

**SANDY RIVER BASIN WATERSHED COUNCIL
REQUEST FOR PROPOSALS
TO PROVIDE SERVICES FOR

ENGINEERING SERVICES**

RFP No. 17-01

**Mount Hood Community College
Campus Creeks Clean Water Retrofit**

**Date Due: Friday, April 28th, 2017
Time Due: 5:00 PM, local time**

**Submit proposals to:
Steve Wise
Executive Director
Sandy River Basin Watershed Council
26000 SE Stark, GE Building
Gresham, OR 97030**

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Sandy River Basin Watershed Council

Campus Creeks Clean Water Retrofit Design and Construction Oversight

REQUEST FOR PROPOSALS

The Sandy River Basin Watershed Council (SRBWC) invites qualified firms or individuals to submit proposals to provide consulting and engineering services based upon the scope of work contained in this Request for Proposal to conduct design, permitting, and services during construction of a water quality retrofit to the Mt. Hood Community College campus. The intent is to select one firm (or one team) to provide services.

Completed Proposals, in electronic form, will be received by Steve Wise, Executive Director, until **Friday, April 28th at 5:00 PM** local time. Late proposals will not be considered.

The Request for Proposal can also be found at the Council's website <http://www.sandyriver.org>.

The SRBWC's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation.

Published April 5th, 2017

SECTION I

BACKGROUND AND SCOPE OF WORK

I. Introduction

I-1A Description of the Scope of Work

The Sandy River Basin Watershed Council invites qualified individuals or Proposers to submit proposals to provide the services described in this Request for Proposal (RFP) to conduct pre-design, design, permitting, and oversight services during construction for water quality and habitat retrofits to the Mt Hood Community College campus. SRBWC plans to issue a separate RFP for a construction contractor, who will be responsible for implementation of final designs produced under this RFP. Proposers responding to the RFP do so solely at their expense; the SRBWC is not responsible for any Proposer expenses associated with the RFP.

I-1B Background Information

The College Creeks Confluence Clean Water Retrofit project is applying scaled green infrastructure approaches to restore water quality and aquatic habitat at an urban community college serving diverse, underserved populations. Mt. Hood Community College (MHCC) lies at the confluence of Beaver Creek and its main tributary, Kelly Creek. Beaver Creek is the lowest tributary of the Sandy River, a regional salmon stronghold. The campus includes extensive impervious surfaces, and represents a stormwater hotspot, concentrating warmed, polluted runoff through several piped outfalls directly into Beaver and Kelly Creeks.

Three projects to be designed and constructed as a result of this RFP will launch the multi-year implementation of the campus-wide retrofit of Mt. Hood Community College's 228 acres at the confluence of two fish-bearing creeks in the Sandy River's most urbanized area. Designed projects will retrofit several parking lots and a central campus courtyard, employing green infrastructure practices to improve water quality, reduce volume, temperature and pollutant load in campus runoff, and restore habitat for native fish and wildlife.

Early action retrofits identified in a campus-wide opportunity analysis include large-scale bioretention and parking lot redesign, permeable surfaces, planters and rainwater harvesting at prominent student assembly areas, and naturescaping landscaped areas with native vegetation to improve habitat value and reduce future maintenance. The opportunity analysis, available at <http://sandyriver.org/retrofit-rfp>, describes the current layout and infrastructure of the MHCC campus, identifies problem areas for erosion, water quality, and infrastructure performance, and rated available retrofit opportunities according to their ecological, social, economic and other values.

A basin-wide fish assessment of Beaver Creek conducted in 2011 by Multnomah

County showed diverse populations of native salmonids including ESA-listed Chinook and Coho salmon and steelhead. Thirteen native fish species continue to utilize Beaver Creek despite historic and current impacts from urbanization, agriculture and other human development. MHCC Fisheries staff and students have monitored adult spawning coho and Chinook salmon, and carcasses in Beaver and Kelly Creeks for the past 5 years.

Beaver and Kelly Creeks are both 303d listed streams for temperature. Historic development of the campus since 1966 included a dam across lower Kelly Creek forming a small pond, significant building and parking lot infrastructure, all of which reduces Beaver Creek's water quality and fish habitat productivity. Survey data by project partner City of Gresham indicates a significant increase in temperature (>4 degrees C) downstream of the pond. In some cases, this shifts the creek temperature from below to above the water quality standard. Portions of both creeks exceed water quality standards for legacy pesticides and toxics, based on historic and current agricultural and urban activity.

Improvements to habitat and water quality from prioritized green infrastructure retrofits will provide opportunities for students, community members, and volunteers to learn and practice sustainable approaches to stormwater management and habitat restoration. Actions supported by this request will also help MHCC to achieve certification as the world's first Salmon Safe community college, a living example of large-scale ecological restoration that can be replicated elsewhere in the Sandy basin, the East metro area and beyond.

SRBWC will organize project activities in a broad, effective partnership including MHCC facilities and academic staff, the East Multnomah Soil and Water Conservation District, City of Gresham, Salmon Safe, Metro, and Intel Laboratories. Volunteer participants will come from local youth corps, Depave, and community members.

I-1C Statement of the Consultant's Role and Desired Qualifications

The selected consultant shall provide a range of engineering and professional services to conduct project pre-design, design, permitting, and oversight services during construction for Clean Water Retrofit projects on the MHCC campus. Key deliverables include permit-level project designs for three retrofit projects whose concept designs were completed as part of the opportunity analysis: Parking lot A; Parking lots E,F,G, and H; and courtyard 15 (see campus map included in *Clean Water Retrofit Plan* linked in Section VII, Exhibits) construction oversight during project implementation, as-built documentation, and graphic or other inputs to interpretive signage and related outreach materials.

The anticipated services include project management, structural design, site civil design, geotechnical investigations, site water quality design, permitting, preparation of construction plans, specifications, cost estimates, assist with administration of bidding process, construction observation, preparation of as-

builds, input to potential interpretive signage and materials, and all other items that may be necessary to insure project completeness.

The following tasks are anticipated in the scope of work:

Pre-Design:

Establish the design constraints and opportunities criteria. This is to include such items as compiling and evaluating water quality data; estimating pollutant load reductions of target pollutants for project alternatives; detailed survey; site hydrology; permitting requirements, including standards to gain credit for municipal stormwater charges, and design parameters affecting water quality and other design criteria.

A pre-design report will be submitted summarizing the pre-design investigation results and recommendations, and outlining the standards applicable to design and construction as well as any constraints on design and/or construction. The pre-design report shall include at a minimum three (3) alternative designs, complete with cost estimates. It is expected that the consultant team present the alternatives to the City's project team and upper management and the City will select a preferred alternative.

Permitting:

Determine, prepare, and submit all necessary permit applications.

Design:

Develop the construction plans, specifications, contract documents and cost estimates based upon the finding in the Pre-Design Phase.

Bidding:

Assist with publishing the bid documents and plans. Participate in a pre-bid conference, review bids, and assist with making recommendation for award.

Construction Oversight:

Provide all necessary personnel, materials, and services that may be required to verify construction contractor's rigid adherence to the purpose and intent of the contract documents from the pre-construction conference through final acceptance. Provide construction oversight, including review and recommendation of implementation strategy and sequences, verify adherence to design drawings, coordinate sampling and testing of construction materials, review and recommend change orders, monitor progress of construction schedule, and provide construction survey staking. Consultant shall also prepare final as-built drawings.

I-1D Project Goals

Develop design plans for initial three Clean Water Retrofit projects that maximize the water quality benefits for Beaver and Kelly Creek through improvements to the existing parking lots and courtyard, and operation while meeting schedule and budget. Concept designs for the three early action projects anticipate combining vegetated swales, permeable pavement, naturescaping, rain gardens, and water harvesting to intercept and filter stormwater, while improving habitat and water quality on campus and in adjacent sections of Beaver and Kelly Creeks.

I-1E Definition of Project Success

The College Creeks Clean Water Retrofit project will be successful if it meets the following criteria:

- High level of communication and collaboration between the consultant team and SRBWC staff throughout the project including during information gathering, analysis, decision-making, design, and implementation.
- Projects follow guidance in City of Gresham's Green Development Practices Manual for designing and integrating pervious pavements and biofiltration/rain garden facilities. Facilities shall be designed to meet the water quality storm event (1.2"/24-hours)
- When practicable to do without unduly increasing estimated construction costs, design projects to meet City of Gresham standards for on-site detention of the 25-year storm event (4.3" in 24-hours), and, if possible, to qualify for a stormwater fee discount.
- Maximize the environmental and community benefits of the retrofit project while minimizing capital and maintenance costs.
- Attainment of project goals to reduce polluted runoff, improve habitat, and improve the ecological function of MHCC's campus while maintaining functionality of retrofitted areas.

I-1F Significant Issues

Soils on the MHCC campus are primarily Type C, so have higher clay content that may limit infiltration rates. On-site soil infiltrate rate testing will be required to determine appropriate facility sizing to meet either the water quality, or if possible retention, goals mentioned previously.

Project designs should meet additional goals to:

- Complement and maintain existing campus facility uses with minimal disruption;
- Preserve the total quantity of parking spaces, while altering the layout and adding green infrastructure to existing parking areas;
- Reduce, if possible, or at least not add significantly to long-term campus maintenance requirements;

- Integrate interpretive signage and other tools to extend the educational value of retrofit actions; and
- Serve as replicable examples for future actions on the MHCC campus and surrounding community.

I-1G The Time Period for Completion of the Project

SRBWC is committed to constructing the three Clean Water Retrofit projects described in this RFP by the end of 2019. The design phase of this project will yield construction ready drawings and big packet and should be completed by September 2017. Once design work has been completed, the successful bidder will also be asked to provide assistance with permitting, construction oversight, field verification of the final work, and submission of final as-built drawings.

SECTION II PROPOSAL PROCESS

II-1 Schedule of RFP Events*

RFP Advertised	Wednesday, April 5th, 2017
Pre-Proposal Conference/Walk-through	Mandatory, April 12th, 2017
Proposal Due	Friday, April 28th, 2017
Selection of Finalists to be interviewed**	Friday, May 5th, 2017
Interviews**	Week of May 8th, 2017
Notice of Intent to Award	May 15nd, 2017
Contract Awarded	Friday, May 19th, 2017
Contract Negotiated / Finalized	Friday, May 26th, 2017
Commencement of Services	Monday, May 29, 2017
Design Work Completed	Friday, September 29th, 2017
Complete Project	December 31st, 2019

*Dates are approximate and subject to change.

**The need for interviews will be determined by the SRBWC.

II-2 Pre-proposal Conference

PRE-PROPOSAL CONFERENCE/Walk-through is REQUIRED

A pre-proposal conference will be held at Mt. Hood Community College, Gresham, Oregon 97030, at the SRBWC office on the first floor of the GE building annex, on **April 12th, 2017 at 2:00pm**. Attendance is required for firms planning to submit a proposal. The objective of the pre-proposal conference is to provide an informal meeting to discuss the contents of the RFP in detail and clarify any questions potential proposers may have. In addition, this conference will give proposers an opportunity to meet with project staff and review current site conditions.

To assist in the productivity of this meeting, it is requested that questions or areas of clarification be submitted, in writing, as soon as possible to the person listed as the official contact. Statements made by the SRBWC are not binding unless confirmed by written addendum.

II-3 Proposal Due Date

One electronic copy (in PDF format) of the proposal must be delivered to Steve Wise, Executive Director, SRBWC, 26000 SE Stark St., Gresham, Oregon 97030, (sent to swise@sandyriver.org) no later than **Friday, April 28th, 2017 at 5:00 P.M.** local time. Late proposals will be rejected.

Proposals must be clearly addressed and marked with the RFP title. Proposals may be mailed, but must be received by the SRBWC no later than the above

stated date and time. It is the responsibility of the proposer to ensure the proposal is received in a timely manner.

II-4 Proposal Opening Date.

The SRBWC will not publicly open or read proposals aloud.

II-5 Solicitation Protest

A person may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification or contract term no later than seven (7) calendar days prior to the proposal due date. No protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the SRBWC. The SRBWC shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted in writing to the SRBWC at the following address:

SRBWC attn: RFP appeal
26000 SE Stark St.
Gresham, OR 97030

II-6 Official Contacts

Questions regarding the scope of services must be directed to the Project Manager:

Steve Wise
Executive Director
SRBWC
26000 SE Stark, GE Building
Gresham, Oregon 97030
(503) 622-9134
E-Mail: swise@sandyriver.org

Proposers with questions regarding the RFP process may contact Steve at (503) 622-9134.

SECTION III PROPOSAL FORM AND CONTENT

III-1 General Information

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content of the proposal.

Provide one easily reproducible electronic copy in searchable PDF format. The proposal shall not exceed **10** pages in length; consecutively number all pages of the proposal. The cover letter and resumes are not included in the page limit. Organize the proposal in accordance with Section III-2 through III-9.

III-2 Letter of Transmittal

All proposals must include a cover letter addressed to the project manager and signed by a duly constituted official legally authorized to bind the proposer to its proposal. The cover letter may summarize the key provisions of the proposal. The cover letter must include the name, address, email address and telephone number of the proposer and the name, title, address, email address and telephone number, of the person authorized to represent the proposer and to whom SRBWC should direct correspondence.

III-3 Project Understanding

The proposer shall include a statement to demonstrate its understanding of the project, including but not limited to:

- Key project issues and goals.
- The role of the proposer in meeting project goals.
- Key project milestones and issues associated with meeting milestones.
- The key deliverables required by the project.

III-4 Minimum Qualifications

If the scope of work requires engineering services or surveying services to be provided, you must comply with the below minimum requirements and list the name and registration number of the qualifying professionals as described below. Proposals that do not meet the below minimum qualifications, as required, will not be evaluated.

➤ **REGISTERED PROFESSIONAL ENGINEER**

Consultant may not provide engineering services unless the work is done under the full authority and responsible charge of an Oregon Registered Professional Engineer (PE) as defined in ORS 672.002(2). The PE must be currently registered in active status with the Oregon State Board of Examiners for Engineering and Land Surveying, and must supervise and direct the work proposed under the contract. As required by Oregon law, Consultants shall place their official Oregon Registered PE certified seal and signature on all reports, maps, design drawings, and specifications delivered to City.

List the name and registration number of at least one Oregon Registered Civil Engineer intending to perform engineering services under the contract.

➤ **REGISTERED PROFESSIONAL LAND SURVEYOR**

Consultant may not provide surveying services unless the work is under the full authority and responsible charge of an Oregon Registered Professional Land Surveyor (PLS) as defined in ORS 672.002(6)(b). The PLS must be currently registered with the Oregon State Board of Examiners for Engineering and Land Surveying, and must supervise and direct the services proposed under the contract. As required by Oregon law, Consultants shall place their official Oregon Registered PLS certified seal and signature on all reports, maps, design drawings, and specifications delivered to City under contract.

List the name and registration number of at least one PLS intending to perform surveying services under the contract.

III-5 General Qualifications

SRBWC seeks a qualified engineering and design contractor with at least 5 years of experience in the following areas:

- Retrofit of urban facilities including parking lots, buildings and walkways for green infrastructure
- Installation of erosion control measures.
- Demonstrated experience constructing large green infrastructure and retrofit projects in the Pacific Northwest.

SRBWC intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with SRBWC, and other personnel who will support project activities. The contractor must identify sub-contractors and assure responsibility for any subcontractor work and shall be responsible for the day-to-day direction and internal management of the contractor effort.

Proposals shall demonstrate the qualifications and experience of the personnel who will work directly with SRBWC rather than describing the general experience

and qualifications of the firm. The focus should be on recent project experience performed by the key team members within the last **10** years that is relevant to the scope of work outlined in this RFP. Include the following information:

Proposals must include a minimum of two (2) relevant example projects which included key team members that demonstrate the consultant's design and project management approach. Examples should include cost information from the design, permitting and construction of the previous projects; and client references.

General Qualifications of the Proposer

- Describe the Proposer's capabilities and experience.
- List Proposer experience working with similar projects.
- Resources available to perform work and proportion of staff time spent on project
- Record of past performance, including information on price and cost data from previous projects, quality of work, ability to meet schedules, cost control and perform contract administration
- Ownership status
- Describe how the firm utilizes employment practices regarding equity, diversity and inclusion, including engagement with minority, women, emerging small businesses and historically underutilized businesses, procurement and other activities
- Availability to and familiarity with project location
- Describe policies, practices or procedures your firm has adopted or actions your firm has taken to protect natural resources and ensure environmental sustainability.
- Describe how the Proposer is legally qualified in the State of Oregon to perform the work requested.

Project Manager Qualifications

- The project manager is the person who will be assigned by the proposer to provide day-to-day management of this project.
- List the qualifications of the project manager who will work on this project. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience with work relevant to the scope of this RFP.
- Describe the experience of the project manager, particularly similar projects with similar institutions and/or non-profit organizations. Identify the project manager's specific role in relevant projects; do not include projects where the project manager had a minor or no active role.
- Provide three (3) client references who have worked with the project manager.

Key Personnel Qualifications

- Provide information about the qualifications and experience of key personnel. (See Project Manager Qualifications). Highlight what each key team member contributes to the project.
- Describe the experience of the project manager working with the key personnel.
- In the resumes, only include project experience relevant to the scope of work outlined in this RFP and ensure each project description is tailored to the individual's work on the projects.

Subcontractor Qualification

If a subcontractor will be used in this project:

- Provide information about the qualifications and experience of any subcontractor(s). (See Project Manager Qualifications)
- Describe the experience of the project manager and key personnel working with the subcontractor(s).

Availability of Key Personnel

- Describe the projected workload of the project manager, key personnel and subcontractors and demonstrate their availability to timely provide the services requested in this RFP.

III-6 Project Approach and Schedule.

The proposer shall include a detailed statement of its approach to the project and schedule. Include the following information.

- a. A detailed explanation of proposer's approach to the work, the techniques the proposer expects to use, and the use of key personnel. A detailed re-phrasing of the City's proposed scope is not necessary. Proposers are encouraged to use the proposal to describe their concepts and ideas for problem-solving and successful project completion.
- b. Proposers are encouraged to improve upon the tasks, work items, or other elements described in this RFP. If Proposers have significant proposed modifications of the work items and scope of work presented in this RFP, these proposed modifications should be explained.
- c. Describe your approach to the overall management and integration of all activities required by the scope of work, including quality assurance, responsibility, and cost control.
- d. Provide any additional information about proposer's project approach that would be beneficial to the selection committee.

Note: Do not include any information about price, pricing policies or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates, and overhead.

III-7 Additional Information

Provide any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project. Use this section to address those aspects of your services that distinguish your firm from other firms. Additional information shall be considered when evaluating the proposer's Project Approach and Schedule.

If there is no additional information to present, do not include a section for additional information in the proposal.

III-8 Certification Statement

All proposals must contain a signed certification statement (see Exhibit VI).

SECTION IV EVALUATION / SELECTION OF PROPOSALS

IV-1 Clarifications

SRBWC reserves the right to seek written clarification of each proposal submitted. SRBWC also reserves the right to require other evidence of minimum qualifications, technical, managerial, financial, or other abilities prior to selection.

IV-2 Evaluation Criteria

SRBWC will make a selection based on the evaluation of the written proposals and any interviews it conducts. SRBWC may elect to interview all proposers or only the highest ranked proposers. SRBWC reserves the right to make a selection based only on the evaluation of the written proposals and not conduct any interviews. Written proposals and interviews will be evaluated based on the following criteria:

The SRBWC will use the following criteria in evaluating proposals:

- 10% Project Understanding
- 40% Approach/Project Work Plan
- 30% Qualifications/Experience
- 10% Company Sustainability Practices
- 10% Equity, Diversity and Inclusion Practices

Information gained during an interview may be used to re-evaluate proposals according to the above criteria.

IV-3 Method of Selection

A selection committee will evaluate each submitted written proposal and each interview, when applicable, to determine the responsible proposer whose proposal is the most advantageous to SRBWC based on the evaluation process and evaluation criteria outlined in this RFP. SRBWC will award the contract to the highest ranked responsive proposer.

IV-4 Tie Breaker

If the screening and selection procedures result in the determination that two or more candidates are equally qualified, the contracting agency may select a candidate through the following process, which does not include an evaluation of pricing policies, proposals or other pricing information:

SRBWC may conduct a 2nd interview or request additional written information in order to select a candidate. SRBWC may also follow procedures set forth in OAR 137-046-0300 and related public contracting laws and rules.

IV-5 Single or Multiple Contracts

One firm will be selected to provide all services.

IV-6 Notice of Intent to Award

Upon completion of the evaluation process, the selection committee will advise the proposers of its number one selection by electronic mail.

IV-7 Selection Protest

Proposers who disagree with the selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be submitted to the SRBWC at the following address:

SRBWC
Attn: RFP protest
26000 SE Stark, GE building
Gresham, OR 97030

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were non-responsive or the proposer was not responsible. A written decision will be sent to the protester.

IV-8 Cost Information

IV-8A **Billing Rates**

Following notice of intent to award, the selected Proposer shall submit (electronically in Excel format), the following billing rate information within 5 business days of request by SRBWC, which may request billing rates from an the next highest ranking proposer, if contract negotiations are not successful.

Billing rate information must include either "Direct Salary and Overhead Information" or "Negotiated Billing Rate Schedule" described below, as applicable to your Proposer's (and subconsultant's) accounting method:

(1) Direct Salary and Overhead Information:

- a. Direct Salary Rate Schedule.** This schedule includes the name, classification and actual direct salary rate for each employee that may be used under the contract. The direct salary rate schedule will not be included in the contract but will be used for negotiations and to develop an approved billing rate schedule, if applicable, for the contract.
- b. Calculation of Overhead Rate** (if applicable for your type of accounting). Current overhead accounting information on a form using the standard 3-column format. Proposers shall condense or expand categories as applicable to the Proposer's method of accounting. Proposers that have not established an overhead rate, based upon their particular financial reporting methodology, shall be reviewed by SRBWC to determine whether an overhead rate schedule will be required or a negotiated non-provisional billing rate will be used. If a Proposer does calculate overhead, the information must be submitted to SRBWC and updates must be provided annually.
- c. Cognizant Audit** – If an audit for the most recent fiscal year has been completed for your firm or any sub-contractors by the appropriate federal cognizant City, this must be submitted with the billing rate information (either hard copy or electronic scanned copy).
- d. Independent Audit** – If an audit for the most recent fiscal year has been completed for your Proposer (or any sub-consultants) by an independent, third party accounting Proposer, this must be submitted with the billing rate information (either hard copy or electronic scanned copy).
- e. Certification of Indirect Rate** –If your Proposer calculates overhead, submit a signed copy of the Certification of Final Indirect Costs form, which is embedded electronically at the bottom of the [Calculation of Overhead Rate](#) template linked in subsection (ii) above.

(2) Negotiated Billing Rate Schedule (NBR): This schedule is used by Proposers that do not calculate overhead as part of their normal accounting practice and SRBWC determines it is in its best interest to negotiate fully loaded billing rates. The negotiated billing rate schedule includes rates that are fully loaded with direct salary, indirect expenses and profit. Provide name, classification (project role) and fully loaded rate for each employee. Use of a negotiated billing rate schedule may be required by SRBWC for contractors or subcontractors that do not have audited overhead rates or that, upon cursory review, appear not to be calculating overhead correctly.

IV-8B Cost Estimate Breakdown

All costs are to be contained in this section. For each project element, include a cost and state a grand total for all project elements. This section shall also include payment terms requested for services rendered.

The cost schedule shall include:

- a. Proposer's fee for which the requested work will be done, broken down as follows:

The fee by phase and task, and total hours. Include an estimate of the level of effort in the following format:

Tasks	Staff 1	Staff 2	Staff 3	Total Hours
Task 1	1			1
Task 2		1		1
Task 3			1	1
Task 4	1	1	1	3
Project Total	2	2	2	6

- Total hours by staff classification multiplied by the actual hourly billing rate (and overhead rate, if applicable).
 - Cost and personnel should be clearly tied to the project specific tasks.
 - Estimated level of effort and hours is used for purposes of comparison to SRBWC's estimate and does not limit the actual level of effort by the selected proposer to complete all work under a lump sum or guaranteed maximum price contract.
- b. All out-of pocket costs, including travel and any other direct non-labor expenses.
- c. A fee for each phase of the project.
- d. Proposed profit percentage for the project.
- e. The method used to charge for any special requests, reports, or broadening of the services within the scope of work described in this RFP.

IV-8C COMPENSATION FORMAT

The final contract will be negotiated based on:

AS NEGOTIATED AFTER CONTRACT AWARD

IV-9 Negotiations and Agreement

A sample contract SRBWC expects only the successful proposer to execute will be provided along with notice of award. Any proposed changes in the language, construction, or requirements of the contract must be raised following selection under the RFP. SRBWC reserves the right to negotiate a final contract that is in the best interest of SRBWC.

The contract will define the extent of services to be rendered, schedule for delivery, and method and amount of compensation. The contract statement of work, schedule, costs and profit, will be negotiated with the number one ranked proposer for the project. If an agreement is not reached, negotiations will be terminated. Negotiations will then begin with the selection committee's second choice for the project and if necessary, with the third ranked Proposer, and so on until negotiations result in a contract. If negotiations with any Proposer do not result in a contract within a reasonable amount of time, SRBWC may end this solicitation. SRBWC, in its sole discretion, may proceed with a new solicitation for the same Services or consider any other options available under the applicable rules, laws, and policies.

When an agreement is reached, a contract for the work will be prepared and executed upon approval of SRBWC's executive director.

The successful proposer will enter into a contract with SRBWC by **Friday May 26, 2017**.

IV-10 Term.

The contract term will end on **December 31st, 2019**.

SECTION V GENERAL INFORMATION

V-1 Compliance with the Rules

Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Personal services contracting for the SRBWC shall be subject to state public contracting laws except as otherwise provided in Gresham Revised Code (GRC) Article 2.80. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

V-2 Proposal Withdrawal

Any proposal may be withdrawn at any time before the proposal due date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

V-3 Addenda

SRBWC may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued. Addenda will be numbered consecutively. Verbal modifications to the RFP specifications shall not be binding.

V-4 Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals

SRBWC may cancel, delay, or suspend this solicitation if in the best interest of SRBWC as determined by SRBWC. SRBWC may reject any or all proposals, in whole or in part, if in the best interest of SRBWC as determined by SRBWC.

V-5 Irregularities

SRBWC reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

V-6 Incurred Costs

SRBWC is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

V-7 Ownership of Documents

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

V-8 Confidentiality of Information

All information and data furnished to the proposer by SRBWC and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to SRBWC. Any oral or written disclosure to unauthorized individuals is prohibited.

V-9 Public Record

All proposals and information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Proposals must clearly identify such material, keep it separate, and provide separate notice in writing of the status of this material to the official contact.

All proposals 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 proposals 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.

Clearly marked sample work or documents illustrating previous work experience will be returned to proposers after the evaluation and award process upon request.

V-10 Equal Opportunity Policy For Contractors

SRBWC requires all proposers to comply with equal opportunity policies. The SRBWC's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap, or political affiliation. A copy of SRBWC's policy is available upon request.

V-11 Minimum Qualifications

The firm and all applicable personnel must be legally qualified in the State of Oregon (i.e. be appropriately licensed or certified) to practice the work proposed to be performed.

V-12 Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in this RFP.

V-13 Printing

The Contracting Agency shall for the purpose of evaluating Proposals apply the public printing preference set forth in ORS 282.210. (OAR 137-047-0060(1)(a)(B)).

**SECTION VI
FORMS TO BE SUBMITTED**

VI-1 Certification Statement

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal. By signing below, the authorized representative on behalf proposer certifies that:

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal shall be valid and binding for one hundred and eighty (180) days following the proposal due date and will become part of the contract that is negotiated with SRBWC.
- C. Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation or national origin. Nor has proposer or will proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is:
 - o a minority, women or emerging small business enterprise certified under ORS 200.055, or
 - o a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225.
- F. Proposer's Federal Taxpayer Identification number _____.
- G. This proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Proposer's Signature

Date

Name: _____

This certification statement must be signed and submitted with the proposal.

SECTION VII EXHIBITS

A copy of the Clean Water Retrofit Plan that includes the concept designs for three projects to be completed as a result of this RFP is available at the following on-line link:

https://www.dropbox.com/s/9jt3l6feqxbqzr5/MHCC_Retrofit_Plan_FINAL_11072016r.pdf?dl=0