



**CITY OF SANDY, OREGON**  
**REQUEST FOR PROPOSALS (RFP) #SUP – 05 – 24:**

**ON CALL CONSTRUCTION SERVICES FOR DRINKING WATER AND  
WASTEWATER FACILITY MINOR UPGRADES**

**Request for Proposals Information:**

**RFP NUMBER: SUP 0524**

**RFP TITLE:** On-Call Construction Services for  
Drinking Water and Wastewater Facility Minor  
Upgrades

**DATE ISSUED:** 05/24/2024

**CONTACT PERSON:**

City of Sandy  
Jenny Coker, PE  
Public Works Director  
39250 Pioneer Boulevard  
Sandy, OR 97055

**EMAIL ADDRESS:** [jcoker@ci.sandy.or.us](mailto:jcoker@ci.sandy.or.us)

**CONTACT PHONE:** 503-816-3972

**QUESTIONS DUE:** 06/14/2024  
2:00 p.m. Pacific

**ADDENDUM ISSUANCE:** 06/28/2024  
2:00 p.m. Pacific

**RESPONSES DUE:** 07/12/2024  
2:00 p.m. Pacific

**Submit Qualification Statements and all  
Proposal information to:**

**FOR DELIVERY BY HAND, UPS, FEDEX,  
USPS OR OTHER COURIER SERVICE:**

City of Sandy  
Jenny Coker, PE  
Public Works Director  
39250 Pioneer Boulevard  
Sandy, OR 97055



## Table of Contents

1.	Instructions to Proposers .....	3
2.	Introduction and Background .....	5
3.	Desired Qualifications .....	7
4.	Proposal Instructions .....	8
5.	Proposal Conditions .....	11
6.	Exhibits.....	14



**REQUEST FOR PROPOSALS**  
**CITY OF SANDY, OREGON**  
**ON CALL CONSTRUCTION SERVICES FOR DRINKING WATER AND**  
**WASTEWATER FACILITY MINOR UPGRADES**

## **1. Instructions to Proposers**

The City of Sandy (City) is soliciting statements of interest and qualifications information from general contracting construction firms to enter into a Master Services Agreement to provide construction services for planned minor equipment replacement, upgrades, and related improvements to the City's existing drinking water and wastewater facilities on a competitive task order basis.

Request for Proposal documents may be examined at: [Bids and RFPs | Sandy, OR](#).

Questions or Requests for Clarification must be sent to Wes Silva via email to [wes.silva@stantec.com](mailto:wes.silva@stantec.com) and be received by **2:00 p.m. on June 14<sup>th</sup>, 2024**. Incomplete or late inquiries may not be considered. If required, an addendum addressing these matters will be issued by no later than **2:00 p.m. on June 28<sup>th</sup>, 2024**.

A Pre-Proposal Meeting will be held with interested proposers on **June 10, 2024, from 11 am to noon at the Stantec office located at 601 SW 2<sup>nd</sup> Ave, 14<sup>th</sup> Floor, Portland, OR 97204** for purposes of viewing the upcoming water and wastewater treatment facilities projects.

The City reserves the right to cancel this RFP or reject any and all statement of qualifications and other proposal documents submitted or to waive any minor formalities of this solicitation if the best interest of the City would be served. The City reserves the right to seek clarifications of each proposal submission, in its sole discretion. The City reserves the right to negotiate a final MSA that is in the best interest of the City. Proposers responding to this RFP do so solely at their expense, and City is not responsible for any proposer expenses associated with this RFP.

Proposers may not withdraw statements of qualifications after the stated due date and time, unless award of contract is delayed for more than ninety (90) days.

To be considered, four hard copies and one digital copy (USB flash drive preferred) of the Statement of Qualifications in a sealed envelope must be physically received by the City at **City Hall, 39250 Pioneer Boulevard, Sandy, OR 97055** no later than **2:00 p.m. (Pacific Time) July 12<sup>th</sup>, 2024**. Submissions received after the specified time will not be accepted. The City is not responsible for delays in delivery. Official delivery time shall be documented by City-affixed time stamp.

Statements of qualifications and other proposal documents submitted via the United States Postal Service (USPS), United Parcel Service (UPS) or Federal Express (FedEx) or any other courier service must be addressed:

**City of Sandy, Jenny Coker, PE, Public Works Director**  
**39250 Pioneer Boulevard**



## Sandy, OR 97055

Statements of qualifications and other proposal documents must be in a sealed envelope, and clearly marked ***"RFP SUP 05-24 ON-CALL CONSTRUCTION SERVICES FOR DRINKING WATER AND WASTEWATER FACILITY MINOR UPGRADES."*** Proposals submitted by **FAX** or **EMAIL** will **NOT** be accepted. The City is committed to providing equal opportunities to State of Oregon certified Minority, Disadvantaged and Women's Business Enterprises.

The City of in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises, as defined in 49 CFR part 26, will be afforded full opportunity to submit qualification statements in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

This project was funded in part with a financial award from the Special Public Works Fund, funded by the Oregon State Lottery and administered by the Oregon Infrastructure Finance Authority.

Moreover, the City reserves the ability to utilize Water Infrastructure Finance and Innovation Act (WIFIA) funding and therefore requires proposers to accept the following conditions to be included in the Master Services Agreement:

**Debarment and Suspension.** Contractor certifies that it will not knowingly enter into a contract with anyone who is ineligible under the 2 CFR part 180 and part 1532 (per Executive Order 12549, 51 FR 6370, February 21, 1986) or who is prohibited under Section 306 of the Clean Air Act or Section 508 of the Clean Water Act to participate in the [Project]. Suspension and debarment information can be accessed at <http://www.sam.gov>. Contractor represents and warrants that it has or will include a term or conditions requiring compliance with this provision in all of its subcontracts under this Agreement.

**Federal Lobbying Restrictions (31 U.S.C 1352).** Recipients of federal financial assistance may not pay any person for influencing or attempting to influence any officer or employee of a federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress with respect to the award, continuation, renewal, amendment, or modification of a federal grant, loan, or contract. These requirements are implemented for USEPA in 40 CFR Part 34, which also describes types of activities, such as legislative liaison activities and professional and technical services, which are not subject to this prohibition. Upon award of this contract, Contractor shall complete and submit to the City the certification and disclosure forms in Appendix A and Appendix B to 40 CFR Part 34. Contractor shall also require all subcontractors and suppliers of any tier awarded a subcontract over \$100,000 to similarly complete and submit the certification and disclosure forms pursuant to the process set forth in 40 CFR 34.110.

Furthermore, construction projects resulting from awarded task orders may be further encumbered with construction contract requirements required by WIFIA and ARPA grant funding.

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**Jennifer Coker, PE**  
Public Works Director



## 2. Introduction and Background

The City of Sandy, Oregon (City), owns both water and wastewater assets to serve its customer base. With a limited operations and management staff, the City contracts the operations of these assets with Veolia North America. These assets are aged and require routine repair and maintenance activities that require the services of a professional, registered construction company.

City invites qualified contractors to submit proposals to provide on-call trade services for prevailing wage projects including minor mechanical piping, plumbing, and electrical services in the City's service area in the City of Sandy and around Clackamas County, Oregon, under a three-year contract that can be renewed for up to one additional one-year period. City intends to select three contractors but reserves the option to award single or multiple contracts. Interested contractors must submit proposals.

Proposers must be licensed by the Oregon Construction Contractors Board. Prevailing wage rates must be paid by proposers and any subcontractors on the Contract in accordance with ORS 279C.800 to 279C.870. Proposers and any subcontractors will be required to have a public works bond filed with the Construction Contractors Board in the amount of \$50,000 with a corporate surety authorized to do business in the State of Oregon before starting work on the Contract unless there is an applicable exemption under ORS 279C.836(4), (7), (8) or (9). Contractors must require in every subcontract that the subcontractor have a public works bond filed with the Construction Contractors Board before starting work under the Contract unless exempt under ORS 279C.836(4), (7), (8), or (9). Proposers need not be licensed under ORS 468A.720 (regarding licensing of contractors on projects involving asbestos abatement).

The successful contractor(s) must have the local capability, including staff and equipment, to perform the services and will have demonstrated experience performing this level of work as a regular part of their business.

The City intends to issue a Master Services Contract for Construction services and then selectively issue Task Orders for competitive pricing to each of the holders of the Master Services Contract for each task order. The Task Orders are anticipated to range in value from \$50,000 to \$3,000,000 each with each Master Services Contract having a cumulative total not to exceed \$5 million. The general nature of the anticipated Task Orders may include the following:

1. Procurement and installation of select instrumentation. Programing and integration services are not included.
2. Procurement and installation of new valving, fittings, piping replacement and associated demolition, including pipe supports and anchorage.
3. Procurement and installation of new pumps, motors and associated equipment including electrical connections, upgrades to motor control centers and associated control wiring.
4. Minor structural demolition, new concrete or structural steel placement and associated minor grading, site improvement and drainage improvements as needed.



5. The City will complete programming and integration services utilizing Program Management staff and resources and Contractors will only be responsible for local control.



### 3. Desired Qualifications

1. A Contractor registered, licensed, and bonded in the State of Oregon.
2. A Contractor team with the local capability, including staff and equipment, to perform the services and will have demonstrated experience performing this level of work as a regular part of their business. Contractor team must demonstrate familiarity in working with municipalities, be proficient in public contract management, and possess the experience and past performance history of successfully completing the construction of public works projects.
3. A Contractor team and Project Manager with a demonstrated track record completing water and wastewater facility equipment replacement and upgrade projects while maintaining facility operations to not interrupt flow or treatment objectives.
4. A Contractor team that can work closely with the City, the City's Program Manager, and treatment plant staff to develop scope and level of effort for individual task orders, and with proven expertise in delivering on-call or as-needed services associated with water and wastewater treatment facilities.
5. A Contractor team with local capability, including staff and equipment, to perform the services required within the allotted schedule.



## 4. Proposal Instructions

### Submission of Proposals

Interested and qualified companies are invited to submit the information that demonstrates their experience in performing projects of this scale and complexity. Documentation should include the following information:

**1. Cover Letter.** All submissions shall include the following information:

- Complete legal name, address, and telephone number of the proposing Company.
- Primary business experience, length of time in business, ownership, location of offices, CCB number, and other introductory information.
- Name, telephone number and email address of a contact person and project manager for your proposal.
- Authorized corporate signer including name, title, and email address. This must be a corporate officer or, if it is not a corporate officer, must be accompanied by a corporate resolution delegating signature authority and is legally authorized to bind the firm in contract negotiations.
- A statement that the proposal is valid for a period of 90 days.
- Oregon Construction Contractors Board License Number
- A statement that the Company is licensed to perform construction services in the State of Oregon and a certified statement that the Company is not disbarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency.

**2. Company Profile.** Provide the Company's length of time the Contractor has been licensed through the State of Oregon Construction Contractor's Board. Contractors must have operated continuously in the state of Oregon for no fewer than 10 years until the present. Provide a summary of the number of employees, and the locations of key offices supporting the project. Describe the Company's overall experience with providing construction services related to completion of process equipment replacements and maintenance of plant operations. Provide a brief profile of the Company and available resources.

**3. Project Team.** Provide a brief profile of the key team members including principal, project manager, project engineer, superintendent(s), foreman, and estimator available to support on-call task orders. Include a brief description of the experience and expertise offered by each team member and the office location of each staff member. List staff with local presence available for regularly meeting in Sandy as required. Include relevant information on sub-contractors your firm would employ for this project, including sub-contractor firm(s) history & profile, specialties, experience, and references.





4. **Related Experience and References.** Describe the Company's experience performing similar projects in the Pacific Northwest including the proposed Project Manager and/or project team. Describe the Company's overall experience with providing construction services related to preparing cost proposals, procurement of equipment, installation of replacement equipment and upgrades at an existing water or wastewater treatment plant(s) under continuous operation. Preference will be given for experience on an on-call or as-needed basis due to the expedited time lines and minimalistic scope packages. Provide a minimum of five (5) project descriptions completed in the past 10 years including the project scope that is similar to the needs of the City's WTP and WWTP, the challenges facing the Owner/Agency, and the proposed solution(s). Include the proposed team members that worked on these past projects. Provide the contact information (name, title, email address, and phone numbers) for Owner/Agency project staff on these projects.

Provide a list of no less than three references for similar work performed in Oregon. References shall include brief project profiles and contact information for each project.

- a. The name and address of the customer and the name and telephone number of a point of contact familiar with your company's services.
- b. The length and dollar value of the contract and, if the customer is no longer a customer.

5. **Project Approach.** Describe your approach to providing on-call services associated with procurement and installation of equipment replacement, rehabilitation and reliability upgrades, and related maintenance projects at water and wastewater treatment plants. Describe how you will determine the project needs and scope, assign staff to a task order, and coordinate with City staff through execution of the task order.

Explain how your company would communicate and work with City, the Program Manager and Veolia to ensure work sites are set up to ensure the safety of employees and the public. This should include an explanation of any proposed additional services to the Scope of Work presented in this RFP. Provide any additional information about your approach that would be beneficial to the selection committee.

Explain your staffing and equipment plan for this Scope of Work, including the following:

- a. State whether you have existing staff available to fill the requirements of this proposed Contract, would solicit the services of a sub-contractor, or if you would have to hire new staff. Include any necessary licensing.
- b. Describe the experience level of the staff who would work on this Contract, including the project manager, supervisors responsible for daily operations, Site Supervisors and field staff.
- c. Include a statement confirming that all personnel will be provided with a fully equipped truck or service van that includes appropriate personal protective equipment (PPE), small tools and spare parts.

6. **Safety Record.** Describe your Company's approach to safety, as it pertains to the scope of the work to be awarded, and to working in and around existing facilities under continual operation. Provide a specific description of Proposer's safety and drug and alcohol programs and its most recent Workers Compensation Insurance Experience modifier. Include a statement as to whether you have been cited



for an OSHA violation in the past 24 months. If yes, provide details including specific violation(s), dates(s) and steps taken to remedy the situation and ensure no repeatable violations.

### **Appendix**

Complete the Certification Form attached as Exhibit B and include it in the appendix to your proposal.

If there are any requirements or provisions in this RFP that you believe are unfair or prejudicial or limit competition, please explain your position.

## **Limitations**

Concise responses with relevant information as outlined in the Submission Requirements section above will be more useful than extensive submittals with elaborate graphics and corporate boilerplate. The following are submissions limitations:

1. Statement of Qualifications is limited to a total of 10 pages excluding cover letter and resumes.
2. Cover letter is limited to two (2) pages, and resumes are limited to one (1) page each.
3. The limitation does not apply to covers or dividers unless they are used to convey project information.
4. Any 11-inch x 17-inch page will be counted as two pages.
5. A two-sided 8½ x 11-page counts as two (2) pages.
6. Pages beyond these page limitations will not be evaluated.
7. Pages shall be numbered in consecutive order.
8. The body text of the proposal text shall be Arial font, minimum size of 11 points is required.

## **Pre-Proposal Conference**

1. A Pre-Proposal Meeting will be held with interested proposers on **June 10<sup>th</sup>, 2024, from 11 am to noon at the Stantec office located at 601 SW 2<sup>nd</sup> Ave, 14<sup>th</sup> Floor, Portland, OR 97204** for purposes of viewing the existing water and wastewater treatment facilities where the proposed Work will be done in the future.
2. Each Contractor who holds a Master Services Agreement and is invited to submit a proposal in response to a City-issued Task Order Pricing Request shall fully investigate site conditions, determine work conditions, and take all necessary measures to ensure a complete understanding of the work requirements. Failure to become familiar with the site conditions or work conditions will not relieve the Contractor from furnishing all materials or performing the work in accordance with the Scope of Work and contractual obligations.

Each Contractor who holds a Master Services Agreement and has submitted an acceptable proposal to the City-issued Task Order Pricing Request will be paid based on individual job estimates negotiated with City. Estimates will be on a time and materials basis, with set hourly labor rates for the applicable services. The proposed labor rates must include all labor, tools, and equipment.



Contractor is expected to provide transportation, supplies, materials, a Site Supervisor and the necessary qualified staff required for the conditions of each specific work site. Hourly rates will be established with the issuance of the Task Order Pricing Request.

## CONTRACTOR SELECTION PROCEDURE

A selection committee consisting of members of the City, the Program Manager and Veolia North America will analyze the proposals using the evaluation criteria identified below and may conduct interviews or ask for additional information. The committee will then rank the proposals.

Evaluation Criteria	Points
Experience and References	50
Staffing Plan and Staff Qualifications	25
Safety Record	25
<b>Total</b>	<b>100</b>

A sample Master Services Agreement is attached to this document (**Attachment A**). This is intended to demonstrate the basic framework of the Agreement between the City and the selected candidate(s) and not the final form of Agreement between the parties.

A protest, (if any) of the evaluation, ranking, and selection process shall substantially conform to those procedures described in OAR 137-048-0240.

The City will negotiate individual contracts up to three, if feasible, of the highest-ranked proposers to arrive at a mutually acceptable (fair and reasonable) agreement terms and conditions for the Master Services Agreement and Task Order language. If the City and any proposer are unable to reach such an agreement within a reasonable amount of time, negotiations will cease.

Following execution of the Master Services Agreement, the City will promptly issue a series of Task Orders Pricing Requests to the Contractors who have executed the Agreement for immediate review, selection, and execution of the Task Order to the successful Task Order Price Proposal.

The best value Task Order Pricing Proposal received will be negotiated with the Contractor selected for the task order assignment to arrive at a mutually acceptable (fair and reasonable) agreement to scope, fee, and schedule. Pricing of Task Orders shall be based on the format provided in the City-issued Task Order Pricing request and on a time and materials with a not to exceed value utilizing the reimbursement schedule of values included as part of the Pricing Proposal request.

## 5. Proposal Conditions

**Communication Procedures.** The requirements of this section are intended to ensure the fair and equal treatment of all proposing contractors. Until the Master Services Agreement is awarded by City, Contractors are prohibited from contacting City, Mayor, Council, Public Works Management or



its employees for marketing or solicitation purposes related to this proposal. Disregard of the requirements of this section will result in the disqualification of the contractor.

**RFP not Basis for Obligations.** This RFP does not constitute an offer to contract and does not commit City to award a contract to anyone, or to pay any costs incurred to prepare and submit proposals. All costs of the proposal process, interviews, contract negotiations, and related expenses are the responsibility of the proposer. City reserves the right to accept or reject any or all proposals received as a result of this RFP and to negotiate with any qualified proposer(s) for all or part of the requested services. City reserves the right to waive any informality or irregularity in any proposal or proposals. City also reserves the right to delay, suspend, or cancel all or part of this RFP at any time before execution of the Contract for any reason determined by City to be in the public interest.

**Master Services Agreement.** A selected contractor will be required to sign the Master Services Agreement, attached as Exhibit A, as written. Except for terms that concern compensation, the Master Services Agreement is not negotiable. City may include a description of the additional services Contractor stated they could provide in its proposal into Exhibit A of the Master Services Agreement. Submission of a proposal constitutes acceptance of the terms of the Master Services Agreement. Proposers **do not need** to submit a signed copy of the Master Services Agreement with their proposal.

#### **Interpretations and Addenda.**

1. City may modify the RFP at any time prior to the RFP due date, by issuing a written Addendum to all proposers who are participating in the process at the time the Addendum is issued. Addenda will be numbered consecutively. Changes to the RFP will only be made by Addendum. All corrections, clarifications, or substitutions made by City in writing will be final and binding on the successful proposer.
2. Contractors are responsible for obtaining any Addenda when Addenda or Clarifications are posted.
3. City will not respond orally to questions concerning the RFP. All questions must be submitted in writing to Wes Silva, by email to wes.silva@stantec.com. All questions that in City's opinion warrant a written reply or amendment will be furnished to all parties receiving a copy of this document. Questions received less than seven business days before the proposal due date may not be answered unless City determines, in its sole discretion, that it is in the public interest to do so. Oral and other interpretations or clarifications will be without legal effect.

#### **Proposal Withdrawal.**

1. Any proposal submitted electronically may be withdrawn at any time before the deadline. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.



2. After the deadline, proposer must provide an appropriate document requesting withdrawal of the proposal and duly executed by an authorized representative and submitted to Jenny Coker, Public Works Director, City of Sandy by email to: [jcoker@ci.sandy.or.us](mailto:jcoker@ci.sandy.or.us)

### **Ownership of Documents/Inspection of Proposals/Proprietary Information**

1. Any material submitted by a proposer will become the property of City. Subject to the provisions of the Oregon Public Records Law, all proposals received will be available for public inspection after the Notice of Intent to award has been issued. Copies of the proposals may be obtained from the City by submitting a Public Records Request form and payment of the appropriate charges pursuant to the City's Rates and Charges in effect at the time of the request. Prepayment is required for all requests where the cost is over \$250.00.

2. Following City's issuance of its Notice of Intent to Award, responses to this RFP are subject to release as public information unless the response or specific information therein is identified as exempt from public disclosure. Proposer is advised to consult with legal counsel regarding disclosure issues.

3. If a proposer believes that any portion of its proposal contains any information that is considered a trade secret or otherwise is exempt from disclosure under Oregon Public Records Law, the proposer must include the following on each page containing such information:

"This data is exempt from disclosure under Oregon Public Records Law pursuant to ORS 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.431."

Identifying the proposal, in whole, as exempt from disclosure is not acceptable. Proposer is cautioned that information submitted in response to a RFP is generally not considered a trade secret under Oregon Public Records Law. By signing the Certification Form as part of your proposal, you are certifying that you have designated any data that is considered a trade secret or confidential information and should be exempt from disclosure. Undesignated data may be released to any person submitting a public records request.

### **Protest Procedure**

1. Solicitation Protest. Under City's rules, prospective proposers may submit a written protest of anything contained in the RFP Documents, including but not limited to the RFP process and the Contract. This is a prospective proposer's only opportunity to protest the provisions of the RFP Documents, except that a proposer may protest the award as provided below. Prospective proposers must submit a written protest to City not less than seven calendar days prior to the due date for proposals. The written protest must:

- A. Be delivered to Jenny Coker, PE, Public Works Director, by email to [jcoker@ci.sandy.or.us](mailto:jcoker@ci.sandy.or.us)
- B. Reference the title of the RFP Documents.
- C. Identify the prospective proposer's name and contact information.
- D. Be signed by an authorized representative.
- E. State the reason or the grounds for the protest, including:



- i. The grounds that demonstrate how the procurement process is contrary to law or unnecessarily restrictive, is legally flawed or improperly specifies a brand name;
  - ii. Evidence or documentation that supports the grounds on which the protest is based; and
  - iii. Relief sought.
- F. State the desired changes to the procurement process or the RFP Document provisions that the prospective proposer believes will remedy the conditions that were the basis of the protest.
- G. Be received by Public Works Director within seven calendar days prior to the due date for proposals. City will not consider a prospective proposer's protest if it is submitted after the established time period.
- H. Affected or aggrieved proposers will also have an opportunity to protest City's Notice of Intent to Award, which City will post. The written protest must:
  - i. Be delivered to Jennifer Coker, PE, Public Works Director, by email to [jcoker@ci.sandy.or.us](mailto:jcoker@ci.sandy.or.us)
  - ii. Reference the title of the RFP Documents.
  - iii. Identify the prospective proposer's name and contact information.
  - iv. Be signed by an authorized representative.
  - v. Specify the grounds for the protest.
  - vi. Be received by the Public Works Director within five calendar days of the date the Notice of Intent to Award is issued.
- I. City will not consider a proposer's protest if it is submitted after the established time period. A proposer must exhaust all administrative remedies before seeking judicial review of City's proposer selection or Contract award decisions.
- J. The award of a Contract will constitute a final decision of the City to award a Contract if no written protest of the award is filed.

## 6. Exhibits

**Exhibit A** – Funding Sources Construction Contracting Requirements

**Exhibit B** – Sample Master Services Agreement (MSA)

**Exhibit C** – Certification Form

**Exhibit D** – Sample Task Order (to be provided in addendum post pre-bid meeting)