in the best interest of the City, and the right to reject any or all proposals if it would be in the public interest to do so.