CITY OF COOS BAY
JOINT CITY COUNCIL / URA WORK SESSION
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
January 31, 2017	

TO: Mayor Benetti and City Councilors

FROM: Jennifer Wirsing, Wastewater Project Engineer

THROUGH: Rodger Craddock, City Manager
Jim Hossley, Public Works Director

ISSUE: RFQ and Selection Process for Facility Planning for Wastewater Treatment Plant 1

BACKGROUND:

At the December 20, 2016 Council Meeting, Council directed staff to prepare a Request for Qualifications for facility planning for Plant 1. Council stated they want to review the scope of work, prior to advertising, during a normal work session. Staff prepared the attached Request for Qualifications (RFQ) and is seeking Council's questions and comments on the document and process. In the past, staff prepared the RFQ, formed a recommendation committee, and then presented the results and a recommendation for selection to Council. Understanding that the Council may want to change this protocol, staff is requesting direction from Council on how to proceed with this RFQ process. Below is a timeline for two approaches to this process:

SCHEDULE OPTIONS FOR SELECTION PROCESS OF A CONSULTANT FOR FACILITY PLANNING EFFORTS FOR PLANT 1

TASK	PAST PROTOCOL (RECOMMENDATION COMMITTEE)	POTENTIAL WORK SESSION SCHEDULE
Review and Approve RFQ	January 31	January 31
RFQ Advertised (1st Round)	February 7	February 7
RFQ Advertised (2nd Round)	February 14	February 14
Deadline for Additional Info Request	February 21	February 21
Response to Additional Info Requests	February 23	February 23
SOQ Package Due	March 2	March 2
Review and Shortlist SOQ Packages	March 7	March 14
Schedule Interview	March 10	March 15
Interviews	March 15-16	March 28 & April 11
Discuss Recommendation/Selection	March 17	April 25
Contract Negotiation	March 20 – April 4	April 26 – May 10
Discuss Recommendation of Contract	April 11	May 23
Council Mtg - Consideration of Contract	April 18	June 6
Award of Project	April 19	June 7

Work Session

Staff has also coordinated with Bunkerhill Sanitary District. They have appointed their engineer, Steve Major of The Dyer Partnership, to represent them during the RFQ, planning, and design process for the Plant 1 upgrade.

ADVANTAGES:

Moving forward with the facility planning will allow for the upgrades to occur in a timely manner and reduce escalation in construction costs. Moving forward with the facility planning will also keep the City in compliance with DEQ and the 20-year Takedown List.

DISADVANTAGES:

Staff sees no disadvantages.

BUDGET IMPLICATIONS:

Currently the City has two Infrastructure Finance Authority (IFA) Loans (Loan 1 and Loan 2) to complete a portion of the projects on the 20-year Takedown List. Loan 1 has two planning and engineering projects associated with Plant 1 that were identified in the 2011 Facility Plan prepared by West Yost. The budgets for the two projects total $75K. However, within Loan 1 there were 15 different projects with an overall budget of $4,803,213 (of which $500,000 is a grant). Of the 15 projects, 9 projects are complete, 4 projects are either currently under design or construction, and the two remaining are the projects associated with Plant 1 and they have not been started. The projects that are complete have come in under budget, with the exception of 2. Loan 2 has a budget for facility planning for an amount of $167,750.

At the December 20, 2016 meeting, staff informed council that it anticipates a budget of approximately $125,000. This was based on facility planning efforts that had been completed for Plant 2. However, recently, the Department of Environmental Quality (DEQ) had updated the guidelines for facility planning and as a result that has increased the level of effort. Based on staff research, the budget for facility planning efforts that meets the current DEQ's guidelines may range from $350,000 to $400,000. In coordinating with the City's IFA loan officer, it is believed that the estimated budget of $350,00 to $400,000 can be covered by both loans.

ACTION REQUESTED:

Provide staff with input on the RFQ document and direction on how to proceed forward with the selection process of a consultant to prepare the facility plan for Plant 1.

Attachments
Request for Qualifications (Draft)

City of Coos Bay
Request for Qualifications
To Provide Facility Planning and
For Wastewater Treatment Plant 1

NOTICE

The City of Coos Bay is accepting statement of qualifications (SOQs) to provide facilities planning services for the Wastewater Treatment Plant 1 (WWTP2) proposed upgrade and expansion. The City invites qualified consultants to submit a SOQ package based upon the scope of the work contained within this Request for Qualifications (RFQ). This facility planning project is being funded by a loan obtained through the Oregon Infrastructure Finance Authority (IFA).

SUBMISSION OF SOQ PACKAGE

To receive consideration, SOQ packages must be submitted in accordance with the following instructions:

1. All SOQ packages shall be delivered to:

   City of Coos Bay
   Public Works & Development Department
   Attn: Jennifer Wirsing
   500 Central Avenue
   Coos Bay, OR 97420

2. Submit twelve (12) hard copies and 1 electronic pdf of the SOQ by 3:00 p.m. on March 2, 2017

3. The SOQ must be clearly marked "STATEMENT OF QAULIFICATON FOR FACILITY PLANNING SERVICES FOR WASTEWATER TREATMENT PLANT 1".

4. Maintaining the integrity of the RFQ process is extremely important to the City of Coos Bay. As such all questions, shall be directed to the project manager, Jennifer Wirsing, at (541) 269-1181 ext. 2247 or email jwirsing@coosbay.org. Prior to contact, please review the General Information regarding Additional Information Requests, located on Page 12 of this packet. Answers to all questions will be posted online and made available to all firms intending to submit a SOQ package. Failure to adhere to these restrictions may significantly reduce your prospects for selection.

5. The City of Coos Bay reserves the right to reject any and all SOQs, and has the right, at its sole discretion, to accept the SOQ it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

CITY OF COOS BAY
INSTRUCTIONS TO SUBMITTERS
FOR FACILITY PLANNING SERVICES
FOR WASTEWATER TREATMENT PLANT 1

GENERAL INSTRUCTIONS

The City of Coos Bay is accepting Statement of Qualifications (SOQs) to provide facilities planning services for the Wastewater Treatment Plant 1 (WWTP1) proposed upgrade and expansion. The City invites qualified consultants to submit a SOQ package based upon the scope of the work contained within this Request for Qualification (RFQ). This facility planning project is being funded by a loan obtained through the Oregon Infrastructure Finance Authority (IFA). All submittals are subject to the provisions and requirements of the City of Coos Bay Rules of Local Contract Review and the Oregon Revised Statutes, the Attorney General's Model Public Contract Rules.

QAULIFICATION PACKAGE REQUIREMENTS

This section discusses the items that must be included in your qualifications package. Items 1 through 4 must not exceed 15 pages. One page is considered to be one side of a single 8 ½" x 11" sheet and double sided sheets will be considered as two pages. Each sheet shall be numbered. The following items are excluded from the fifteen-page limit (title/cover page, table of contents, section dividers, and attachments). At a minimum the 15 pages shall include the following:

1. **Cover Letter**. All qualification packages must include a cover letter, made to the attention of Jennifer Wirsing, Wastewater Project Engineer, and signed by a person legally authorized to bind the applicant to its Statement of Qualifications. The cover letter shall include any potential conflicts of interest your firm or any key individual may have with this project. Additionally, the cover letter must include the following items:

    a. the firm name,
    b. the names of local partners/principals and the number of local personnel,
    c. address, telephone, and FAX numbers of the firm,
    d. and contact information, including an email address, of the person(s) who are authorized to represent the proposer.

2. **Firm & Personnel**. All qualification packages must include the following information related to key personnel who will be working on this project. Please note that the City's contract for professional services for this project will require commitment from the selected firm that the personnel listed below will be assigned to the project in the roles stated by your firm.

    a. The names of the partners, managers and other key staff persons who will be assigned to the project along with brief resumes that indicate their experience in municipal civil engineering, specifically wastewater engineering.
    b. Indicate the key staff's job classification, roles and responsibilities, professional registrations and certifications, and office location. Experience with operations, design and construction administration of waste treatment plants is a high priority. Additionally, the team should have member(s) that are proficient I

preparing environmental reports to support the environmental cross-cutters that are required for DEQ's State Revolving Fund loan program.

c. An organizational chart identifying members of the team, including sub consultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
d. For the proposed sub consultants, please provide the name of each firm, the office location, contact name and telephone number, and the services to be provided.

3. **References**. All qualification packages must include the following information related to the references and qualifications relative to the scope of work associated with this qualification.

    a. List of Oregon local government jurisdictions your firm is currently providing wastewater engineering services for or has provided engineering services and/or value engineering services for within the last 5 years.
    b. Relevant Project Summary/Profile Sheets completed within the last 5 years. At a minimum, the sheets shall provide a brief description of the project, provide date design was completed, total cost of design, provide date construction was completed (if applicable), and cost of construction (if applicable). Provide staff that was involved with the project. Provide owner information and contact person.
    c. Provide references for your team members, concentrating on those members who will have the largest degree of involvement on the project and with City Staff. Indicate the projects that the key member has been involved with and the individual's role. Provide contact information for the reference.

4. **Project Approach & Scheduling.** A preliminary scope of work has been included with this RFQ, however it is anticipated that the SOQ will include any amendments and/or provide additional recommendations based on the consultant's experience on similar projects. Describe how your team will meet the project goals on time and within budget and summarize why your firm should be selected.

QUALIFICATION EVALUATION CRITERIA

The City will follow a select procedure that involves the review of all qualified SOQs, the evaluation and ranking of the SOQs, interviews (subject to the City's discretion), negotiation of fees with the most qualified firm, and award of contract based upon our local and state procurement requirements. City Councilors, City Staff, and a representative from the Bunker Hill Sanitation District will review submitted SOQ's for the following criteria:

STATEMENT OF QUALIFICATIONS

Are similar and current projects included to document the consultant's qualifications? Are individual staff members identified to document the Consultant has the staff to perform the work? Does consultant have appropriate management and support staff with the required experience for work on this type of project? Is staff local? Is staff located in Oregon? Is the staff identified in the SOQ the same staff that performed the work on the projects submitted? Is the SOQ clear, concise, and complete?

PROJECT STAFFING

Is the project manager qualified to manage all phases of the project? Has consultant demonstrated ability in studying and designing similar projects? Does support staff have sufficient experience with related work? Are all required disciplines represented in this scope of work? If sub consultants are proposed, have they worked with the consultant before? Have all team members had similar experience regarding project scope and magnitude?

PROJECT EXPERIENCE

Are similar and current projects submitted as examples? Does the reference confirm a "job well done"? Are references current and accessible? Does the City of Coos Bay have a positive experience with the consultant?

SCHEDULING APPROACH

Describe how your film will ensure the City's schedules are met. Specifically, how will your firm organize your work, staffing, and coordination team members in order to ensure that all schedule milestones are achieved? How will delays be mitigated? How will firm report progress?

SOQ CONTENT

Does SOQ present all required material in a clear and professional manner? Does SOQ address all required information?

SCORING CRITERIA

The submittals will be evaluated and scored by the selection committee. The scoring criteria will be:

Project Staffing	25%
Project Experience	25%
Scheduling Approach	25%
SOQ Content	25%
	100%

BACKGROUND AND SCOPE OF WORK

BACKGROUND

The City of Coos Bay is the largest community on the Oregon coast and provides wastewater collection, treatment, and disposal services to retail customers within the city limits. The topographic characteristics of the City are gentle low lying hills. As such, there is a ridgeline that divides the City into two primary basins for gravity collection, served by two wastewater treatment plants (WWTP). The City owns and operates both of these activated sludge wastewater treatment plants. Wastewater is conveyed to one of the two wastewater treatment plants using a combination of up to 23 sanitary sewer pump stations and a combined total of over 90 miles of sanitary collection system piping. Wastewater from the western area is treated at WWTP 2, while WWTP 1 treats wastewater from the eastern area.

WWTP 1 is located on the east side of the City at 680 Ivy Avenue, just off of Highway 101. This plant treats the eastern portion of the City including the Eastside suburb and the Bunker Hill area. The plant was originally constructed in 1954 as a primary treatment plant for combined sanitary sewage and stormwater. Secondary treatment was added in 1973. The plan was extensively upgraded in 1990 to provide Class I mechanical and electrical reliability up to an instantons peak hydraulic flow of 15 million gallons per day (MGD). The plant is permitted for split flow. In other

words, the flows up to 6 MGD receive primary and secondary treatment and disinfection. Flows over 6MGD up to 15 MGD receive primary treatment and disinfection.

The City of Coos Bay contracted West Yost Associates to prepare a Facility Plan (FP) for the WWTP 1. The report was approved in 2011. The Facility Plan does not meet the guidelines of the 2013 document titled, Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities". Nor does the Facility Plan evaluate technology that may provide a better effluent. Additionally, coordination will have to occur with DEQ to determine if split flow operation will be permitted in the future and for what flow rates.

Because of the additional facility planning requirements, the desire to investigate other technologies, and the uncertainty of whether or not split flow will be allowed in future permits, the City has determined that it would be beneficial to prepare a new Facility Plan for Plant 1. However, it is believed that there is a great deal of information that can be utilized in the 2011 West Yost Facility Plan in preparation of the updated plan.

SCOPE OF WORK

The following scope of work is directly from the Planning Document titled, "Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities". It is anticipated that the Facility Plan will meet all of the requirements outlined below. However, it is also anticipated that some of the information in the existing Facility Plan prepared by West Yost can also be utilized.

At a minimum the Facility Plan must contain the following:

1. PROJECT PLANNING

   Describe the area under consideration. Service may be provided by a combination of central, cluster, and/or centrally managed individual facilities. The description should include information on the following:

   a) Location. Provide scale maps and photographs of the project planning area and any existing service areas. Include legal and natural boundaries and a topographical map of the service area.
   b) Environmental Resources Present. Provide maps, photographs, and/or a narrative description of environmental resources present in the project planning area that affect design of the project. Environmental review information that has already been developed to meet requirements of NEPA or a state equivalent review process can be used here.
   c) Population Trends. Provide U.S. Census or other population data (including references) for the service area for at least the past two decades if available. Population projections for the project planning area and concentrated growth areas should be provided for the project design period. Base projections on historical records with justification from recognized sources.
   d) Community Engagement. Describe the utility's approach used (or proposed for use) to engage the community in the project planning process. The project planning process should help the community develop an understanding of the need for the project, the utility operational service levels required, funding and revenue strategies to meet these requirements, along with other considerations.

2. EXISTING FACILITIES

   Describe each part (e.g. processing unit) of the existing facility and include the following information:

   a) Location Map. Provide a map and a schematic process layout of all existing

facilities. Identify facilities that are no longer in use or abandoned. Include photographs of existing facilities.

b) History. Indicate when major system components were constructed, renovated, expanded, or removed from service. Discuss any component failures and the cause for the failure. Provide a history of any applicable violations of regulatory requirements.

c) Condition of Existing Facilities. Describe present condition; suitability for continued use; adequacy of current facilities; and their conveyance, treatment, storage, and disposal capabilities. Describe the existing capacity of each component. Describe and reference compliance with applicable federal, state, and local laws. Include a brief analysis of overall current energy consumption. Reference an asset management plan if applicable.

d) Financial Status of any Existing Facilities. (Note: Some agencies require the owner to submit the most recent audit or financial statement as part of the application package.) Provide information regarding current rate schedules, annual O&M cost (with a breakout of current energy costs), other capital improvement programs, and tabulation of users by monthly usage categories for the most recent typical fiscal year. Give status of existing debts and required reserve accounts.

e) Water/Energy/Waste Audits. If applicable to the project, discuss any water, energy, and/or waste audits which have been conducted and the main outcomes.

3. NEED FOR PROJECT

Describe the needs in the following order of priority:

a) Health, Sanitation, and Security. Describe concerns and include relevant regulations and correspondence from/to federal and state regulatory agencies. Include copies of such correspondence as an attachment to the Report.

b) Aging Infrastructure. Describe the concerns and indicate those with the greatest impact. Describe water loss, inflow and infiltration, treatment or storage needs, management adequacy, inefficient designs, and other problems. Describe any safety concerns.

c) Reasonable Growth. Describe the reasonable growth capacity that is necessary to meet needs during the planning period. Facilities proposed to be constructed to meet future growth needs should generally be supported by additional revenues. Consideration should be given to designing for phased capacity increases. Provide number of new customers committed to this project.

4. ALTERNATIVES CONSIDERED

This section should contain a description of the alternatives that were considered in planning a solution to meet the identified needs. For each technically feasible alternative, the description should include the following information:

a) Description. Describe the facilities associated with every technically feasible alternative. Describe source, conveyance, treatment, storage and distribution facilities for each alternative. A feasible system may include a combination of centralized and decentralized (on-site or cluster) facilities.

b) Design Criteria. State the design parameters used for evaluation purposes. These parameters should comply with federal, state, and agency design policies and regulatory requirements.

c) Map. Provide a schematic layout map to scale and a process diagram if applicable. If applicable, include future expansion of the facility.

d) Environmental Impacts. Provide information about how the specific alternative may impact the environment. Describe only those unique direct and indirect impacts on

floodplains, wetlands, other important land resources, endangered species, historical and archaeological properties, etc., as they relate to each specific alternative evaluated. Include generation and management of residuals and wastes.

e) Land Requirements. Identify sites and easements required. Further specify whether these properties are currently owned, to be acquired, leased, or have access agreements.

f) Potential Construction Problems. Discuss concerns such as subsurface rock, high water table, limited access, existing resource or site impairment, or other conditions which may affect cost of construction or operation of facility.

g) Sustainability Considerations. Sustainable utility management practices include environmental, social, and economic benefits that aid in creating a resilient utility.
   i. Water and Energy Efficiency. Discuss water reuse, water efficiency, water conservation, energy efficient design (i.e. reduction in electrical demand), and/or renewable generation of energy, and/or minimization of carbon footprint, if applicable to the alternative. Alternatively, discuss the water and energy usage for this option as compared to other alternatives.
   ii. Other. Discuss any other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the alternative, if applicable.

h) Cost Estimates. Provide cost estimates for each alternative, including a breakdown of the following costs associated with the project: construction, non- construction and annual O&M costs. A construction contingency should be included as a non-construction cost. Cost estimates should be included with the descriptions of each technically feasible alternative. O&M costs should include a rough breakdown by O&M category (see example below) and not just a value for each alternative. Information from other sources, such as the recipient's accountant or other known technical service providers, can be incorporated to assist in the development of this section. The cost derived will be used in the life cycle cost analysis described in Section 5 a.

5. SELECTION OF AN ALTERNATIVE

Selection of an alternative is the process by which data from the previous section, "Alternatives Considered" is analyzed in a systematic manner to identify a recommended alternative. The analysis should include consideration of both life cycle costs and non-monetary factors (i.e. triple bottom line analysis: financial, social, and environmental). If water reuse or conservation, energy efficient design, and/or renewable generation of energy components are included in the SOQ provide an explanation of their cost effectiveness in this section.

a) Life Cycle Cost Analysis. A life cycle present worth cost analysis (an engineering economics technique to evaluate present and future costs for comparison of alternatives) should be completed to compare the technically feasible alternatives. Do not leave out alternatives because of anticipated costs; let the life cycle cost analysis show whether an alternative may have an acceptable cost. This analysis should meet the following requirements and should be repeated for each technically feasible alternative. Several analyses may be required if the project has different aspects, such as one analysis for different types of collection systems and another for different types of treatment.
   i. The analysis should convert all costs to present day dollars;
   ii. The planning period to be used is recommended to be 20 years, but may be any period determined reasonable by the engineer and concurred on by the state or federal agency;
   iii. The discount rate to be used should be the "real" discount rate taken from

Appendix C of OMB circular A-94 and found at: (www.whitehouse.gov/omb/circulars/a094/a94 appx-c.html);

iv. The total capital cost (construction plus non-construction costs) should be included;

v. Annual O&M costs should be converted to present day dollars using a uniform series present worth (USPW) calculation;

vi. The salvage value of the constructed project should be estimated using the anticipated life expectancy of the constructed items using straight line depreciation calculated at the end of the planning period and converted to present day dollars;

vii. The present worth of the salvage value should be subtracted from the present worth costs;

viii. The net present value (NPV) is then calculated for each technically feasible alternative as the sum of the capital cost (C) plus the present worth of the uniform series of annual O&M (USPW (O&M)) costs minus the single payment present worth of the salvage value (SPPW(S));

ix. A table showing the capital cost, annual O&M cost, salvage value, present worth of each of these values, and the NPV should be developed for state or federal agency review. All factors (major and minor components), discount rates, and planning periods used should be shown within the table;

x. Short lived asset costs (See Appendix C.3 for examples) should also be included in the life cycle cost analysis if determined appropriate by the consulting engineer or agency. Life cycles of short lived assets should be tailored to the facilities being constructed and be based on generally accepted design life. Different features in the system may have varied life cycles.

b) Non-Monetary Factors. Non-monetary factors, including social and environmental aspects (e.g. sustainability considerations, operator training requirements, permit issues, community objections, reduction of greenhouse gas emissions, wetland relocation) should also be considered in determining which alternative is recommended and may be factored into the calculations.

6. PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

The engineer should include a recommendation for which alternative(s) should be implemented. This section should contain a fully developed description of the proposed project based on the preliminary description under the evaluation of alternatives. Include a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. At least the following information should be included as applicable to the specific project:

a) Preliminary Project Design

i. For Wastewater/Reuse:

- Collection System/Reclaimed Water System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.
- Pumping Stations. Identify size, type, site location, and any special power requirements. For rehabilitation projects, include description of components upgraded.
- Storage. Identify size, type, location and frequency of operation.
- Treatment. Describe process in detail (including whether adding, replacing, or rehabilitating a process) and identify location of any

treatment units and site of any discharges (end use for reclaimed water). Identify capacity of treatment plant (i.e. Average Daily Flow).

ii. For Stormwater:

- Collection System Layout. Identify general location of new pipe, replacement or rehabilitation: lengths, sizes, and key components.
- Pumping Stations. Identify size, type, location, and any special power requirements.
- Treatment. Describe treatment process in detail. Identify location of treatment facilities and process discharges. Capacity of treatment process should also be addressed.
- Storage. Identify size, type, location and frequency of operation. Disposal. Describe type of disposal facilities and location.
- Green Infrastructure. Provide the following information for green infrastructure alternatives:
  - Control Measures Selected. Identify types of control measures selected (e.g., vegetated areas, planter boxes, permeable pavement, rainwater cisterns).
  - Layout: Identify placement of green infrastructure control measures, flow paths, and drainage area for each control measure.
  - Sizing: Identify surface area and water storage volume for each green infrastructure control measure. Where applicable, soil infiltration rate, evapotranspiration rate, and use rate (for rainwater harvesting) should also be addressed.
  - Overflow: Describe overflow structures and locations for conveyance of larger precipitation events.

b) Project Schedule. Identify proposed dates for submittal and anticipated approval of all required documents, land and easement acquisition, permit applications, advertisement for bids, loan closing, contract award, initiation of construction, substantial completion, final completion, and initiation of operation.

c) Permit Requirements. Identify any construction, discharge and capacity permits that will/may be required as a result of the project.

d) Sustainability Considerations (if applicable).

i. Water and Energy Efficiency. Describe aspects of the proposed project addressing water reuse, water efficiency, and water conservation, energy efficient design, and/or renewable generation of energy, if incorporated into the selected alternative.

ii. Green Infrastructure. Describe aspects of project that preserve or mimic natural processes to manage stormwater, if applicable to the selected alternative. Address management of runoff volume and peak flows through infiltration, evapotranspiration, and/or harvest and use, if applicable.

iii. Other. Describe other aspects of sustainability (such as resiliency or operational simplicity) that are incorporated into the selected alternative, if incorporated into the selected alternative.

e) Total Project Cost Estimate (Engineer's Opinion of Probable Cost). Provide an itemized estimate of the project cost based on the stated period of construction. Include construction, land and right-of-ways, legal, engineering, construction program management, funds administration, interest, equipment, construction contingency, refinancing, and other costs associated with the proposed project. The

construction subtotal should be separated out from the non-construction costs. The non-construction subtotal should be included and added to the construction subtotal to establish the total project cost. An appropriate construction contingency should be added as part of the non-construction subtotal for projects containing both water and waste disposal systems, provide a separate cost estimate for each system as well as a grand total. If applicable, the cost estimate should be itemized to reflect cost sharing including apportionment between funding sources. The engineer may rely on the owner for estimates of cost for items other than construction, equipment, and engineering.

f) Annual Operating Budget. Provide itemized annual operating budget information. The owner has primary responsibility for the annual operating budget, however, there are other parties that may provide technical assistance. This information will be used to evaluate the financial capacity of the system. The engineer will incorporate information from the owner's accountant and other known technical service providers.

   i. Income. Provide information about all sources of income for the system including a proposed rate schedule. Project income realistically for existing and proposed new users separately, based on existing user billings, water treatment contracts, and other sources of income. In the absence of historic data or other reliable information, for budget purposes, base water use on 100 gallons per capita per day. Water use per residential connection may then be calculated based on the most recent U.S. Census, American Community Survey, or other data for the state or county of the average household size. When large agricultural or commercial users are projected, the Report should identify those users and include facts to substantiate such projections and evaluate the impact of such users on the economic viability of the project.

   ii. Annual O&M Costs. Provide an itemized list by expense category and project costs realistically. Provide projected costs for operating the system as improved. In the absence of other reliable data, based on actual costs of other existing facilities of similar size and complexity. Include facts in the Report to substantiate O&M cost estimates. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy costs, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, and miscellaneous as applicable. Any income from renewable energy generation which is sold back to the electric utility should also be included, if applicable. If applicable, note the operator grade needed.

   iii. Debt Repayments. Describe existing and proposed financing with the estimated amount of annual debt repayments from all sources. All estimates of funding should be based on loans, not grants.

   iv. Reserves. Describe the existing and proposed loan obligation reserve requirements for the following:

      - Debt Service Reserve - For specific debt service reserve requirements consult with individual funding sources. If General Obligation bonds are proposed to be used as loan security, this section may be omitted, but this should be clearly stated if it is the case.
      - Short-Lived Asset Reserve- A table of short lived assets should be

included for the system (See Appendix C.3 in document titled, "Preparing Wastewater Planning Documents and Environmental Reports for Public Utilities" for examples). The table should include the asset, the expected year of replacement, and the anticipated cost of each. Prepare a recommended annual reserve deposit to fund replacement of short-lived assets, such as pumps, paint, and small equipment. Short- lived assets include those items not covered under O&M, however, this does not include facilities such as a water tank or treatment facility replacement that are usually funded with long-term capital financing.

7. CONCLUSIONS AND RECOMMENDATIONS
   Provide any additional findings and recommendations that should be considered in development of the project. This may include recommendations for special studies, highlighting of the need for special coordination, a recommended plan of action to expedite project development, and any other necessary considerations.

DELIVERABLES

ITEM	FORMAT	QUANTITY
30% Deliverable of Facility Plan	PDF	1
30% Deliverable of Facility Plan	Hard Copy	12
60% Deliverable of Facility Plan	PDF	1
60% Deliverable of Facility Plan	Hard Copy	12
90% Deliverable of Facility Plan	PDF	1
90% Deliverable of Facility Plan	Hard Copy	12
Final Deliverable of Facility Plan	PDF	1
Final Deliverable of Facility Plan	Hard Copy	12

MINIMUM QUALIFICATION

Proposer must meet the following minimum requirement:

1. Be a licensed engineer in the state of Oregon.
2. Demonstrate experience with public sector wastewater engineering of similar size and scope of the services being requested

RESOURCES TO BE PROVIDED

The City has made available on line the following documents for your use in preparation of your SOQ. A hard copy of any of the reports can be provided for a fee by contacting Jennifer Wirsing at 541-269-1181 ext. 2247 or jwirsing@coosbay.org to obtain directions and access to the ftp site.

1. Facility Plan for Wastewater Treatment Plant No. 1, prepared by West Yost Associates Consulting Engineers, dated February 2011
2. The successful proposer shall enter into a standard professional services contract with the City. The City has a standard contract. The City's contract is located in Exhibit A. It is anticipated that the successful proposer has read and agrees with the contractual language and insurance requirements in Exhibit A. If the proposer has questions or would like to request modifications to the contractual language, **this discussion must occur prior to February 21, 2017.**

GENERAL INFORMATION

INTERVIEWS

Proposers ***may*** be invited to an interview with the City's Selection Committee. Selected agencies will be contacted regarding time and location of an interview.

COMPLIANCE WITH RULES

Proposers responding to this RFQ must follow its procedures and requirements. Except as otherwise provided in the RFQ, applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all personal service contracts of the City. Failure to comply with or complete any part of this SOQ may result in rejection of your SOQ.

REQUEST FOR ADDITIONAL INFORMATION

Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

City of Coos Bay
Public Works & Development Department
Attn: Jennifer Wirsing
500 Central Avenue
Coos Bay, OR 97420
jwirsing@coosbay.org

All requests for additional information, must clearly reference the "RFQ for Value engineering Services for Wastewater Treatment Plant 2". All requests must be received no later than September 18, 2012 at 3:00 pm. The responses to the requests will be made available at the City's website:

http://www.coosbay.org/City_Requests_SOQs_Qualifications.htm

Hard copies of the questions and responses can be mailed upon request for a fee.

SCHEDULE FOR RFQ EVENTS

RFQ Advertised (1st Round)	February 7, 2017
RFQ Advertised (2nd Round)	February 14, 2017
Deadline for Additional Information Request	February 21, 2017
Response to Additional Information Requests	February 23, 2017
SOQ Package Due	March 2, 2017 at 3 p.m.
Schedule Interview (subject to City's discretion)	March 10, 2017
Interviews (subject to City's discretion)	March 15-16, 2013
Contract Negotiation w/ Selected Consultant	March 20 – April 4, 2017
Council Consideration of Contract	April 18, 2017
Award of Project	April 19, 2017

SOQ WITHDRAWAL

Any SOQ may be withdrawn at any time before the "SOQ Due" date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a SOQ will not preclude the proposer from filing a new SOQ.

APPEALS
Bidders who wish to appeal a disqualification of SOQ or the award of contract may submit the appeal in writing to the City Manager's Office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

Address: City of Coos Bay
Public Works and Development Department
Attn: City Manager
500 Central Avenue
Coos Bay OR 97420

OWNERSHIP OF DOCUMENTS
Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

PUBLIC RECORD
All SOQs and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all SOQs and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

INDEMNITY
The Engineer of Record shall hold harmless, indemnify, and save the City, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the Engineer of Record or any of its agents, employees or representatives. The indemnity applies to both active and passive acts or other conduct.

EMPLOYMENT STATUS
Contractor shall perform the work required by this contract as an independent contractor. Although the Owner reserves the right to determine and modify the delivery schedule for the work to be performed and to evaluate the quality of the completed performance, the Owners cannot and will not control the means or manner of the Contractor's performance. The Contractor is responsible for determining the appropriate means and manner of performing the work.

Contractor represents and warrants that the Contractor is not an employee of the City of Coos Bay and meets the specific independent contractor standards of ORS 670.600. Contractor is not an officer, employee, or agent of the Owners as those terms are used in ORS 30.265.

Contractor shall be responsible for any federal or state taxes applicable to any compensation or payments paid to Contractor under this contract and, the Owners will not withhold from such compensation or payments any amounts to cover Contractor's federal or state tax obligations.

Contractor is not eligible for any Social Security, unemployment insurance, or Workers Compensation, from compensation paid to Contractor under this contract except as a self-employed individual.

INSURANCE

1. General Liability shall be a per occurrence form and must cover the time for which the work is being performed.
2. Proof of insurance of not less than the amount required is to be provided. Written notice of cancellation of insurance shall be provided to the City/Agency not less than 30 days prior to the date of cancellation.
3. If the City/Agency is required to use Federal or State insurance policy limits, or is subject to the Federal or State tort claim limits, the limits required through this directive shall be superseded by such limits.
4. If a claim occurs where the amount of the claim exceeds the insurance policy limits required by

5. Insurance policy limits shall not be less than those listed in this directive without the consensus of the City Manager, City Attorney and the City Risk Manger of Record. Insurance policy limits may be waived at the discretion of the City/Agency. Insurance policy limits may be required to be higher based upon the City Manager's review of the specific application for which the certificate is required.
6. Tail Coverage": If any of the required liability insurance is on a "claims made" basis, recipient shall maintain either "tail" coverage or continuous "claims made" liability coverage, provided the effective date of the continuous "claims made" coverage is on or before the effective date of the Contract/Agreement, for a minimum of 24 months following the later of:
   (1) Recipient's completion of all services and the City's/Agency's acceptance of all services required under the Contract/Agreement, or
   (2) The expiration of all warranty periods provided under the Contract/Agreement. Notwithstanding the foregoing 24-month requirement, if recipient elects to maintain "tail" coverage and the maximum time period "tail" coverage is reasonably available in the marketplace is less than the 24-month period described above, recipient shall maintain "tail" coverage for the maximum time period "tail" coverage is reasonably available in the marketplace for the coverage required.
7. Definitions:

Commercial General Liability: To cover bodily injury, death, and property damage. This insurance shall include contractual liability coverage for the indemnity provided under those listed in the Agreement/Contract, personal and advertising injury liability, products liability and completed operations liability. Coverage may be written in combination with Automobile Liability Insurance (with separate limits).

Professional Liability: To cover error, omission or negligent acts related to the professional services to be provided under the Agreement/Contract.

Automobile Liability: To cover each accident for bodily injury and property damage, including coverage for owned, hired, non-owned, leased, or rented vehicles as applicable. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits).

Builders Risk: To cover structures being built, temporary structures at the building site, and building materials not yet having become part of the building. The building materials are covered while on the insured location, in transit, or in storage at another location.

Installation Floater: To cover materials, equipment, and personal property while in transit, installation, and until coverage terminates according to the terms of the floater. This coverage can cover the property of others in the contractor's care, custody or control that is often excluded under the contractor's general liability coverage.

Umbrella Liability: To cover excess liability over several of the insured's primary liability policies. An excess liability policy may be what is called a following form policy, which means it is subject to the same terms as the underlying policies; it may be a self-contained policy, which means it is subject to its own terms only; or it may be a combination of these two types of excess policies. Umbrella policies provide three functions:

(1) To provide additional limits above each occurrence limit of the insured's primary policies;

(2) To take the place of primary insurance when primary aggregate limits are reduced or exhausted; and
(3) To provide broader coverage for some claims that would not be covered by the insured's primary insurance policies, which would be subject to the policy retention.

Most umbrella liability policies contain one comprehensive insuring agreement. The agreement usually states it will pay the ultimate net loss, which is the total amount in excess of the primary limit for which the insured becomes legally obligated to pay for damages of bodily injury, property damage, personal injury, and advertising injury.

Insurance Requirements: Professional Services contracts/agreements

Commercial General Liability Per occurrence	$ 1,000,000
Professional Errors and Omissions liability (Per occurrence)	$ 2,000,000
Workers' Compensation	Statutory Limit
Applicable Federal (e.g., Longshoremen's)	Statutory Limit
Employer's Liability	$ 500,000
Umbrella/Excess Insurance (Per occurrence)	$ 2,000,000
Automobile Liability (Per occurrence)	$1,000,000

8. Should the Umbrella/Excess Insurance coverage combined with Commercial General Liability coverage not equal or exceed the minimum combined coverage shown, coverage must be increased to equal or exceed the minimum total coverage limits shown. If there is no Umbrella/Excess Insurance coverage, then the Commercial General Liability, Employers Liability, and Automobile Liability limits must be increased to equal or exceed the minimum total coverage limits shown. The Certificate of Insurance(s) and Endorsement(s) will be a part of the Contract and shall be provided to the City/Agency with endorsement(s) indicating that the Commercial General Liability insurance coverage is in effect which shall be primary and non-contributory with any insurance maintained by the City/Agency and include a per project aggregate (form CG 2503 05/09 or equivalent).

   Such certificate(s) and endorsement(s) shall name the City/Agency as an additional insured commercial general liability, automobile liability, and umbrella liability policies. Copies of such endorsements or coverage enhancements shall be attached to the certificate. A waiver of subrogation under the workers' compensation and commercial general liability policies shall be provided. Thirty (30) days written notice shall be provided to the certificate holder prior to cancellation or significant modification of coverage. The Certificate of Insurance(s) and Endorsement(s) shall be provided to the City/Agency which will become a part of the Contract. Insurance Coverage provided must be underwritten by an insurance company deemed acceptable by the City/Agency. The City/Agency reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

   Consultant will purchase and maintain property insurance for the entire work at the site on a replacement cost basis. Consultant shall obtain, at Consultant's expense, and keep in effect until final acceptance of the work performed under this contract, an Installation Floater or equivalent property coverage for materials, equipment, supplies, and tools to be used for completion of the work performed under this contract. The Installation Floater shall include coverage for testing, if applicable. The minimum amount of coverage to be carried shall be equal to the full amount of this contract. The Consultant will be responsible for any applicable deductibles.

9. Non-profits, community groups, and governmental entities that conduct meetings on city-owned property are exempt from the requirements of this administrative directive unless otherwise directed by the City Manager.

PROFESSIONAL SERVICE AGREEMENT