

IMPORTANT NOTICE!!

If you download these materials and wish to be added to the proposer contact list send an email to:

Amanda Clinton, aclinton@springfield-or.gov

Information to be provided:

- "RFP#S2950 and Comprehensive Flow Monitoring Plan" in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing/Contracts website <http://www.springfield-or.gov/city/finance/itbrfp> to check for any available addendum to current opportunities, cancellations or intents to award posted.



Request for Proposal

#S2950

COMPREHENSIVE FLOW MONITORING

City of Springfield
DEVELOPMENT AND PUBLIC WORKS DEPARTMENT
Springfield, Oregon 97477

FEBRUARY 18TH, 2022

I. Project Overview

The City of Springfield seeks a licensed engineering consultant to evaluate and advance the City's current hydraulic model for the wastewater collection system. The Consultant will continually evaluate the City's current plan and model providing information and recommendations to update the plan as needed. This may include options that offer additional equipment needs and deployment information using modeling software and external reference information pulled in from other sources, all of which are not currently available in the Springfield GIS Databases.

The flow monitoring concept options will be developed, refined, and narrowed through a City staff project team review. This project aims to continue to progress the City's flow monitoring processes, data collection, and evaluation, addressing a gap identified in the City's Capacity, Operations, Management, and Maintenance Program.

II. Overall Project Description and Scope of Work

The City of Springfield's purpose for issuing this RFP is to establish a contract to maintain and advance its current collection system and flow monitoring program, which has an intended target start date of April 1st, 2022, and will continue to be monitored for three years. The scope of work, including engineering and related services, is described in Attachment 1 – Scope of Work.

III. Proposal Submission Requirements

Your response to the Request for Proposal must contain all of the information requested in the Request for Proposal along with acknowledgment of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

Content requirements

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages using materials that cannot be recycled, such as PVC and spiral binders, plastic or glossy covers, and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.
2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm.
 - a. The letter must introduce the Proposal provide an overview of your representation according to the Attachment 1 Statement of Work.
 - b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals, including the Attachment 2 Sample Contract terms and conditions.
 - c. The letter must designate the Proposer's contact person during the Proposal review process.
 - d. Identify whether you qualify as a resident bidder as described in ORS279A.120 (1) (b) and if you are licensed to do business in the State of Oregon.
 - e. Include a statement of the firm's ability to begin work 4-1-2022 [April 1st, 2022] and a statement that the submission is a firm offer for 90 days.

- f. **Pending Litigation:** Identify any past, pending, or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the City of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation, and/or regulatory action involving the firm or its employees which could impact the firm's role or ability to perform the consulting services.
3. **Qualifications-** Include a detailed statement of the firm's qualifications, along with the qualifications of individuals and sub-consultants who will be assigned to the project. This should include organizational history, clients presently served, and the extent of Comprehensive Flow Monitoring work.
4. **Resumes-** Include resumes for the project team assigned to this engagement.
5. **Approach -** The Proposal should set forth a work plan, including explaining what Flow-Monitoring methodology to be followed to perform the services required in this request for Proposal.

Proposers will be required to provide the following information on their **Comprehensive Flow Monitoring work** approach:

- a. Proposers will be required to provide the following information on their Comprehensive Flow Monitoring planning approach: Identification of key personnel, including sub-consultants, who will be working on the project, as well as an itemization of each member's direct involvement by task. Specify a Project Manager and primary contact person for project delivery
 - b. Narrative demonstrates the Proposer's understanding of Springfield's needs, goals, and objectives related to this project.
 - c. Detailed description of the proposed approach to providing the requested services.
 - d. Include the sequence of activities to be undertaken and the identification of specific tasks and deliverables within each activity. Provide a detailed work plan showing tasks and the schedule. Include task completion dates and each team member's direct involvement in tasks. Allow ample time for City staff review of the draft products and subsequent revisions.
 - e. Detailed description of products includes meeting notes; progress reports; technical memoranda; presentations; reports and maps (draft and final); and other applicable materials by project task, including size, number, media, and format.
6. **Attachment #2 Fee Proposal:** Do not submit with a proposal package. Must be completed and ready to send to the City within 24 hours of the Intent to Award notification. The fee proposal must list the total person-hours, hourly rates, and work task and function costs. Show all costs for the project, including overhead costs, miscellaneous expenses, and sub-consultants. Include the Proposer's method of calculating the fee.

In addition, proposers are to break those hours down by the type of employee assigned to this engagement. A suggested format is:

Job Title	Number of Employees	Estimated hours
Partner		
Manager		
Supervisor		
Senior		
Junior		
Total		

*Job titles may vary between firms.

7. **Additional Services** - If it should become necessary for the City of Springfield to request a consultant team to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if outlined in an addendum to the Contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield, and the firm shall be performed at the same rates set forth in the Fee Proposal. Submit an hourly fee estimate for additional services that include fees for Attachment 2 – Fee Proposal.
8. **References** - Provide a minimum of five (5) references for Comprehensive Flow Monitoring Services for organizations for whom you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address, and a telephone number. References cannot include current City Staff.
9. **Attachment #3** – Sample Contract – in your cover letter acceptance of terms and conditions.
10. **Signed Attachment #4** – Authorization to Legally Bind Bidder
11. **Signed Attachment #5** – Minority Women Emerging Small Business Form (MWESB)

IV. Evaluation and Selection Criteria

A committee comprised of representatives from the City will review the Proposals for conformance with the Request for Proposals requirements. Conforming Proposals will be evaluated according to the criteria listed below.

1. Proposal Review

- a. The proposals will be examined to determine if the firm satisfies the mandatory elements identified in section IV(2)(a). Firms that do not meet the mandatory elements will be eliminated from further consideration.
- b. Next, the committee will use the selection criteria identified in section IV(2)(b) to score each Proposal. The committee will rely on information provided in the Proposals and during interviews, if any, and information provided by references. Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews, if any, the committee will make a final selection based on the best overall interests of the City of Springfield.

2. Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represents the criteria that will be considered during the evaluation process.

- a. Mandatory elements
 - i. Proposal Submission Requirements (Section III)

b. Proposal Evaluation Criteria

Criteria	Possible Points
Approach (Reference III (5))	30
Qualifications of the firm and team (Reference Section III(3))	20
Resumes (experience) of the firms and team (Reference Section III (4))	20
References (Reference Section III (8))	20
Proposal Preparation and Presentation	10
Total	100
Oral Presentation for selected firms (if any)	20
Grand Total	120

c. Oral Presentations (if any) and Final Scoring

- i. After the technical proposals have been evaluated and finalist firms have been identified, those firms will be invited to make an oral presentation to the committee.
- ii. Presentations provide the firms an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the initially submitted Cost.
- iii. The committee will score the firm's presentations in the context of the criteria listed in section **IV(2)(b)** of this document and whether the Presentation and responses enhance the scoring of the written proposals. Firms may receive up to an additional 20 points on the Presentation.
- iv. Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, from which the selection of a firm will be made.

d. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring proposer based on Cost. If these scores are also tied, then take the highest scoring proposer based on their Qualifications.

V. Schedule for Selection Process

RFP Package Available	02.18.22
Request for Clarification Due (if applicable)	02.22.22, noon local time
Response to Clarification Due (if applicable)	02.25.22
Proposals Due by:	03.09.22, 2pm local time
Review & Interview (if applicable)	03.16.22
Intent to Award Notice (approximate)	03.23.22
Contract Award (approximate)	04.06.22

Prospective Proposers may contact Amanda Clinton by email at aclinton@springfield-or.gov for further information regarding this process or request clarification. **Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the**

selection process. Contact with other City officials may be grounds for disqualification.

Upon receiving an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff, who then prepares a written reply. Ms. McMahan, in turn, posts the questions and responses in an Addendum. Follow-up questions and/or clarifications may continue to be submitted in this fashion until noon local time Tuesday, February 22nd, 2022.

VI. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at www.springfield-or.gov (<http://www.springfield-or.gov/city/finance/itbrfp> select the document titled **RFP# S2950 Comprehensive Flow Monitoring**).

Each Proposal must include one (1) original signed submission, marked "**RFP#S2950 Comprehensive Flow Monitoring and**" (1) an electronic copy (PDF format) on a CD or thumb drive. Each original Proposal and required materials must be contained in a sealed envelope or box. They must be received no later than 2 pm, local time, Tuesday, February 22nd, 2022, at the following address:

City of Springfield
Development and Public Works-Engineering
Attention: Amanda Clinton
225 Fifth Street,
Springfield, Oregon 97477

VII. Late Proposals Not Considered

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

VIII. Addenda to RFP

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield's website at <https://springfield-or.gov/city/development-public-works/current-construction-projects/request-for-competitive-price-quotes/> (select the document titled **RFP#S2950 Comprehensive Flow Monitoring**). The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the Initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the Proposal's specifications. The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the Proposal, the decision of the City shall be final and binding upon all parties.

IX. Contract

The successful Proposer will be expected to enter into a professional services contract with the City. The Contract will specify the extent of services to be rendered, the means and methods of providing the services, and the amount of compensation. A sample contract is included in Attachment 2.

X. Negotiation of Price Agreement

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost-effectiveness and quality central control. After the City receives the results of the scoring and ranking for each Proposer, the City will begin negotiating a contract with the highest-ranked Proposer. If the City and highest ranked Proposer are unable to reach agreement on a Contract within a reasonable amount of time, the City will formally terminate negotiations with the highest-ranked Proposers orally or in writing. The City may thereafter negotiate with the second-ranked Proposer, and if necessary, third-ranked Proposer, and so on according to OAR 137-048-0220(4)(e), until negotiations result in a Contract or until the City determines to terminate this RFP.

XI. City Selection Discretion

Springfield reserves the right to reject any or all Proposals and to cancel the RFP at any time if doing either would be in the public interest as determined by the City. The City reserves the right to seek clarification of each Proposal.

XII. Proposal Ownership

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with the City's Finance Director (address listed below) before submitting their Proposals.

Nathan Bell Finance Director
City of Springfield Finance Department
225 Fifth Street
Springfield, OR 97477

XIII. Exceptions to Request for Proposal

If for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Amanda Clinton
Development and Public Works Department
225 Fifth Street
Springfield, OR 97477
Phone: (541) 726-3726
aclinton@springfield-or.gov

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website www.springfield-or.gov (<http://www.springfield-or.gov/city/finance/itbrfp> select the document titled **RFP#S2914 and Comprehensive Flow Monitoring**. Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include written exceptions to those requirements as part of their response. Such request shall be delivered on or before noon local **on** February 22nd, 2022.

XIV. Comments Procedure

A prospective Proposer may email aclinton@springfield-or.gov a written request to change any of the specifications listed in this Request for Proposal. This request must be delivered no later than noon local on February 22nd, 2022. A written request for change shall include:

- A detailed description of the legal and factual grounds for the request;
- A description of the resulting prejudice to the prospective Proposer; and
- A statement of the form of relief requested or any bid changes to the specifications.

The City will review the specification change request and notify the prospective Proposers of the decision in writing prior to the closing date. The City will notify other prospective Proposers of any changes or modifications to the Request for Proposal to the extent possible.

XV. Protest Procedure

An interested proposer may submit a written protest of anything contained in this RFP and may request a change to any provision, specification or Contract term contained in this RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP Page 10 of 16 provisions, specifications, or Contract terms. The City may not consider any protest or request for change that is submitted after the submission deadline.

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the 'City's award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the Proposals of all higher ranked Proposers failed to meet the requirements of this RFP or because the higher ranked Proposers are otherwise not qualified to perform the engineering and related services described in this RFP. This right to protest shall conform to the written requirements of OAR 137-048-0240 and specify the grounds upon which the protest is based. An adversely affected Proposer must exhaust all administrative relief and review avenues before seeking judicial review of the City's contract award. Concerns must be submitted to:

Nathan Bell
Finance Director
City of Springfield
225 Fifth Street
Springfield, OR 97477

XVI. Cost of Proposal

The City is not liable for any costs incurred by vendors to prepare and present their Requests for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

XVII. AMERICANS WITH DISABILITIES ACT COMPLIANCE

If any respondent requires special assistance or auxiliary aids during the Proposal, evaluation, or award process, please contact Amanda Clinton 541.726.3726 at least two (2) business days before the required assistance. TTY users dial Oregon Relay Services at 711.

Attachment 1

Scope of Work

Objective:

The City of Springfield's purpose for issuing this RFP is to establish an annual micro-model study that would include recommendations for flow monitoring installations. These recommendations are based on previous model outputs and flow data modeling efforts using MIKE URBAN software; flow monitor installation based on prior model outputs. The Scope of Work will include familiarity with ADS monitors, Qstart programs, and troubleshooting for the monitors and software to field crews when needed. Engineering and related services will also need to be provided on an as-needed basis with an ongoing comprehensive flow monitoring process, monthly data reports, and data analysis for our current system setup.

The Scope of Work should outline the major phases required to successfully perform flow-modeling tasks and recommendations for flow monitor installations based on previous model outputs.

Assumptions: Successful completion of every phase, and the project as a whole, depends upon the following:

Definitions:

- **Springfield GIS Database** – includes wastewater information stored in the City's Infor Public Sector Asset Inventory System and other spatial data sets maintained by the City of Springfield as required in support of the project.
- **New information** includes new information developed due to fieldwork, further information generated by the modeling software, and external reference information pulled in from other sources, all of which currently do not exist in Springfield GIS Databases.
- **Modeling Software** – includes DHI MIKE URBAN and the MOUSE simulation engine software.
- **Modeling Software Database** – includes all information required to support modeling efforts and generate Key Model Outputs.
- **Key Model Inputs**– includes Springfield GIS Database information, New Information, and Other Information required to produce Key Model Outputs.
- **Key Model Outputs** – includes paper and electronic products generated to support desired outcomes that the City of Springfield determines to be of value.

Phase 1:

Objective

City of Springfield Involvement

The City of Springfield will perform fieldwork, install and troubleshoot flow monitors and perform weekly maintenance and downloads to ensure the quality of flow data obtained. The City will gather measurements of manhole depths, invert elevations, and pipe diameters and enter information into the Springfield GIS Database.

Task Deliverables

1.1 Consultant will provide personnel for modeling and support desired outcomes and timelines identified below.

- Provide to Springfield needed information to clarify model data and flow design data as required to support the project.
- Perform imports and exports of Springfield GIS Database information as required to assure synchronization between Springfield GIS Database information the Modeling Software Database.
- Retain unique identifiers for assets features from Springfield GIS Database and maintain relationships between these features and New Information in Modeling Software Database, i.e., which do not preclude integrating New Information into the Springfield GIS Database.
- Share model outputs with the City of Springfield, including Springfield Database Information, New Information, and modeling data to replicate key model outputs.
- Provide monthly progress reports outlining work performed during the invoice period and upcoming work during the next invoice period.
- Present updated model to City of Springfield demonstrating functionality and accuracy of each micro-modeling cycle.
- Engineering and related services will also need to be provided on an as-needed basis with an ongoing comprehensive flow monitoring process, monthly data reports, and data analysis for our current system setup.

1.2 The Consultant team will provide physical updates of the model, the addition of missing assets, and dry weather flow analysis to the City. The methodology utilized to complete each micro-modeling cycle will follow the same process used for the initial model build with a few modifications:

- Every pipe segment, regardless of diameter, will be modeled with an accurate slope, material, shape, and size. This includes gravity and pressure lines.
- Pump stations present in the system will also be modeled. Physical characteristics of each pump station will be obtained, including:
 - The geometry of the wet well
 - The number of pumps
 - Pump operating curves, etc.

1.3 The Consultant will analyze and compile dry weather data to generate average dry weather flow curves for input into the model. Depending upon the amount of information missing from the Springfield GIS database, this phase could take approximately 2 to 3 months to complete.

Assumption

The Consultant will provide the City with the analyzed data. The City of Springfield will be responsible for providing review and input on the data provided by the Consultant team.

Phase 2

Objective

The Consultant Team will gather Flow monitoring modeling and deliver dry weather calibration.

City of Springfield Involvement

The City of Springfield will ensure continued collection of flow data from MWMC owned flow monitor installed in the East Bank Interceptor where Springfield's wastewater enters the City of Eugene before flowing to the wastewater treatment plant. The City of Springfield will be responsible for providing input on the data provided.

Task Deliverables

The Consultant will provide to the City a minimum of 3 isolated rainfall events is required for wet weather calibration, which includes:

Isolated rain events are when approximately dry weather flows precede rainfall for a few days, and no rainfall occurs a week later. This allows for proper calibration of soil saturation, peak flow, and regression across the project area.

- Four captured events are optimal, where the 4th event is not used to calibrate the model; instead, it is used as a check to ensure that flows are simulated accurately compared to measured values.
- Flow data will be continuously analyzed for the entirety of the wet weather season.
- If less than three isolated events are recorded during the wet weather season, the model will be calibrated against the available rainfall events.
- Extending the wet weather flow monitoring to the next wet weather season would halt progress towards the next micro-modeling cycle in a new focus area.
 - *Note: extending the monitoring could delay the next cycle by an entire year.*
- Perform a dry weather calibration of the model to ensure that flows are routing downstream as measured by flow monitors.
 - Dry weather flow data will be collected and analyzed during the dry weather season and used to compile averages compared to modeled flow data.
- Wet weather flow monitoring will continue for the remainder of the season to capture the required isolated rainfall events. The dry weather calibration of the model will take approximately 2 to 3 months to complete. Once complete, the Consultant Team will provide updates and data to the City for review.

- Engineering and related services will also need to be provided on an as-needed basis with an ongoing comprehensive flow monitoring process, monthly data reports, and data analysis for our current system setup.

Assumption

The City of Springfield will be responsible for providing input on the data provided.

Phase 3:

Objective

The City of Springfield Involvement

The City will provide rainfall data from rain gauges maintained by the treatment plant, provide pump station information, including wet well dimensions, pump operating levels, pump curves, etc., provide tools for Springfield employees to enter information into the Springfield GIS Database and electronically push Springfield GIS Database information to support modeling efforts

Task Deliverables

The Consultant Team will Model wet weather calibration:

- As stated above, a minimum of 3 isolated rain events is required for a comprehensive wet weather calibration.
- This phase is entirely dependent upon weather and the frequency of rainfall. Most isolated storms occur during March through May, but events could happen anytime during the wet weather season.
- It is even more essential to ensure the proper functionality of flow monitoring equipment during the wet weather season. This can be accomplished by more frequent site visits to ensure adequate flow monitor calibration.
- Rainfall will be measured by three rain gauges installed across the City of Springfield used for wet weather calibration. Crews maintain these gauges at the wastewater treatment plant.

Assumption

This phase is the most time-consuming, requiring approximately 1.5 to 2 weeks to calibrate a single monitoring point in the model to the isolated rainfall events. This phase will take approximately 8-12 months to complete. The Consultant Team will provide data from this phase to the City.

The City of Springfield will be responsible for providing input on the data provided by the Consultant Team.

Phase 4:

Objective

The Consultant Team will provide Flow monitoring installation recommendations for the next Flow-modeling cycle.

The City of Springfield Involvement

Task Deliverables

- Each cycle of micro-monitoring for collecting dry weather flow data should take place in August, the driest month of the year in Oregon.
- An initial deployment plan will be drafted around May of each year to provide sufficient time for field investigations and relocation of install sites as necessary.
- Flow monitors will be removed from the current years' installation sites in June and reinstalled in the new locations for the next cycle of micro-monitoring in July.
- Flow monitors must be ready to collect data before August 1st in each yearly cycle.

Assumption (Optional)

Research and Data Review:

It is important to note that each micro-modeling cycle may affect calibrated sites downstream of the project area. The final calibrated model will focus on the project area only, and any reports and simulations will be directly related to the specific years' cycle.

Each yearly cycle will provide dry vs. wet weather flow to identify possible rehab projects within the project area; other flow monitoring sites from previous monitoring projects will not be updated outside the project area. It is recommended to revisit the initial monitoring sites every 3-5 years due to the amount of rehab and development across the City.

The yearly cycle schedule includes monthly progress reports, technical support for City flow monitor crews, presentations, and other administrative work required to complete the micro-modeling project fully.

Conclusion

A report and Presentation will be provided by the Consultant to City of Springfield representatives to summarize each year's deployment. The goal of micro-modeling is to identify rehab projects that match the City's budget and will identify one or more areas within the collection system that would provide the most considerable I&I reduction for the least amount of funds.