

**Request for Qualifications to Provide
Engineering Consulting Services for On-Call District Engineer and Water System
Improvement Project**

Introduction and Scope of Services to be Provided

The Otter Rock Water District (District) is located in Lincoln County, Oregon located on Highway 101 along the Oregon Coast. Otter Rock is roughly 5 miles south of Depoe Bay and 8 miles north of Newport. The District operates a distribution system that draws water from spring sources. This RFQ covers being the District Engineer and involvement in a multi-phase water system improvement project that includes:

- New water storage tanks (300,000 gallons)
- Rehabilitation of existing springs
- Distribution pipeline (6- to 10-inch)
- Residential water meters

The District is seeking qualifications from engineering consultants to assist with design and construction management of the above phased improvements. The selected consultant will assist the District with maintaining system compliance with applicable local, state, and federal regulations.

Proposal Instructions

Proposal Submittal and Due Date

The proposer shall deliver a digital copy of the proposal via email. Subject line shall read "Water System Improvement Project Proposal." Proposals to be sent to:

**Lisa Hall, Board President
Email: orwdcom1@gmail.com**

Proposals are due by July 28, 2023, at 5:00 PM. Late proposals will not be considered.

Questions should be submitted in writing to:

**Lisa Hall, Board President, Otter Rock Water District
Email: orwdcom1@gmail.com**

Questions are due by July 20, 2023, at 5:00PM.

Proposal Format, Evaluation Criteria, and Selection

Proposals shall be put together as efficiently and cost effectively as possible to minimize costs to the proposer. Proposals must conform to the format provided below to be considered. The proposal shall be a maximum of 6 pages (8.5 x 11 single sided), not including a cover sheet, cover letter, dividers, and resumes. The selection process will use a 100-point scoring system to evaluate the quality of the proposal.

1. Experience. Description of the proposing firm's area(s) of expertise; previous experience working with small water systems; and history of working with state regulatory agencies to collaboratively solve problems. (1 page; 20 points)
2. Availability to the project locale and Familiarity with the project locale. Description of the proposing firm's proximity to the project and history of working with the District and Lincoln County jurisdictions. Preference will be given to local engineering firms within Lincoln County. (1 page; 30 points)
3. Project Team and Work Approach. Brief description of key team members and their professional credentials with a discussion of their anticipated roles for this project. Please indicate the project manager and who will be performing the day-to-day work. Provide resumes of key staff for review. Also include the planned approach for this project. (3 pages; 30 points)
4. Similar Local Coastal Project Examples. Discussion of two example coastal projects of a similar nature to the project discussed herein with contact information including name, title, email, and phone number for an individual who can serve as a reference (1 page; 20 points)

The District is using a qualification-based selection process for the selection of an engineering consultant. Selection of the most qualified consultant will be made without regard to the price of services. Consultants will be ranked and the top Consultant selected based on rankings (not total point score) from the evaluation process. It is anticipated selection will be from the written proposal; however, the District reserves the right to interview any or all of the consultant(s) if deemed advantageous. The District will enter negotiations with the highest-ranked consultant regarding the consultant's scope of work, price for services, payment methodology, and any other provisions that the District believes are in the District's best interest to negotiate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the District terminates this RFQ.

This solicitation is not an implied contract and may be modified or revoked without notice.