

Josephine County Department of Public Works

Request for Proposals

For

North Valley General Services District Wastewater Treatment Preliminary Engineering Report



Josephine County
Department of Public Works
201 River Heights Way
Grants Pass, Oregon 97527

This project is partially funded with Lottery Funds through the Special Public Works Fund, administered through the Oregon Business Development Department – Infrastructure Finance Authority (OBDD-IFA)

**Section 1
Request for Proposals
Information and Instructions**

Proposals Due: August 28th, 2015 at 5:00 p.m.

Deliver or mail sealed proposals including one (1) signed copy, seven (7) copies, and one (1) copy in digital form on CD-ROM or USB flash drive in PDF file format to:

Josephine County Public Works
NVGSD Preliminary Engineering Report RFP
201 River Heights Way
Grants Pass, OR 97527

Proposals must be physically received **by 5:00 p.m.** on August 28, 2015. Proposals will not be received after this date and time.

Additional information/Request for Changes Deadline: August 7th, 2015

Refer all RFP questions to:

Robert Brandes, Director
Josephine County Public Works
201 River Heights Way
Grants Pass, OR 97527
Email: rbrandes@co.josephine.or.us
Phone: (541)474-5460

- 1. General Information and Background:** On **July 22nd 2015**, Josephine County is hereby issuing a Request For Proposals (RFP) from engineering firms to provide services for creation of a Preliminary Engineering Report (PER). This PER shall address wastewater treatment alternatives for the North Valley General Services District in the North Valley area; specifically the North Valley Industrial Park (NVIP) and Three Rivers School District facilities. The issuance of this Request for Proposals is the first step of the solicitation process, and contains further instructions on the required content for submitted proposals in Section 2 below.

2. Contact Person: Questions regarding this RFP should be directed to:

Robert Brandes
Director, Josephine County Public Works Department
201 River Heights Way
Grants Pass, Oregon 97527
Phone: (541) 474-5460
E-mail: rbrandes@co.josephine.or.us

- 3. Clarification of Proposals:** The County reserves the right to obtain clarification of any part of the consultant's proposal, to make any investigation it deems appropriate, and to obtain additional information necessary to properly evaluate a particular proposal. Failure of the consultant to timely respond to such a request for additional information or clarification may result in rejection of the consultant's proposal. Josephine County also reserves the right to investigate and evaluate, at any time prior to award and execution of the Contract, the apparent successful proposer's responsibility to perform the Contract. Submission of Proposals shall constitute approval for the County to obtain any information the County deems necessary to conduct the evaluation.
- 4. False or Misleading Statements:** If, in the opinion of the County, a proposal contains false or misleading statements or references that do not support a function, attribute, capability or condition as contended by the proposal, it shall be rejected.
- 5. Responsiveness:** Proposals should respond to all requirements of this RFP to the maximum extent possible. Proposals that do not contain all information required by this RFP or are otherwise non-responsive may be rejected. Respondents are asked to clearly identify any limitations or exceptions to the proposed scope of work. Proposals should include a section on the consultant's understanding of the work and approach to meet the County's objectives.
- 6. Evaluation Criteria:** The proposals will be evaluated based upon the following criteria. The County will consider:
- History of previous experience in similar projects - specific attention will be focused on interactions with Department of Environmental Quality (DEQ) and Infrastructure Finance Authority (IFA) and references (40%);
 - Proposed Elements for conforming to the contents of a Wastewater Planning Document as established by the "Preparing Wastewater Planning Documents and Environmental Reports" guidance; which can be found at DEQ's website - <http://www.deq.state.or.us/wq/loans/docs/FacilitiesPlansGuidelines.pdf> (20%);

- Proposed Schedule (10%);
- Cost of Services (30%)

TOTAL 100%

7. **Reservation of Rights:** The County reserves the right: (a) to amend this RFP; (b) to extend the deadline for submitting proposals; (c) to waive minor irregularities, informalities, or failures to conform to the RFP, if the County determines that such waiver is in the best interest of the County; (d) to award one or more contracts, by item or task, or groups of items or tasks, if so provided in this RFP and if multiple awards are determined by the County to be in the public interest; and (e) to reject, for any reason and without liability therefor, any and all proposals and to cancel this procurement at any time, in accordance with ORS 279B.100, if such cancellation is deemed to be in the best interests of the County.
8. **Award of Contract:** There will be no formal opening of proposals. Award decisions will not be made at the opening of the proposals. The County reserves the right to negotiate with the selected proposer and/or award a contract to other proposers that are sequentially ranked in the event that the County is unable to negotiate a contract with the selected proposer. The anticipated date of the Notice of Selection is on or before September 18th, 2015.
9. **Contract Terms and Insurance:** The County will require that the consultant sign a contract incorporating the terms of this RFP, the proposal, and other terms agreed upon by the parties.
- 9.1 **Insurance:** As part of the contract, the consultant will be required to provide and maintain insurance for the duration of the contract term, as follows:
- 1) **Professional Liability Insurance:** Contractor (Consultant) shall obtain and maintain professional liability insurance which provides coverage of direct and vicarious liability relating to any damages caused by an error, omission or any negligent acts of Contractor. Contractor shall maintain professional liability coverage of not less than the amount of \$1,000,000 per person per incident.
 - 2) **Worker's Compensation Insurance:** Contractor shall obtain and maintain Workers Compensation Insurance as required by law.
 - 3) **Automobile Liability Insurance:** Contractor shall obtain and maintain automobile liability insurance with limits of liability, per

occurrence, of \$1,000,000 for bodily injury and \$1,000,000 for property damage.

- 4) **General Liability Insurance:** Contractor shall be required to provide and maintain general liability insurance against loss or damage to persons or property with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and \$1,000,000 for property damage
- 5) All insurance policies for must name Josephine County as an additionally named insured and must be through an insurance company licensed in the State of Oregon. The insurance policies shall provide that "Josephine County" shall include all authorities, boards, bureaus, commissions, divisions, departments, districts, and offices of Josephine County and the individual members, employees and agents thereof in their official capacities.
- 6) All insurance policies shall be evidenced by Certificates of Insurance which shall be delivered to County prior to commencing services or work under this Contract. Each certificate or policy shall require that, thirty (30) days prior to cancellation or material change in the policies, notice of cancellation or material change must be given to the County by certified mail, return receipt requested. All such notices shall name the Contractor and identify the contract number.

9.2 Integration of Request for Qualifications: The Contract will require that all terms and conditions of the Request for Proposals for the North Valley General Services District Wastewater Treatment Preliminary Engineering Report dated July 22nd, 2015 be incorporated by reference.

10. Integration of Grant Award: This Request for Proposals is funded in part by a grant award from the Oregon Infrastructure Finance Authority, Project No. A15005 (the "Grant Award"). The Successful Proposer will be required to comply with all applicable terms and conditions of the grant award, which terms and conditions will be incorporated by reference into the resulting contract with the Successful Proposer. A copy of the grant award is available upon request.

11. Public Information, Confidentiality, and Trade Secrets: All submitted proposals are public information and public records after final award. Respondents shall label any information it wishes to protect from disclosure to third parties as a trade secret under ORS 192.501(2) with the following:

“This material constitutes a trade secret under ORS 192.501(2) and is not to be disclosed except as required by law.”

County shall take reasonable measures to hold in confidence all such labeled information, but the County shall not be liable for release of any information when required by law or court order to do so, and shall be immune from liability for disclosure or release of information under ORS 646.473(3).

Section 2 Statement of Qualifications

1. Information About Your Company

Please provide the name, phone number and address of the firm that will be providing the service to Josephine County as well as the location of the firm's home office, including the telephone number and email address of a contact person.

2. Project Staff Experience

Provide the names and resumes of the project staff, including the project manager and all key support professionals. Include a description of the firm's experience with comparable projects and include the role each team member provided for these projects. Include information on all applicable licenses and certificates held by persons who will be performing project work, including license number, issuing agency, and expiration date.

3. User References

Please provide a list of four clients of your company, preferably cities or counties in the State of Oregon, who have used your services related to development of

Wastewater Planning Documents. Include the name and telephone number of the client's contact person that is familiar with the project and your firm's role on the project.

4. Estimated Cost

Please provide a cost estimate for consulting and completion of an Oregon Department of Environmental Quality (DEQ) and Infrastructure Finance Authority (IFA) approved Preliminary Design Report (PER) in accordance with the Scope of Work set forth in Section 4.

The pricing information must include a detailed estimate of hours by individual team members for each task, analytical costs, and the total estimated cost.

5. Other Information

Please submit a proposed timeline and provide any other additional information or comments, if any.

Section 3 Project Background

Josephine County is currently providing sewer treatment service to the tenants of the North Valley Industrial Park (NVIP). Treatment is accomplished through an agreement between Josephine County and the Three Rivers School District (3RSD). Effluent is transferred to the nearby Fleming Treatment Plant (FTP) which is owned and operated by 3RSD. The FTP treats effluent generated by the NVIP, Fleming Middle School and Manzanita Elementary School. These three entities produce a combined ~12,000GPD of effluent.

The FTP is over 30 years old and faces numerous critical component issues and shortcomings. In fact, based on an assessment prepared by Southern Oregon Water Technology, LLC, the treatment plant "is on the edge of complete failure". In the recent past, these issues have resulted in citations from the Department of Environmental Quality (DEQ). The 3RSD now faces significant capital investments to keep the FTP viable into the future.

Josephine County is interested in analyzing options for effluent treatment and to arrive at a long-term solution involving design and construction of a treatment plant under the control of the county. The selected alternative would also need to provide for capacity to serve the future growth needs of the NVIP.

Through the help of Southern Oregon Regional Economic Development Inc. (SORED) Josephine County was able to utilize funding from the Economic Development Agency, as well as in-kind match to have a Feasibility Study and Business Plan developed by Civil West Engineering. This plan is available on Josephine County's webpage at –

<http://co.josephine.or.us/Files/NV%20Sewer%20Dist%20Feasibility%20Study%2006%202014.pdf>

The plan can also be found by going to Josephine County's homepage – <http://co.josephine.or.us/index.asp> and then under 'Departments' navigating to "Public Works", then "Solid Waste", "North Valley Industrial Park" and "NV Sewer Dist Feasibility Study 06 2014.pdf". This study/plan was finalized in June 2014. The County is now interesting in development of a Preliminary Engineering Plan that includes an analysis of: project alternatives, siting issues, methodology for determining cost-effectiveness, recommended alternative and projected costs.

Section 4 Scope of Work

The successful proposer will provide:

A Wastewater Planning Document as established by the multi-agency document "Preparing Wastewater Planning Documents and Environmental Reports"; which can be found at - <http://www.deq.state.or.us/wq/loans/docs/FacilitiesPlansGuidelines.pdf>

Specific Elements to include are:

Project Planning - Location, environmental considerations nearby the project, population/growth trends for the area, and a demonstration of community need and engagement in the process.

Existing Treatment Facilities – Existing Facilities – Specific focus on the Three Rivers School District's (3RSD) treatment plant at Fleming Middle School and the NVIP collection/pump station. Age of facility components, remaining lifespan, major maintenance history, any regulatory requirements and/or violations.

Need For the Project – Age of the current infrastructure, analysis should also include discussion about current loading and future ability to handle increased volumes.

Alternatives Considered – This component should have strong documentation of not only alternative system designs, but also a discussion of a centralized system for NVIP and 3RSD vs. decentralized systems for each entity. Also an analysis of land requirements, sustainability, environmental impacts.

Selection of an Alternative – This element describes how the preceding alternatives were 'scored', and demonstrate the methodology/process used to arrive at that decision. Costs (including construction and annual O&M) are a large part of this selection, but the report should also analyze non-monetary factors – permitting issues, wetland impacts, operator training requirements, etc.

Proposed Project – Recommendation for which alternative should be implemented. This component should include: actual layout, schematics, preliminary design, location maps, proposed schedule, permits, estimated construction cost and annual operating budget.

Conclusions/Recommendations - Any additional needed studies or findings that could impact the project.