

REQUEST FOR QUALIFICATIONS

WASTEWATER PUMP STATION NO. 5

The City of Coos Bay wishes to enter the construction phase for the completion of the Wastewater Pump Station No. 5 and accompanying force main, located at 2006 Woodland Drive, Coos Bay, Oregon. The plans and specifications are bid ready and approved by the Oregon Department of Environmental Quality. Copies of the contract documents are available on the City web site.

CONTRACT ADMINISTRATION

Professional Engineering Services will include, but not be limited to, responding to pre-bid questions; presiding over the pre-bid conference and bid opening; construction surveying and stakeout; construction inspection; pay request review; preparation of a DEQ approved Operations and Maintenance Manual; project closeout activities; preparation of record drawings; and to serve as the Owner's professional representative with state governmental agencies.

- A. Experience. The successful proposer shall describe its role in providing similar services.
- B. Scope of Work. Each proposal shall contain a detailed description of the services to be provided in undertaking the following:

[Identify tasks to be completed and/or objectives to be accomplished]

- C. Resources to Be Provided. The successful proposer shall be responsible for all resources necessary to deliver these services.
- D. Project Fees. The proposed fees shall include hourly estimates and rates by job description for services and related items listed in the Scope of Services and otherwise needed to assure complete execution of the Contract. The proposed fees shall be an hourly not-to-exceed amount.. Any basis for an increase in the amount of compensation beyond this not-to-exceed amount shall be stated in the proposal.
- E. Contract Amendments. The contract entered into may be amended, provided the services to be provided under the amendment are included within, or directly related to, the scope of the project or the scope of services.

QUESTIONS, REQUESTS FOR CLARIFICATION

Proposers may submit questions about, or requests for clarifications of the conditions and specifications of this RFQ. All questions and clarifications must be submitted in writing to the City of Coos Bay, Carl Nolte, P.E., City Engineer, 500 Central Ave., Coos Bay, OR 97420, no later than 5:00 p.m., March 17, 2010. Any inquiries received later than this date and time shall be untimely, and will not be considered. All answers, clarifications and responses will be provided to all parties

who have received a copy of this RFQ.

DEADLINE FOR SUBMISSION OF PROPOSALS

Parties submitting proposals shall submit five (5) copies to the City of Coos Bay Public Works & Development Department, no later than 5:00 p.m., March 31, 2010. All proposals shall be firm, binding and irrevocable for sixty (60) days after the date of submission. Any party submitting a proposal must respond specifically to each provision in the scope of services and cost proposal; failure to specifically respond in full may result in the disqualification of the proposal.

EVALUATION

Each proposal will be evaluated and the award made in light of the best interests of the City on the whole. Evaluation criteria may include the following:

- 1) Availability and capability to perform the work;
- 2) Ability to communicate with City Council and City Staff;
- 3) Experience of key staff on comparable projects, or in performing comparable services;
- 4) Demonstrated ability to successfully complete similar projects or perform similar services on time and within budget;
- 5) References from past clients, public and private;
- 6) Performance history in meeting deadlines, submitting accurate estimates, producing quality work, and meeting financial obligations;
- 7) Status and quality of any required licensing or certification;
- 8) Knowledge and understanding of the required services as shown through the proposed approach to staffing and scheduling needs;
- 9) Fees and costs;
- 10) Results from oral interviews, if conducted;
- 11) Availability of any specific required resources or equipment;
- 12) Any other criteria deemed relevant to the provision of services

Interviews of individual Proposers may be held at the discretion of the City. Final ranking will be based on the evaluation criteria. Price will be considered, but will not necessarily govern selection of the Consultant.

EXPECTED DATE FOR TENTATIVE AWARD

The City anticipates evaluation and tentative award will be made within fifteen working days of the deadline for submission. The tentative award is merely a procedural step in the RFP process, and does not create any contract rights to the tentative Awardee. No binding obligation is created until a contract has been negotiated and executed by the City and the Awardee following the close of the period for submitting protest of the tentative award. Contract forms will provided by the City to the successful proposer.

PROTESTS OF AWARD

Every proposer who submits a proposal shall be notified of contract award. Any proposer who claims to be adversely affected by the selection of a competing proposer may submit a protest of the award. Protests must be in writing, and shall be submitted to Carl Nolte, P.E., no later than five working days after receiving notification of the tentative award. To be adversely affected, the proposer must demonstrate that all higher-ranked proposers were ineligible for selection. No protest submitted after the deadline for submitting a protest shall be considered. The City anticipates that all protests will be addressed within two weeks of closing date for receiving such protests.

DATE OF CONTRACT EXECUTION

The City anticipates the any contract awarded pursuant to this RFQ will be executed no later than April 20, 2010.

OTHER TERMS AND CONDITIONS

The City specifically reserves the right, in its sole discretion, to amend this RFQ; to extend the deadline for submitting proposals; to waive minor irregularities, informalities or other minor failures to conform to this RFP; and to reject any and all proposals, and, upon finding that doing so is in the public interest, to cancel the procurement specified at any time prior to contract execution.