

# City of Sodaville

## Request for Proposal 2022-2 - Well Planning Services

### PURPOSE OF RFP:

The City of Sodaville, Oregon is seeking the services of a qualified experienced contractor to provide design and engineering services for the purchase and conversion of a private well into a municipal well.

### SCHEDULE OF EVENTS:

#### PROPOSAL SUBMISSION DEADLINE:

Proposal may be received at any time.

#### TIMELINE:

The Council will interview bidders at the next regular Council meeting following submission as long as a proposal is submitted by 12:00PM the week following a regular meeting. The Council will vote on awarding a contract at the meeting where bidding firms are interviewed.

#### SCOPE OF SERVICES:

The firm selected will provide as part of the contract the Well services outlined in Section I of this document.

#### MINIMUM QUALIFICATIONS OF OFFERORS:

Respondents to the request shall provide at a minimum those items disclosed in Section II of this document.

#### CONTACT FOR COPY OF RFP:

Alex McHaddad, City Recorder Ph. (541) 258-8882 Email: [sodaville@cityofsodaville.org](mailto:sodaville@cityofsodaville.org)

## CITY BACKGROUND

The City of Sodaville is a municipal corporation in Linn County, Oregon. The City provides a range of municipal services by staff, including, water, parks and street maintenance, street lighting, planning and development, and general administration.

The City is receiving an IFA loan to convert an existing private well into a municipal well. In order to move forward with the project, Business Oregon requires that the City provide an engineering plan to detail the process of converting the well, and project a completion date.

## SECTION I – SCOPE OF SERVICES

Initial condition assessment of Well No. 3 will involve the following activities to review the following and any other available information pertaining to Well No. 3:

- Complete Well Survey/Assess Current Well Condition.
- Well performance data provided by the City, including historical pumping rates and water level measurements, or any other related documentation that may be available.

- Other information required by contractor to perform services.

## SECTION II – PROPOSAL REQUIREMENTS

### Proposal Information:

The preparation of the proposal, including visits to the site prior to submission of the proposal, shall be at the expense of the Proposers. All prices and notations must be typewritten or written in ink. Any markings in pencil shall not form part of the proposal and shall be disregarded by the City. Any changes or corrections in the proposal must be initiated in ink by the person signing the proposal. No telephonic or telegraphic proposals are acceptable.

Please respond to the items listed below:

1. Provide a detailed description of your assessment approach and work product delivered on similar engagements including potential dates for onsite work.
2. Explain how you would propose to use City personnel to assist you during the assessment, and indicate the approximate time requirement.

### Cost Evaluation

The evaluation of the proposed fees of all qualifying proposals will be based upon the responses to the two areas listed below. The selection committee will consider the overall cost and the proposed service. These factors are important in evaluating the reasonableness of the fee and the respondent's understanding of the project requirements. The selection process will be based mainly on the contractor's experience, qualifications, innovation, prior experience with providing this type of service, ability to supply specific materials as specified, and readiness to serve.

1. A detailed fixed-fee schedule (including out-of-pocket expenses) for services. Identify the estimated number of hours each expected to spend on this assessment.
2. Provide your firm's billing rates for all applicable classifications of professional personnel, as the City may require additional billable services. Discuss the method used in charging for any special requests, reports or broadening of the scope of services.
3. Please identify what additional "first time through" hours and costs, if any, that may be required of your firm and the City staff.

### Certificate of Insurance

Proof of insurance is not required to be submitted with your proposal but will be required prior to the City's award of the contract.

### Statement of Qualifications, Experience, and Reference

The information provided in this section should describe the qualifications of the firm and key staff performing projects within the past five years that are similar in scope and size to demonstrate competence to perform these services.

1. Names of key staff that will participate on proposed assessment and their specific responsibilities
2. The Contractor shall list the name, address, and phone number of all subcontractors that will perform specific work on the project including:
  - a. A brief description of type and extent of services provided
  - b. Completion dates (estimated, if not yet completed)
  - c. Total costs of the projects
3. List of rigs, equipment, etc., owned by the contractor and availability to fulfill the scope of work in this RFP

4. There should be included in the section “Brief resumes of key personnel” who will provide these services demonstrating their qualifications and experience. Resumes should highlight education, relevant experience, licenses, and specific responsibilities for services described.

## SECTION III – EVALUATION OF PROPOSALS

Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the City. Each Proposer is responsible for examining this Notice Inviting Proposals and submitting its proposal complete and in conformance with these Instructions.

## SECTION IV – PROPOSAL SUBMISSION

You may ask questions about this RFP by calling the City Recorder as listed on page 1 of this RFP. Information provided to any proposer will be placed in e-mail format and forwarded to all proposers. In order to be considered, six copies of your proposal in a sealed envelope must be delivered by the due date and at the address listed on page 1 of this RFP. Proposals received after the specified time and date cannot be considered, and will be returned unopened. A digital copy must also be emailed to the City Recorder.

## SECTION V – ORAL STATEMENTS

The City of Sodaville is not responsible for oral statements made by any of their employees or agents concerning this Invitation to Proposal. If a Proposer requires specific information, it must request that it be supplied in writing by the City of Sodaville.

## SECTION VI - CONTRACT PAYMENT

The Contractor will be paid for satisfactory work performed under the Contract once the project is completed. The Contractor shall submit a detailed invoice and all reports required in the Contract for work performed. Compensation funds will be provided to the City through the IFA loan once Business Oregon receives the engineering report.

- a) This invoice shall be in accordance with the contract unit prices and shall become the basis for payment.
- b) This invoice shall be subject to review and approval by the City's Representative.
- c) All submitted invoices shall be paid within thirty (30) days of approval by the City.
- d) Any charges in the invoice not approved by the City's Representative shall not be paid by the City.

## SECTION VII - SPECIFICATIONS NOT CONTRACTUAL

Nothing contained in this Notice Inviting Proposals shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this Notice Inviting Proposals.