

CITY OF MOSIER

small enough to make a difference

REQUEST FOR PROPOSALS FOR MUNICIPAL WATER OPERATIONS

INTRODUCTION

The City of Mosier, (hereinafter called “the City”) Wasco County, Oregon invites proposals from independent certified municipal water operations contractors having sufficient experience to perform Distribution Level 1 water operations for the City of Mosier in accordance with Oregon Health Authority rules. It is the intent of the City to negotiate an approximate 10-year contract, beginning August 3, 2020 and terminating on June 30, 2030. The City will negotiate the contract after selection of successful proposer. By submitting a proposal, the proposer agrees to comply with the requirements of ORS 279C.800 to 279C.870 and the Davis-Bacon Act regarding prevailing wage rates.

A full RFP packet is available on the City of Mosier website at <http://www.cityofmosier.com>. Submissions must be received by 3:00 p.m. Thursday, July 23, 2020. Electronic submissions are preferred and should be sent to Colleen Coleman, City Manager, colleen.coleman@cityofmosier.com

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I. CITY BACKGROUND AND WATER SYSTEM

The City of Mosier is operated under the Council–Manager form of government. Policy-making and legislative authority are vested in the City Council, consisting of an elected mayor and six council members. The City Manager is responsible for carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the City. Financial records are maintained by the Finance Officer/City Recorder. The population of the City of Mosier is approximately 470.

The City provides a range of municipal services including but not limited to water, wastewater, streets, parks, planning, and general administration. The City has 2 full-time employees, City Manager, City Recorder and one part time public works officer. In addition, the City contracts with 3 professional staff; City Planner, City Engineer and City Attorney and has a contract for Wastewater Treatment with CH2MHill/Jacobs.

The City has prepared a Water System Master Plan, which provides the basis for the scope of work for this contract. Please reference that document to glean background information on our water system and refer to the Operations and Maintenance section of that document, which can be found here: <https://cityofmosier.com/wp-content/uploads/2020/07/WSP-Final-Email.pdf>, page 109.

II. GENERAL INFORMATION AND SUBMISSION OF PROPOSALS

All information and data furnished to proposers by the City and all other documents to which the proposers' employees or agents have access during the preparation and submittal of the proposal shall be treated as confidential by the proposers. Any oral or written disclosure to third parties without the City's prior written consent is prohibited.

The City of Mosier requires all firms to comply with equal opportunity policies. The City of Mosier's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without unlawful regard to race, religion, color, gender, sexual orientation, national origin, age, disability, genetic information, veterans' status, marital status, or any other status protected by applicable federal, Oregon or local law. By submitting a proposal, the proposer agrees to comply with the requirements of ORS 279C.800 to 279C.870 and the Davis-Bacon Act regarding prevailing wage rates. Proposers responding to the RFP do so solely at their own expense. The City is not responsible for any costs or expenses associated with preparing or submitting an RFP response.

A. All proposals must be submitted electronically to:

Mailing Address:

Colleen Coleman/City Manager
City of Mosier
P.O. Box 456
Mosier, OR 97040
colleen.coleman@cityofmosier.com

For questions or additional information contact Colleen Coleman, 541-490-9758 or email: colleen.coleman@cityofmosier.com All submissions must be electronically received by the City prior to 3:00 pm on July 23, 2020.

B. Proposals submitted to the City shall become the property of the City of Mosier without obligation.

C. The City of Mosier reserves the right to reject any and all proposals, with or without cause. The City may seek clarification of any proposal submitted. The City may require additional or other evidence of technical, financial, or other abilities prior to evaluation or selection. The City of Mosier may make an award based upon initial proposals received without further process or discussion with the submitting entities of their proposals.

D. The selection of the external water systems contractor will be based upon an evaluation of responses received according to the criteria included in Part VI of this proposal.

E. The scope of work shall begin with the fiscal year 2020-2021 and the work may begin upon approval of the contract by the City Council (anticipated to be on or before August 5, 2020). Any agreement initiated as a result of this RFP will be effective through June 30, 2030 as provided for by the terms and conditions of the agreement.

Proposal and Award Schedule:

July 13, 2020 Publish notice and distribute RFP
July 17, 2020 Questions/Clarifications due
July 23, 2020 Proposals Due
July 23, 2020, 4:00 pm, Proposal Opening
July 24, 2020, 4:00 pm, Notification of Selection and Intent to Award
August 3, 2020 Contract Award by Council

III. OBJECTIVES AND SCOPE OF SERVICES

The City of Mosier is requesting proposals for the services of a qualified Certified Consulting Water System Operator as Direct Responsible Charge for Distribution Level 1. The scope of services can be found in the following document, page 109: <https://cityofmosier.com/wp-content/uploads/2020/07/WSP-Final-Email.pdf>

IV. PROPOSAL REQUIREMENTS

In order to achieve a uniform review process and to obtain the maximum degree of comparability, it is required that proposals include the items noted below and be organized in the manner specified in this part.

- 1. Company profile** – Provide a one page firm description for the organization providing services.
- 2. Project Experience** – Provide a list of similar contracts in municipal water/wastewater held in similar municipalities.
- 3. Local Office Technical Qualifications** – Provide a resume for the person who will be assigned direct responsible charge and list local staff who will provide professional staff and indicate their office proximity to Mosier. **Please indicate a yes/no checkbox for whether a bidder is an Oregon resident as defined by ORS 279A.120.**
- 4. Staff Capacity** - Describe your organization’s response time and ability to be available for an emergency, should an event occur, along with explanation of backup staff capacity.
- 5. Compliance** - Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals that might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist. If the proposer is a national firm, it must disclose the above information for its region and all material judgments and pending or expected litigation on a nation-wide basis.
- 6. Proposed scope** – Submit a list of services in accordance with the City’s water system plan (<https://cityofmosier.com/wp-content/uploads/2020/07/WSP-Final-Email.pdf>), specific to the operations & maintenance section (page 109) and state requirements for direct responsible charge (DRC) of a municipal water system in Oregon.
- 8. References** – Please provide three (3) references of similar contracts with local Oregon municipalities. Include city/county name, contact name, email and phone number.

VI. EVALUTION CRITERIA AND SELECTION PROCEDURE

The City will evaluate submittals and select the most qualified applicant and will negotiate an award based on the initial proposals alone. A contract is expected to be executed between the City and the selected auditor by August 5, 2020. Proposals will be evaluated by a review committee based on technical responses with the following points:

- 20% - Firm Profile and References
- 30% - Staff Qualifications and Capacity
- 20% - Local Emergency Response Capability
- 30% - Proposed Scope of Services

100% TOTAL. Any proposal that scores a zero (unacceptable) in any category will be rejected, regardless of total score.