



REQUEST FOR PROPOSALS ENGINEERING AND RELATED SERVICES

On-Call Engineering and Surveying Services

October 27, 2021

Address Proposals to:

City of Ontario
Attn: Paul Woods, City Engineer
1551 NW 9th St.
Ontario, OR. 97914

Proposals due: Thursday, December 2, 2021, at 2:00 PM, local time

Proposals must be sealed in an opaque envelope, plainly marked as follows: "Request for Proposals – On-Call Civil Engineering and Related Services," and sent to the attention of Paul Woods, City Engineer. Include the name and address of the Proposer. Proposers must submit five (5) sets of the Proposal. Electronically mailed or faxed Proposals will not be accepted. The City of Ontario reserves the right to reject any or all Proposals.

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Attachment A

Proposal Category Designations Form	A-1
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Attachment B

Proposer Representations and Certifications Affidavit	B-1
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Request for Proposals

The City of Ontario, Oregon (City) is soliciting proposals from prospective consultants interested in providing *On-Call Civil Engineering and Related Services* on an as-required basis to the City. The City intends to perform a competitive selection process based on a combination of price and qualifications consistent with OAR 137-048-130(3) and 200 and execute an On-Call Master Professional Services Agreement (PSA) with each of the selected consultants. These PSA's will be considered Price Agreements, as defined in OAR 137-048-270. There are five (5) categories of services (see Section XI). The City expects to select at least one consultant for each category, and a firm capable of providing services in multiple categories may be selected for multiple categories. Each PSA will be valid through June 30, 2025, with a renewal option at the City's discretion for an additional two fiscal years. Once established, the City intends to use the On-Call consultants for the majority of its routine annual consulting service needs and will issue project specific Task Orders against individual PSAs.

The City intends to rotate work amongst the selected consultants, however, selection of a particular consultant for a particular task or project will be based on the City's judgment of the consultants' expertise, availability, and pricing information in accordance with OAR 137-048-200 (Direct Appointments). By agreeing to execute an On-Call PSA with the City, Consultant is agreeing that there is no guarantee of any particular dollar value of work, and that the City retains the sole right to make a selection for any individual project or task.

All consultants must meet the insurance requirements of the City and sign an Affidavit (Attachment B) that they will meet these requirements in order to be considered for selection. A selection committee consisting of City staff will review the written Proposals, interview candidate firms if deemed necessary, score the proposals (as defined in this RFP), and select the successful consultants. We encourage all interested consultants to submit a proposal in response to this RFP. **Proposals will be received until 2:00 pm on Thursday, December 2, 2021.**

I. Project Description

The City has a Capital Improvement Program (CIP) and has an annual need for a wide range of consulting services associated with the civil infrastructure of the City – e.g., the sewer, storm sewer, water, and street systems. This solicitation and the On-Call Master Professional Services Agreements (MPSA's) that will result are specifically targeted to the overall CIP Program.

General work tasks, duties and expected deliverables are identified in Section X of this RFP. Categories of Work for which the City intends to execute On-Call MPSA's are identified in Section XI. Firms may propose on one category or multiple categories, and will be evaluated on each specific category proposed, as defined in Section XIII and Attachment A of this RFP. This RFP is structured to give the City access to full-service firms capable of providing services in multiple categories as well as smaller, specialty consultants that may only provide services in

one category. The evaluation and selection process has been structured to eliminate, to the extent possible, any inherent advantages or disadvantages based on the size of the firm or the extent of teaming arrangements. Teaming or subconsultant arrangements may be proposed, however, only the qualifications of the principal firm will be evaluated. Individual firms should submit individual proposals.

II. Minimum Qualifications

To be considered for award of the contract for this Project, each Proposer shall demonstrate the following minimum criteria as part of their Proposal.

1. Proposer's project team shall include a State of Oregon Registered Professional Engineer or Land Surveyor, or other licensed professional(s) as required for any individual project specific task.
2. Proposer shall demonstrate a minimum of five (5) years in business providing professional consulting services under the same corporate name, or for recently created or incorporated firms, a minimum of ten years of relevant professional experience for the principal owner of the firm.
3. Proposer shall not have a record of substandard workmanship, as verified by the City by communication with licensing authorities, former clients and references, and other means as the City deems appropriate.
4. Proposer shall meet the Insurance and Insurance Endorsement requirements currently required by the City (see attached draft Master Professional Services Agreement).
5. Proposer shall meet the Representations and Certifications in Attachment B to the RFP.
6. Proposer shall have the ability to execute a Master Professional Services Agreement with the City.

III. RFP Documents

Request for Proposal (RFP) documents can be downloaded on or after **October 27, 2021**, via <https://www.ontariooregon.org/engineering.html>.

IV. Project Manager

The City's Project Manager shall be the sole point of contact for all questions, concerns, and protests. The Project Manager for this Project is:

Paul Woods
City Engineer
Jacobs Engineering

Contact at:
(541)889-8572
paul.woods@jacobs.com

V. Pre-Proposal Meeting

There will be no pre-submittal meeting or site visit scheduled for this RFP.

VI. RFP Questions

Interested consultants shall direct all questions regarding RFP documents in writing or by email to:

City of Ontario Attn:
Paul Woods
City Engineer
1551 NW 9th St
Ontario, OR 97914

OR

paul.woods@jacobs.com

All questions shall include “On-Call Civil Engineering and Related Services – RFP Questions” in the subject line or written on the front of the envelope and be submitted in writing by **5:00 p.m.** local time on **Thursday, November 18, 2021**. Questions and answers will be provided by email to all firms on the RFP holders list.

Access to the City’s Project Manager for telephone calls, emails or other communication will be unrestricted during the RFP preparation period until **5:00 p.m.** local time on **Thursday, November 18, 2021**. During this time Proposers are encouraged to ask as many questions as needed to prepare a viable Proposal. Questions submitted after **5:00 p.m.** local time on **Thursday, November 18, 2021** will not be addressed.

Proposers are hereby notified that verbal communication may not be relied upon as official communication concerning this RFP. Only answers to those questions responded to by the Project Manager via email or by written addendum may be relied upon.

VII. Proposal Submission

Interested consultants shall submit five (5) copies of their written Proposals, sealed in an opaque envelope, plainly marked “Request for Proposals – On-Call Civil Engineering and Related Services,” and include the name and address of the Proposer. Proposals shall be addressed and submitted to the following location by **2:00 p.m.** local time on **Thursday, December 2, 2021**.

City of Ontario Attn:
Paul Woods
City Engineer
1551 NW 9th St
Ontario, OR 97914

Proposals must arrive at the issuing office on or before the listed time and date due. Late Proposals will be returned unopened and without review. Electronically mailed or faxed Proposals will not be accepted.

VIII. Schedule

The following is the anticipated timeline for receiving and evaluating Proposals and awarding a contract to the most qualified firm or individual. This schedule is subject to change as additional time is needed.

Advertise Request for Proposals	October 27 th and November 3, 2021
RFP Question Submission Deadline	November 18, 2021 5:00 p.m.
Addenda Issuance Deadline	November 24, 2021
Proposals Due	December 2, 2021, 5:00 p.m.
Evaluation of Proposals Complete	December 30, 2021
Notice of Award	January 5, 2021

IX. General RFP Information

Changes to the RFP Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum.

All addenda shall have the same binding effect as though contained in the main body of the RFP, Summary of General Tasks/Duties, and Summary of Service/Categories.

No addenda will be issued later than **Wednesday, November 24, 2021**, except by an addendum, if necessary, postponing the date for receipt of Proposals or withdrawing the RFP altogether.

Each Proposer is responsible for obtaining all addenda prior to submitting a Proposal and shall acknowledge in the Proposal receipt of each addendum as part of the Proposal. Failure to acknowledge receipt of all addenda as part of the Proposal may result in rejection of the Proposal.

Confidentiality

All information submitted by Proposers shall become and remain the property of the City and, as such, is considered public information and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure as being proprietary information exempt from disclosure, consistent with Oregon law. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information must be marked with the following legend:

“This data constitutes a trade secret and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

Identifying the Proposal in whole as a trade secret is not acceptable. Failure to identify a portion of the Proposal as a trade secret shall be deemed a waiver of any future claim of that information as a trade secret. Nondisclosure of documents or any portion of a document submitted as part of a Proposal may depend upon official or judicial determinations made pursuant to the Oregon Public Records Law.

The City will make available to any person requesting information through the City processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted. If a public records request is made for material marked as proprietary, the City will attempt to notify the impacted Proposer prior to the deadline for release of the material but will not defend against any legal challenge for release. Therefore, claims arising out of any public record request for such information shall be at the Proposer’s sole expense if the Proposer wishes to deny or withhold the information.

Cancellation

The City reserves the right to cancel this RFP or the contract award at any time before execution of the contract by both parties, if cancellation is deemed to be in the best interest of the City. In no event shall the City have any liability for the cancellation of a contract award.

Late Proposals

All Proposals that are not received by the Proposal Due Date and Time will not be considered and will be returned unopened to the Proposer. Electronically mailed or faxed Proposals will not be accepted. Delays due to mail and/or delivery handling, including but not limited to delays within the City’s internal distribution systems, do not excuse the Proposer’s responsibility for submitting the Proposal to the correct location by the Proposal Due Date.

Disputes

In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

Proposer Certifications

By the act of submitting a Proposal in response to this RFP, the Proposer certifies that:

1. Proposer has carefully examined all RFP documents, all addenda, and all other attachments, fully understands the RFP intent, is able to perform all tasks as described in the Summary of General Tasks/Duties of this RFP, and the Proposal is made in accordance therewith.

2. Proposer is familiar with the local conditions under which the work will be performed.
3. The Proposal is based upon the requirements described in the RFP, without exception, unless clearly stated in the response.
4. The Proposer must maintain insurance coverage acceptable to the City in full force and effect throughout the term of this Agreement. The amount of insurance carried is in no way a limitation on Proposer's liability hereunder. The policy or policies of insurance maintained by Proposer shall provide at least the following minimum limits and coverages at all times during performance of this Agreement:

Commercial General Liability Insurance. Proposer shall obtain, at Proposer's expense, and keep in effect during the term of this Agreement, comprehensive Commercial General Liability Insurance covering Bodily Injury and Property Damage, written on an "occurrence" form policy. This coverage shall include broad form Contractual Liability insurance for the indemnities provided under this Agreement and shall be for the following minimum insurance coverage amounts: The coverage shall be in the amount of **\$2,000,000** for each occurrence and **\$3,000,000** general aggregate and shall include Products-Completed Operations Aggregate in the minimum amount of **\$2,000,000** per occurrence; and Medical Expense (any one person) in the minimum amount of **\$10,000**. All of the foregoing coverages must be carried and maintained at all times during this Agreement.

Professional Errors and Omissions Coverage. Proposer agrees to carry Professional Errors and Omissions Liability insurance on a policy form appropriate to the professionals providing the Services hereunder with a limit of no less than **\$2,000,000** per claim. Proposer shall maintain this insurance for damages that result from the errors, omissions, or negligent acts of Proposer. Such policy shall have a retroactive date effective before the commencement of any work by Proposer on the Services covered by this Agreement, and coverage will remain in force for a period of at least three (3) years thereafter.

Business Automobile Liability Insurance. If Proposer will be using a motor vehicle in the performance of the Services herein, Proposer shall provide the City a certificate indicating that Proposer has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

Workers Compensation Insurance. Proposer and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than

thirty (30) days in a calendar year. Proposers who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

Insurance Carrier Rating. Coverages provided by Proposer must be underwritten by an insurance company deemed acceptable by the City, with an AM Best Rating of A or better. The City reserves the right to reject all or any insurance carrier(s) with a financial rating that is unacceptable to the City.

Additional Insured and Termination Endorsements. Additional Insured coverage under Proposer's Commercial General Liability, Automobile Liability, and Excess Liability Policies, as applicable, will be provided by endorsement. Additional insured coverage shall be for both ongoing operations via ISO Form CG 2010 or its equivalent, and products and completed operations via ISO Form CG 2037 or its equivalent. Coverage shall be Primary and Non-Contributory. Waiver of Subrogation endorsement via ISO Form CG 2404 or its equivalent shall be provided. The following is included as additional insured: "The City of Ontario, its elected and appointed officials, officers, agents, employees, and volunteers." An endorsement shall also be provided requiring the insurance carrier to give the City at least thirty (30) days' written notification of any termination or major modification of the insurance policies required hereunder.

Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Proposer shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Proposer agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Proposer will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Proposer shall be responsible for any deductible amounts payable under all policies of insurance. In the event a dispute arises between the City and Proposer for which Proposer has obtained insurance, the maximum amount that may be withheld by the City for all such claims shall be no more than the amount of the applicable insurance deductible. If insurance policies are "Claims Made" policies, Proposer will be required to maintain such policies in full force and effect throughout any warranty period.

5. Proposer certifies, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of Proposer's knowledge and belief, no elected official, employee, or person whose salary is payable in whole or part by the City has a direct or indirect financial

interest in the Proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the Proposer's response to this solicitation.

6. Proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and if its Proposal is accepted, the Proposer shall accept the contract documents thereto, unless substantive changes are made in same without the approval of the Proposer.
7. Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
8. Proposer has quality experience providing the types of services and duties as described within the Summary of General Tasks/Duties of this RFP.

Nondiscrimination

By the act of submitting a Proposal in response to this RFP, the Proposer certifies, under penalty of perjury, that the Proposer has not discriminated against minorities, women, or emerging small business enterprises in obtaining any required subcontracts.

Competition

Prospective Proposers are encouraged to comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP which the Proposer believes will inordinately limit competition.

RFP Protests and Change Requests

A prospective Proposer may protest anything contained in the RFP documents and request a supporting change to any provision, specification, or contract term contained in the RFP documents by submitting a written request to:

City of Ontario Attn:
Paul woods
City Engineer
1551 NW 9th St.
Ontario, OR 97914

OR

paul.woods@jacobs.com

All change requests shall include "On-Call Civil Engineering and Related Services – RFP Protest" in the subject line or written on the front of the envelope and be submitted, in writing, by **5:00 p.m.** local time on **January 10, 2021**. Each protest and request for change must specify the provisions, specifications, or terms of the RFP in question and contain reasons for the requested change and any proposed changes.

The City will evaluate and resolve all protests and related change requests submitted before the listed time and date due within a reasonable time following receipt of the protest. The City will issue a written decision on the protest to the Proposer who submitted the protest. Changes that are accepted by the City shall be issued in the form of an addendum to the RFP.

Proposal Liability

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with the RFP. By proposing, Proposers agree that doing so is at their own risk and the City shall have no liability related thereto. Finalists invited to participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements. The City is not liable for any cost incurred by a Proposer in protesting any portion of the RFP documents.

City Requests for Clarification, Additional Research, and Revisions

The City reserves the right to obtain clarification of any portion of a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to timely respond to such a request for additional information or clarification may result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The City may obtain information from any legal source for clarification of any Proposal. The City need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of any Proposer. Information may include, but shall not necessarily be limited to, current litigation and contracting references. All such documents, if requested by the City, become part of the public record, and may be disclosed accordingly.

Rejection of Proposals

The City reserves the right to reject any or all irregularities or omissions in Proposals submitted in response to this RFP to the extent it is determined to be in the best interest of the City to do so. Furthermore, the City reserves the right to reject any or all Proposals or portions thereof submitted in response to this RFP. Proposals may be rejected for one or more of the following reasons, including but not limited to:

1. Failure of the Proposer to adhere to one or more of the provisions established in the RFP.
2. Failure of the Proposer to submit a Proposal in the format specified herein.
3. Failure of the Proposer to submit a Proposal within the time requirements or location established herein.

4. Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The City may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all Proposals upon a finding by the City that it is in the public interest to do so.

Modification or Withdrawal of Proposal by Proposer

A Proposal may not be modified, withdrawn, or canceled by the Proposer following the time and date the Proposals are due. Proposals submitted early may be modified or withdrawn only by notice to the City, at the Proposal submittal location, prior to the time and date the Proposals are due. Such notice shall be submitted to the Project Manager, in writing, executed and signed by a duly authorized representative of the firm/individual submitting the Proposal. All such communication shall be so worded as not to reveal the contents of the original Proposal.

Withdrawn Proposals may be resubmitted prior to the time and date the Proposals are due, provided that they are then fully in conformance with the RFP.

Ontario, Oregon, and Federal Requirements

The City of Ontario intends to select a consultant(s) in accordance with OAR 137-048-130(3), OAR 137-048-0200 and the City's municipal code. Selection of a consultant(s) under this process is not a guarantee of a contract award, nor is the award of a contract for any portion of the Work a guarantee of award of a contract for any subsequent work. All work is subject to budgetary and funding constraints of the City of Ontario.

The selected consultant(s) shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this contract, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659.425; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

Proposer is subject to the Oregon Workers Compensation Law and shall comply with ORS 656.017, which requires the provision of Workers Compensation coverage for all employees working under this contract. The City of Ontario's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, marital status, disability, or political affiliation.

X. Summary of General Tasks/Duties

The listings below and in Section XI are intended to indicate the broad and diverse range of services the City may contract for, not the scope of a typical Task Order.

Project Management

- Work Scope and proposal development for a particular task order.
- Prepare and maintain the project schedule and manage staff and subconsultants to meet schedule milestones.
- Schedule and conduct project meetings and prepare agendas and meeting notes.
- Prepare monthly progress reports, invoices, and cost versus budget reports.

Concept Planning and Engineering

- Research “as-built” records and other historical data.
- Perform technical evaluations, literature research, field investigations, mathematical analyses, computer modeling, permitting agency coordination, and/or other work to determine current conditions and potential constraints and fatal flaws affecting the permitting or construction of a future project.
- Identify concept level project alternatives and prepare conceptual designs and cost estimates for future projects.
- Create project design criteria and/or performance criteria for future projects.

Preliminary and Final Design

- Prepare preliminary (30%, 60%) and final (90%, Final) project designs, drawings, and specifications based upon Idaho Standards for Public Works Construction (ISPWC), City Supplementals, and/or other standards as identified by City, including preparing supplemental general conditions and special provisions. Prepare Engineers Estimates and Bid Documents.
- Perform specialized field investigations such as soil borings and other geotechnical investigations, water quality sampling, open channel flow measurements, pavement management surveys, pipeline condition assessments and leak studies, traffic studies, speed studies, and signal timing evaluations.
- Conduct design review meetings, document and distribute review comments, and revise designs, drawings, specifications, and contract documents as needed.
- Perform field and topographic surveys to support concept designs and/or final design and drawing preparation.

- Prepare environmental reviews and documentation, environmental permit application submittals, and permitting agency coordination.
- Prepare documents and maps for right-of-way, easement, and property acquisitions, and assist with title work and negotiations.

Construction Engineering and Field Services

- Perform construction staking and other surveying services during construction.
- Perform as-built surveys, establish final survey monuments per County and State standards, and file official maps with the City or County as needed.
- Provide on-site engineering and inspection support during construction, including field evaluation of specification compliance, submittal reviews, change order reviews, design revisions, document controls, and pay application review.
- Prepare hard copy and electronic as-built record drawings following construction completion.

Investigations, Studies, Analyses and Other Consulting

- Cost of service analyses (e.g., rate studies and evaluations)
- Environmental studies, assessments, reports, and submittals such as wetland delineations, mitigation plans, and Joint Permit Applications.
- Regulatory compliance studies and submittals such as Water Management and Conservation Plans, annual water rights reports, mixing zone studies, and Americans with Disabilities Act (ADA) compliance assessments.
- Seismic and structural analyses.
- Computer Applications support services (GIS, GPS, AutoCad).

XI. Summary of Service/Categories

The City does not expect a single firm to have capabilities in all of the categories listed in this section. Proposers should target their proposal (and Attachment A) only to those categories for which they have the level of qualifications necessary to compete with other firms providing similar services. The breadth and depth of services offered by an individual Proposer will be considered after individual Proposers are evaluated on individual categories.

Category #	DESCRIPTION OF SERVICES
1	<u>General Civil Project Planning and Engineering</u> – Analysis, planning, concept design, cost estimating, final design, bidding, and construction services for roadways, trails, bikeways, and utility systems, including wastewater collection systems, storm drainage, and drinking water distribution systems. Also includes ADA assessment and design, minor geotechnical support, pavement section design, and pavement management, signage, and markings, MUTCD compliance, and street lighting.
2	<u>Land Surveying and Mapping Services:</u> Survey monument installations; survey control network establishment; construction staking; development of topographic survey base maps; boundary line and parcel surveys; Metes and Bounds surveys and legal descriptions for easement and right-of-way acquisitions. Drone or aerial photography support desired.
3	<u>Transportation Systems Analysis, Planning and Engineering:</u> Transportation System Plans, Intersection Area Management Plans, bicycle and pedestrian circulation plans, transportation modeling and analysis, speed studies, transportation system monitoring and operations, traffic counting, traffic studies. ADA assessments. Familiarity with Oregon Department of Transportation (ODOT) and ability to develop and work with ODOT Grant programs is preferred.
4	<u>Water System Engineering:</u> Facility master planning, regulatory compliance, drinking water treatment system evaluation, design, and construction; water conservation planning and water right coordination; well development, review and evaluation; and ability to navigate the Oregon Health Authority (OHA) regulatory requirements and to work with the staff at OHA is preferred.
5	<u>Wastewater System Engineering:</u> Facility master planning, regulatory compliance, wastewater treatment system evaluation, design, and construction; land application experience; and ability to navigate the Oregon Department of Environmental Quality (DEQ) regulatory requirements and to work with the staff at DEQ is preferred.

XII. Proposal Requirements

Interested consultants shall prepare and submit Proposals in accordance with the requirements stated within this RFP. Adherence to these requirements will ensure a fair and objective analysis of submitted Proposals. Proposals should provide a clear, concise description of the Proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness, brevity, and clarity of content. Failure to comply with or complete any part of the RFP may result in rejection of the Proposal. The ability to follow these instructions demonstrates attention to detail.

Proposal Format

Proposals shall be typewritten with a standard body text font (e.g. Calibri, Times New Roman, Garamond) of at least 12-point. Proposals shall be double-sided and stapled once or bound in the upper left-hand corner. The City requests that submittal materials contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled, such as PVC binders, spiral bindings, and plastic or glossy covers or dividers. One page is considered to be one side of a single 8 ½" x 11" sheet.

Proposals shall be organized in accordance with the listed proposal contents and shall not exceed 6 pages plus 2 pages for each proposal category. Proposals for multiple categories shall not transfer unused page space to provide additional information under another category. For example, a proposal submitted for only Category 1.1 General Civil Engineering shall not exceed 8 total pages. A proposal submitted for Category 1.1, 1.2, and 2.3 shall not exceed 12 total pages with at least 2 pages dedicated to each Category. Supporting Information, as defined below, shall be provided in a separate section of the Proposal, and not counted in the page limit requirements. At the front of the proposal - a front cover sheet and one-page table of contents, and at the back of the proposal - Attachment A, and Attachment B. These items are not counted in the page limit requirements.

Proposals exceeding the specified number of pages for each proposal Category or text font size may be considered non-responsive and the Proposal may be rejected. Pages exceeding the maximum page limit may not be reviewed.

Introductory Letter

The introductory letter should address the consultant's willingness and commitment, if selected, to provide the services offered and a description of why the Proposer believes it should be selected.

The letter shall be addressed to the City's Project Manager and include the name of the firm, as well as the printed name, title, telephone number, and email address of the officer authorized to represent the consultant in any correspondence, negotiations, and signing of any contract that may result. Include the address of the office that will be providing the service and the project manager's name, title, telephone number, and e-mail address. The letter must be signed by the Proposer, if an individual, or by a legal representative of the Proposer's entity, authorized to bind the entity in contractual matters.

General Qualifications and Responsiveness

- Provide a general summary of the proposer's breadth and depth of professional capabilities and experience, including years in business, number and location of branch offices, company-wide staffing level, approximate gross annual dollar volume of work, and general professional focus. *(Optional) Other useful information that may be included in this section includes the total number and type of projects completed in the last ten years and the number and type of projects currently under contract.*

- Provide the location of the primary office or offices from which work will be performed.
- Provide the number and type of personnel (e.g., “four principal civil engineers, two hydrologists, three ACAD technicians”) available at the primary office or offices from which work will be performed.
- Describe Key Management / Project Management personnel longevity, experience with the company, and the office out of which they work.
- Describe the Proposer’s contract/task order review and signature protocols (e.g., who has authority to sign a Not to Exceed task order and at what dollar level.)
- Provide any other information that you believe will assist the City in making its selection.

Understanding and Approach

Proposals shall document the Proposer’s understanding of, and approach to On-Call, Task Order based consulting services. Proposers should address the following topics in this section:

- The Proposer’s understanding of the City’s programs, policies, and decision-making processes, and organizational structure that creates the need for On-Call Services.
- The Proposer’s general approach and assumptions for developing and negotiating the Scope of Services and Fee for a typical Task Order.
- The Proposer’s general approach to assigning technical and project management staff to a particular task, performing internal Quality Assurance/peer review, and completing the identified deliverables.

Rate Schedule and Pricing Information

Proposals shall include a current Rate Schedule. The Rate Schedule shall clearly identify the following:

- All – inclusive unit labor rates (e.g., Billing Rate) for each position title. (see Draft MPSA Section 3).
- Typical date on which the Rate Schedule is revised.
- Average Billing Rate percentage increase for the last three fiscal or calendar years.
- Specify which position title or titles will typically perform day-to-day project manager duties and which position title(s) will perform internal QA/QC/peer reviewer functions.
- Identify direct cost markups, including markups on subcontracted labor, if any.

The above information will be evaluated for the general range of fees compared to other proposers, markup percentages, and rate differentials between technical and management personnel.

Category Specific Company Qualifications

Proposals shall demonstrate the expertise and capacity of the Proposer to provide the category specific services being proposed, as identified in Section XI, and as listed on Attachment A. For each category, the proposal should provide details on the following:

- Similar representative projects, by name, type, location, date, and contract value, performed within the last ten years, which best characterizes the firm's experience and qualifications for that category of work. Please include the client contact name, address, phone number and e-mail for each project where possible.
- Key management/project management personnel that were assigned to the representative projects listed and whether they are still with the company and are potentially available for similar assignment on City of Ontario projects.
- For work performed for other governmental or quasi-governmental entities under the broad heading of On-Call, Resident Engineer, City Engineer, Consultant-of-Record, Pre-Qualified, or other designation, please provide the dates these arrangements existed, the types of services performed, and the average annual value of the services.
- Key management / project management resumes, if any, (to be included in the Appendix) will be evaluated as part of this section.

Category Specific Technical Personnel

Proposals shall include key technical personnel that would potentially be assigned to a specific task. NOTE: management / project management personnel will be evaluated under Category Specific Company Qualifications. For each category, the proposal should provide details on the following:

- Identify department managers / technical leads / key technical personnel by name, title, and years of service with the company, what office they work at and where they reside in the organizational structure.
- For key technical personnel only, provide relevant individual project experience, areas of specialization or expertise, awards, registrations and certifications, and overall technical capabilities and competence. (Note: Key technical personnel resumes (if included in the Appendix) will be evaluated as part of this section.)

Attachment A – Proposal Category Designations

Proposals shall include a completed Proposal Category Designation form (Attachment A). Indicate by checkmark the categories of services (e.g., 1.1, 1.4, 1.5, 2.1, etc.) on which Proposer is proposing. Proposers are advised to only select categories in which they have in-house capabilities.

Attachment B – Proposer Representations and Certifications Affidavit

Proposals shall include a signed Proposer Representations and Certifications Affidavit (Attachment B) documenting Proposer firm's representations and certifications for this RFP.

Supporting Information

Supporting materials may include full resumes, sample documents, and photos. However, pertinent information should be covered in the body of the Proposal. Supporting Information will not count toward the page limit, but brevity is encouraged. If there is no additional information to present in the Supporting Information, then state: *“There is no additional information we wish to present.”*

XIII. Proposal Evaluation

A Selection Review Committee of at least three members will be appointed to evaluate the Proposals received for each category. Each committee member will independently evaluate each Proposal in accordance with the criteria stated in the Proposal Requirements section of this RFP.

Written Evaluation

Based on their evaluation, each member of the Selection Review Committee will score each Proposal according scoring criteria (See example below).

EXAMPLE		General	1.1	1.4	2.1
Evaluation Criteria	Max Score	Score	Score	Score	Score
1 - Introductory Letter	P/F	P	X	X	X
2 - General Qualifications & Responsiveness	15	12	X	X	X
3 - Understanding & Approach	10	8	X	X	X
4 - Rate Schedule & Pricing Information	15	10	X	X	X
5- Category Specific Company Qualifications	30	X	25	28	23
6 - Category Specific Technical Personnel	30	X	25	27	23
TOTAL	100	30	80	85	76

Proposals will be scored once by each evaluator for criteria 1-4 and scored separately on Criteria 5&6 for the individual categories on which they are proposing. Scores will be added together to determine a category specific score. Each member will rank, in descending order, each Proposal by total score.

XIV. Consultant Selection

Preliminary rankings will be developed based upon the City's evaluation of each proposer's qualifications within the sub-categories on which they proposed. After preliminary rankings are established, the evaluation team will also consider the type and range of services that can be provided by individual proposers. The City intends to select at least one On-Call consultant for each of the categories listed in Section XI, however, not all categories may have unique selections. It is probable and likely that one or more firms will be selected to provide services in multiple categories.

Final selections will be based on a consensus of the evaluation team, taking into account group scoring, the number of candidates proposing for each category, the City's expectation of the type and volume of work within each category, and the potential need of the City to obtain services spanning multiple categories from a single firm for a specific project.

Notice of Intent to Award Contract

The City will issue an Intent to Award to all firms submitting Proposals identifying the final selections for each subcategory of work. The City will then negotiate a Master Professional Service Agreements (e.g., Price Agreements) with each selected firm. Each selected firm will be required to provide Rate Sheets, markups, escalation factors, and/or other cost multipliers that the Proposer will guarantee for the term of the Agreement.

Failure to successfully negotiate an Agreement with the City, or failure to meet insurance requirements will eliminate a firm from further consideration and may create an opening for a different firm. The City reserves the right to shorten or lengthen the final list of selected firms, and to otherwise determine what is important for establishing the final list of On-Call consultants, consistent with the selection process. The final list of On-Call consultants and the respective categories for which they were selected will be published after all Agreements are in place.

Consultant Selection for Specific Work

To maximize distribution of work among selected consultants, the City intends to rotate through the list of selected firms as projects come up within specific categories for which multiple firms were selected. However, the City makes no guarantees as to the actual amount of work, if any, to be obtained by any particular firm. The City reserves the right to not rotate firms, depending on proven expertise, previous involvement in a similar project, or as otherwise determined to be in the best interest of the City. The City also reserves the right to solicit and award work using a different procurement process, as is determined to be in the best interest of the City.

Attachment A

Proposal Category Designations Form

_____ (COMPANY NAME)

does hereby propose to provide the City of Ontario with On-Call Civil Engineering and Related Services, as defined in Section XI of the City's Request For Proposals dated June 4, 2018.

Category #	Engineering Services	Mark with "X"
1	General Civil Project Planning and Engineering	
2	Land Surveying and Mapping Services	
3	Transportation System Analysis, Planning and Engineering	
4	Water System Engineering	
5	Wastewater System Engineering	

Authorized Signature: _____ Date: _____

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Attachment B

Proposer Representations and Certifications Affidavit

On behalf of _____ (Company Name), I hereby represent and certify that:

- The information provided in the Proposal is a true and accurate representation of the Company's qualifications and experience, contains no false statements, and the Company has not in any manner sought collusion to secure any improper advantage over any other Proposer.
- The Company is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state, or local entity, department, or agency.
- The company is an Equal Opportunity Employer and complies with all Federal/State/ Local Requirements identified in Section IX of the RFP.
- The Company has the appropriate financial, material, equipment, facility, and personnel resources to meet all contractual requirements.

I certify I am authorized by the Company to sign this Affidavit.

Signature

Date _____

Printed Name and Title: _____

Phone: _____ Email: _____

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