



Since 1889

CITY OF
MILTON-FREEWATER

•Public Works Department•

•P.O. Box 6, 501 Lamb Street, Milton-Freewater, OR 97862 •

•Phone (541) 938-8270, 8272, 8274 • FAX (541) 938-8289•

Addendum No. : 1

Contract: 307 – Middle Reservoir and Well 10 Pump House Design

Date Issued: March 15, 2023

WE ARE HEREBY notifying current bid packet holders recognized as prospective bidders of the change as outlined below to the contract specifications and bid documents.

IT IS HEREBY UNDERSTOOD that this addendum serves as an integral part of the bid packet and shall be reviewed and included with your proposal.

Please acknowledge, sign, and submit this addendum with your submittal of qualifications.

- 1 – Page 3 – Information Packet: Replace original Page 3 with the new Page 3.
- 2 – Page 4 – Information Packet: Replace original Page 4 with the new Page 4.
- 3 – Page 5 – Information Packet: Replace original Page 5 with the new Page 5.
- 4 – Page 6 – Information Packet: Replace original Page 6 with the new Page 6.
- 5 – Page 7 – Information Packet: Replace original Page 7 with the new Page 7.
- 6 – Page 8 – Information Packet: Replace original Page 8 with the new Page 8.

Bidder

Date

Request for Qualifications

Middle Reservoir and Well 10 Pump House Design Contract 307

DUE DATE/TIME: March 29, 2023 / 2:00 p.m. local time

SUBMITTAL LOCATION: City of Milton-Freewater, Public Works Department, Attn: Steven Patten, steven.patten@milton-freewater-or.gov, 501 Lamb Street, PO Box 6, Milton-Freewater, OR 97862. Qualifications must be received at this location on or before said due date. Proposers are solely responsible for meeting this deadline. Email submittals are preferred.

PROJECT DESCRIPTION: The City of Milton-Freewater is seeking interested design engineering firms to submit a list of pertinent qualifications, proposed project management techniques and proposed project timeline for designing a new 2 million gallon concrete reservoir adjacent to the existing water reservoir at the west end of SW 8th Ave (existing reservoir will remain in place) and a pump house and associated equipment for a new well, Well 10, adjacent to the existing south reservoir located along highway OR 11 at the south end of Milton-Freewater.

All designs must be in accordance with AWWA drinking water standards and Oregon Drinking Water (OHA) standards. Design process will include surveying, environmental permitting (as required), stormwater analysis/report, geotechnical investigation & foundation report, historical and cultural review (as required), 30% and Final design of well head, well pump, well house, disinfection system, 30% and Final design of water reservoir, cost estimate for the work and contract documents.

Project description and qualification criteria information packets may be obtained by contacting Steven Patten in the Public Works Department at 501 Lamb Street, PO Box 6, Milton-Freewater, OR 97862 or via E-mail at steven.patten@milton-freewater-or.gov.

This project is funded in part with Federal Grant Funds and State Grant/Loan Funds. This project is a Public Works Project and is subject to Oregon Prevailing wage rates (<https://www.oregon.gov/boli>) (ORS 279C.800 to 279C.870) or the Davis Bacon Act (40 U.S.C.3141 to 3148).

REQUIREMENTS/CRITERIA:

Qualification submittals shall not exceed 14 pages (i.e. 14 pages is equal to 14 sides of paper) in total length. Submittals shall include: Cover Letter (not to exceed one (1) page).

The following is a general description of the criteria that will be used for scoring proposals. See project description and qualification criteria in the information packet for full criteria.

1. A statement describing Consultants' general qualifications and related performance information.
2. A description of Consultants' specific qualifications to design the water reservoir and well pump house including but not limited to specialized experience and technical competence.

3. Similar completed projects and references concerning past performance including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.
4. Consultants' geographic proximity to and familiarity with the physical location of the project and the water system.
5. Consultants' Ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses;
6. Proposed project management techniques.

Proposers responding to this request for qualifications do so solely at their expense and the Contracting Agency (City) is not responsible for any Proposer expenses associated with the Request for Qualifications.

The Proposer declares and agrees that they will comply with all provisions of the Federal and State statutes and regulations pertaining to Workers Compensation, Industrial Accident Insurance, Income Tax Withholding, Social Security and payment of bills for labor and materials. Workers shall be paid not less than the specified minimum hourly rate of wage if the project is subject to the Prevailing Wage Rate Law.

The City reserves the right to reject any or all qualifications, to postpone making the award for a reasonable length of time, or waive informalities, and to accept the qualifications deemed in the best interest of the City considering the experience and equipment of the bidders and the time required for completion.

General Conditions

Middle Reservoir and Well 10 Pump House Design Contract 307

1. GENERAL

The work encompassed by these specifications consists of:

Design process will include surveying, environmental permitting, stormwater analysis/report, geotechnical investigation & foundation report, historical and cultural review, 30% and Final design of well head, well pump, well house, disinfection system, 30% and Final design of water reservoir, cost estimate for the work and contract documents.

All work and materials for this project must meet state and federal requirements.

The City may use the same engineering firm for construction engineering/oversight during the construction phases of the project.

2. LOCAL CONDITIONS

Firms submitting qualifications shall examine carefully and judge for themselves, the character of the work conditions of topography, weather, the kind and quality of the work done, the classifications and kinds of materials to be encountered, the probability of adverse weather conditions, etc.

Should the bidders have any doubt about the meaning of the specifications, or if any conflict or obscurity be found, they shall call such matter to the attention of the City before March 17, 2023 at 12 pm (noon) local time in order that any necessary correction may be made or explanations given prior to submission of qualifications.

3. QUALIFICATIONS FOR THE WORK

Bidders shall be experienced in the type of work and shall have adequate staff to carry on the work in an expeditious manner.

Proposals will be evaluated based on the proposers availability and capability to perform the design work described.

4. OBSCURITY OR CONFLICT IN SPECIFICATIONS

Should any obscurity or conflict occur in the plans or specifications which leave any doubt as to the true intent of the specifications, the matter shall be brought to the attention of the City prior to before March 17, 2023 at 12 pm (noon) local time.

5. FORM OF PROPOSAL

Proposals that are mailed or hand delivered shall be sealed and plainly marked, "Middle Reservoir and Well 10 Pump House Design, C307" and addressed to the City of Milton-Freewater and the same shall be filed with the City prior to the hour and date set in the Request for Qualifications.

6. PUBLIC LIABILITY INSURANCE

The Engineering Firm shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect them and any sub-contractor performing work covered by this contract, from claims and damages which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by either of them. The amount and form of such insurance shall be:

- i. Compensation insurance in compliance with all State Industrial Accident Compensation Insurance and Safety Laws of Oregon and Laws amendatory thereof:
- ii. Personal Injury Liability Insurance and Property Damage Liability Insurance shall be combined under a single limit of \$1,000,000.

In the policy of insurance referred to in (ii), the City shall be named as an additional insured, and appropriate certificates of such insurance shall be delivered to the City before work may proceed.

7. BASIS OF AWARD

The award will be made by the City in conformance with the City Charter. In making the award, the City will consider the time of completion date and the balanced character of qualifications and the experience and ability of the Firms. Extensions of time will be allowed only under conditions for which the City is clearly responsible. The City reserves the right to reject any or all bids, or to waive irregularities not affecting substantial rights. The City further reserves the right to delay in awarding the contract for 30 calendar days.

8. COMPLETION TIME

ALL WORK SHALL BE COMPLETED BY: June 30, 2024

9. LIQUIDATED DAMAGES

The work shall be completed by the stated completion date. To compensate the City for any delay in completion of the work and to cover additional cost of supervision beyond the completion time bid, the City shall deduct from payments otherwise due the Contractor, liquidated damages at the rate of fifty dollars (\$50) for each calendar day the work is delayed beyond the completion time.

10. PAYMENTS

Payments shall be made on monthly estimates prepared by the Manager, approved in writing by the Manager, accepted by the city, and evidence presented to the Contractor that all bills and claims have been paid.

11. SELECTION PROCESS

As required in ORS 279C.110, the City, the local contracting agency, will screen and select prospective consultants based on the attached scoring sheet. Estimated costs for professional services are \$400,000 for the middle reservoir tasks and \$150,000 for well 10 pump house tasks. Scope of work and key project components are listed below for each project. The City will announce the evaluation scores and rank each prospective consultant. The City may determine that as many as three of the top-ranked prospective consultants are qualified and may request a pricing proposal for the scope of work described below. Price proposals will be scored on a 1 to 10 scale bringing the total points possible for qualified submittals to 70 instead of 60. The City and the selected consultant shall mutually discuss, refine and finalize the scope of, the rates and number of hours applicable to, and the maximum compensation level for the professional services and shall negotiate conditions including, but not limited to, a performance schedule for the project.

Project Key Components and Tasks

Middle Reservoir

- Task 1 – General Project Management/Administration
- Task 2 – Survey, Stormwater and Other Data Collection and Reports
- Task 3 – Geotechnical Investigation and Foundation Report
- Task 4 – Historical, Cultural Resources and Environmental Documentation
- Task 5 – 30% Design for Water Reservoir
- Task 6 – Final Design for Water Reservoir, cost estimate and Contract Documents
- Task 7 – Procurement Support (Bid creation, publishing, management and review)

Well 10 Pump House

- Task 1 – General Project Management/Administration
- Task 2 – Survey and Other Data Collection and Reports
- Task 3 – Historical, Cultural Resources and Environmental Documentation (if required)
- Task 4 – 30% Design for Well head, well pump, well house, disinfection system, etc.
- Task 5 – Final Design for Well head, well pump, well house, disinfection system, etc., cost estimate and Contract Documents
- Task 6 – Procurement Support (Bid creation, publishing, management and review)

Scoring Criteria and Scoring Sheet

City of Milton-Freewater

Proposal Scoring Sheet

Middle Reservoir and Well 10 Pump House Design

Contract 307

Name of Firm: _____

Required Items:

____ Submittal does not exceed 14 pages

____ Submittal has a cover letter

Scoring Instructions:

For each criterion below, circle the best score as determined for the proposal with 1 being the lowest score and 10 being the highest score or for price 2 being the lowest and 20 being the highest.

1 – Proposal describes the Consultants’ general qualifications and related performance information

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

2 – Consultants’ specific qualifications to design the water reservoir and well pump house.

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

3 – Similar completed projects and references concerning past performance including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

4 – Consultants’ geographic proximity to and familiarity with the physical location of the project and the water system.

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

5 – Consultants’ Ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses.

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

6 – Consultants’ proposed project management techniques.

LOW 1 2 3 4 5 6 7 8 9 10 HIGH

TOTAL SCORE: _____ / 60 POINTS TOTAL

Scored by: _____

Date: _____