



REQUEST FOR QUALIFICATIONS

Charbonneau Lift Station Rehabilitation
(Project #2106)

NOTE: SUBMISSION OF THE STATE OF OREGON “CONTRACTOR’S QUALIFICATION APPLICATION” IS UNSATISFACTORY. UNDER THE PROVISIONS OF ORS 279C.430 THE CITY OF WILSONVILLE HAS ADOPTED THE BASIC FORMAT AS OUTLINED HEREIN TO DETERMINE CONTRACTOR QUALIFICATION ON ITS PROJECTS.

Advertised on September 29 and October 2, 2023

TABLE OF CONTENTS

<i>INTRODUCTION</i>	<i>3</i>
<i>BACKGROUND</i>	<i>3</i>
<i>PROJECT INFORMATION</i>	<i>4</i>
Project Description	4
Project Schedule Milestones	4
Site Location and Site Area	5
Permitting and Franchise Coordination	5
Project Construction Plans	5
Project Financing	6
Compensation	6
Retainage	6
Owner's Representative	6
<i>PROCUREMENT PROCESS</i>	<i>6</i>
Selection Process	6
Communications Protocol	8
Complaint Process and Remedies	8
<i>REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS SUBMITTAL</i>	<i>9</i>
General Instructions	9
Intent to Submit	9
Statement of Qualifications Application Organization	10
Section 1 – Construction Firm(s)	10
Section 2 – Management and Construction Experience	10
Section 3 – Equipment List	11
Section 4 – Financial Information and Capacity	12
Section 5 – Public Works Contract Experience	13
Section 6 – Authorized Employee Representative of the Respondent	13
Section 7 – Affidavit	14
<i>SUMMARY OF PREQUAL COMPARABLE PROJECT REQUIREMENTS</i>	<i>15</i>

**CITY OF WILSONVILLE
REQUEST FOR QUALIFICATIONS (RFQ)**

Subject: Request for Statement of Qualifications (SOQs) from firms to construct piping, mechanical, and electrical improvements associated with the Charbonneau Lift Station Rehabilitation project.

INTRODUCTION

The City of Wilsonville is soliciting Statement of Qualifications (SOQ) from firms for the furnishing of all labor, materials, equipment and supervision for construction of the Charbonneau Lift Station Rehabilitation project.

The estimated project cost is in the range of **\$2,000,000 to \$2,200,000**.

The City's purpose in using this process will be to determine "responsible bidders" for the Charbonneau Lift Station Rehabilitation project through an evaluation of the demonstrated ability to successfully complete projects of a similar type, complexity, size, scope, budget, conditions, and schedule.

NOTE: SUBMISSION OF THE STATE OF OREGON 'CONTRACTOR'S QUALIFICATION APPLICATION' IS UNSATISFACTORY. UNDER THE PROVISIONS OF ORS 279.039 THE CITY HAS ADOPTED THE BASIC FORMAT AS OUTLINED HEREIN TO DETERMINE QUALIFICATION ON ITS PROJECTS.

The Terms used throughout this document are summarized below:

Contractor:

The firm that will execute a construction contract with the City for the Project.

Construction Price:

The lowest competitive bid price for the construction of the referenced projects, as described in this document.

Respondent:

The legal entity responding to this Request for Qualifications (RFQs) by submitting the required Statement of Qualifications (SOQs) as defined in this document.

BACKGROUND

The Charbonneau Lift Station Project will include the conversion of the existing lift station to a submersible style lift station, expansion of the site for a new wet well and valve vault, removal and replacement of electrical and HVAC systems in the existing

building and replacing the existing buried asbestos cement section of the force main from the lift station to the bottom of the bridge embankment.

Site improvements will include paving the lift station site to allow maintenance access, installing fencing and a double leaf swing gate, and installing a new concrete commercial driveway. The discharge and downstream manholes for the pump station's force main will be rehabilitated and coated with a protective coating system.

See the 90% drawings, available separately, for additional information.

PROJECT INFORMATION

Project Description

The City of Wilsonville is soliciting Statement of Qualifications (SOQ) from firms for the furnishing of all labor, materials, equipment and supervision to complete improvements for the Charbonneau Lift Station Rehabilitation project. Improvements include installation of new submersible pumps and piping in a new wet well; a new valve vault and piping and valves; a new standby generator; electrical upgrades; instrumentation and SCADA controls; site improvements, and replacing the existing asbestos cement section of the force main with 10-inch HDPE and 12-inch ductile iron pipe; plus other miscellaneous work as shown on the drawings. Contractor shall have experience in similar municipal wastewater pump station projects.

The estimated project cost range for the improvements is **\$2,000,000 to \$2,200,000**.

Project Schedule Milestones

Request for Qualifications 1st Advertisement:	September 29, 2023
Request for Qualifications 2 nd Advertisement:	October 2, 2023
Clarifications/Complaints/Protests	October 9, 2023, 5 p.m.
Intent to Submit Qualifications Due:	October 13, 2023, 5 p.m.
Statement of Qualifications Due:	October 19, 2023, 2 p.m.
Statement of Qualifications Evaluated:	October 23, 2023
Respondents Notified of Evaluation Results:	October 25, 2023
'Notice of Evaluation' Result Appeal Due:	October 30, 2023, 5 p.m.

Provided no appeal is received:

Solicit Bids from Qualified Respondents:	November 3 and 6, 2023*
Bids From Qualified Respondents Opened:	November 30, 2023, 2 p.m.
'Notice of Intent' to Award Construction Contract:	December 1, 2023
Award Construction Contract – City Council:	December 18, 2023
Notice to Proceed:	January 2, 2024
Intermediate Milestone #1 (Tree Removal)	February 28, 2024
Project Substantial Completion:	October 1, 2024
Project Final Completion:	October 31, 2024

*Bid solicitation and subsequent project milestones are estimates.

Site Location and Site Area

The Charbonneau Lift Station is located at the end of Illahee Dr. on tax lot 31W25 00308 in the northwest corner of the Charbonneau neighborhood.

Permitting and Franchise Coordination*City Approval:*

The City will obtain all necessary rights-of-way, easements, roadway permits and approvals necessary to proceed with the construction as contained within the respective project proposals.

Building Code:

The Contractor will be required to obtain building, mechanical, and electrical permits as necessary for the construction of the electrical building. (Electrical permits are issued by Clackamas County.)

Electrical Service Upgrade (Portland General Electric):

The Contractor will be required to construct and install exterior electrical improvements as necessary to upgrade each facility's existing electrical service. Coordination with and inspection and approval by Portland General Electric staff will be required.

Project Construction Plans

Project construction plans are made available to Respondents in an effort to show the scope of the work being proposed with this project. Respondents should review the

project construction plans to ensure that their provided example projects are similar in scope and type as to what is being proposed with this project. These plans have not yet been finalized and are for informational purposes only.

Project Financing

The City of Wilsonville will finance this project through our Sewer Operating Fund and Sewer System Development Charges.

Compensation

The City follows usual and customary process for monthly progress payments during construction.

Retainage

The City follows statutory requirements for collecting and releasing 5% retainage.

Owner's Representative

Inspection services and contract administration will be performed by Consor.

PROCUREMENT PROCESS

Selection Process

Selection will be based on qualifications demonstrated on projects of similar type, complexity, size, scope, budget, and schedule. **In order to be considered a 'responsible bidder', you must have experience with multiple, comparable, public projects.**

Respondents to the RFQ shall submit an SOQ application with the cover sheet marked indicating which project(s) they wish to be considered for, subject to the following guidelines:

An SOQ submitted by the Respondent will only be considered for related projects within their demonstrated abilities in determining 'responsible' status. Additional sheets may be necessary for, but not limited to, the following topics: organization, management style, supervision and comments. Submittals will be evaluated by a technical review committee consisting of staff representatives from the City of Wilsonville. The SOQ will be evaluated based on the following criteria:

Categories	Not		
	Acceptable	Acceptable	Incomplete
1) Organization of Construction Firm	_____	_____	_____
2) Public Works Management and Construction Experience	_____	_____	_____
3) Equipment List	_____	_____	_____
4) Financial Information and Capacity	_____	_____	_____
5) Public Works Contract Experience	_____	_____	_____
6) Authorized Employee	_____	_____	_____
7) Affidavit	_____	_____	_____

Result Accepted Not Accepted Incomplete

Each respective SOQ will be rated on an Accepted/Not Accepted/Incomplete grading schema. A grade of ‘not acceptable’ in any of the categories is grounds for grading the SOQ as ‘not accepted.’ The ratings for all review committee members will be totaled to determine the final score.

At its sole discretion, the technical review committee may reconvene and collectively review the scoring, making changes as the committee as a whole deems appropriate. Though original scoring is done on an independent member-by-member basis, the committee members may change their scores, as they deem appropriate as a result of the discussions during any collective meeting.

Based on the outcome of the review and scoring process, the technical committee will determine if a list of ‘responsible’ bidders can be made, based on the SOQ alone or if Respondents will be invited to participate in an interview process. If an interview process is implemented, each Respondent will be asked to present their qualifications and to answer questions.

At the completion of the technical committee review process, the Respondents determined to be ‘responsible’ will be invited to participate in the competitive bid process in accordance with ORS 279. Staff will then carry a recommendation to the City Council requesting that a construction contract be entered into. If the ‘lowest responsible bidder’ does not enter into a construction contract within the specified time, subsequently forfeiting the required bid guarantee, the firm submitting the second lowest bid will be deemed the ‘lowest responsible bidder’ and so on. The City also reserves the right to reject any or all submittals at its discretion with or without cause, and may waive any informalities or minor defects, as it deems appropriate.

Communications Protocol

All requests for information and clarifications shall be made directly to the project manager, Mike Nacrelli, P.E. Contact information is provided below. The City requests that potential respondents refrain from contacting City representatives other than the project manager. Direction of questions to other City staff or elected officials will not be viewed favorably.

Contact Person: Mike Nacrelli, P.E.
Address: 29799 SW Town Center Loop East
Wilsonville, OR 97070
Telephone number: 503-570-1540
Email: mnacrelli@ci.wilsonville.or.us

Complaint Process and Remedies

Prior to SOQ Submittal

Protests of any of the terms or conditions (procedural or substantive) of this RFQ shall be in writing and delivered to Mike Nacrelli, P.E., at the referenced addresses, no later than **5:00 p.m. on October 9, 2023**. Protests shall include sufficient information to enable the City to evaluate the protest and, if the City deems appropriate, amend the RFQ. It is the responsibility of the Respondent to inquire about, comment on, or clarify any requirement, provision, or feature of this RFQ that the Respondent disagrees with, does not understand, finds ambiguous, unclear, unfair, or likely to limit competition, within the time frame set forth above.

The purpose of this timing requirement is to permit the City an opportunity to correct any term or condition in the RFQ that may be unlawful, improvident, unduly restrictive of competition or otherwise inappropriate. By permitting corrections prior to the opening of the SOQs, much of the waste inherent in protests and in the possible rejection of all proposals should be minimized. To be considered, protests must be submitted within the time established herein or be completely waived by the protestor. The City shall not consider protests regarding the SOQ submittal process at a subsequent time.

Appeal of Qualification Status

All protests of the City's 'responsible bidder' decision by the Respondent must be submitted in writing to the project manager within three (3) business days (**5:00 pm on October 30, 2023**) after the receipt of said notice. Any protest not filed within this time period is waived. The protest must state clearly the basis for the protest and any legal authority in support thereof.

Promptly upon receipt of the appeal the City will, within ten (10) days, schedule a hearing before the City Council and City staff and will so notify the Respondent of the appropriate date and time. At such hearing, the protester and other interested parties will have the opportunity to appear and make an oral presentation of the basis for the protest. The City Council will either uphold or deny the protest and will set forth in

writing the reasons for the decision. If the protest is denied, the City will proceed as outlined herein.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS SUBMITTAL

General Instructions

This document and related information will be available for download on October 2, 2023 via <http://www.ci.wilsonville.or.us> (from Home Page, select Business tab, select Bids & RFPs, and then select the project from the list). The Statement of Qualifications must be received on or before **2:00 p.m., Local Time, Thursday, October 19, 2023**. SOQs received after this deadline will not be opened and will be returned unopened. The SOQ must be addressed and submitted to:

By Mail / Delivery:

City of Wilsonville
ATTN: Mike Nacrelli, P.E.
29799 SW Town Center Loop East
Wilsonville, OR 97070

The box or envelope must be clearly labeled as “Statement of Qualifications – Charbonneau Lift Station Rehabilitation project”. **Three (3) copies** of the SOQ are required. SOQs will not be opened publicly. The City will publish a list of respondents submitting SOQs and will distribute, via mail or fax, the list to all respondents within one (1) business day of the close of the SOQ submittal process.

No interpretation or clarification of the meaning of any part of the RFQ will be made orally by the City to any potential respondent. Requests for interpretation or clarification by any respondent must be made in writing to the project manager at the referenced address. Responses to requests for information will be provided to all recipients of the RFQ. Any and all such interpretations and supplemental instructions will be made in the form of written addenda that will be sent to all recipients of the RFQ and will become part of the RFQ. Any requested changes or clarifications to the SOQ must be received in writing by the project manager no later than **5:00 p.m., Local Time, on Monday, October 9, 2023**.

Intent to Submit

All contractors intending to submit a Statement of Qualifications shall submit applicable contact information to Candi Garrett via email at garrett@ci.wilsonville.or.us or via telephone at 503-682-4960 no later than **5:00 p.m. on Friday, October 13, 2023**. An RFQ Holder’s List will be posted on the website by October 16, 2023.

Statement of Qualifications Application Organization

The Statement of Qualifications Application is separated into the following sections:

1. Construction Firm(s)
2. Management and Construction Experience
3. Equipment List
4. Financial Information and Capacity
5. Public Works Contract Experience
6. Authorized Employee
7. Affidavit

Narrative and attachment pages are to be 8 ½ inches by 11 inches, and shall be bound into one volume with the Statement of Qualification application. A clear and concise presentation of information is encouraged with a cover letter signed by an authorized employee representative of the Respondent. Information to include:

Section 1 – Construction Firm(s)

The SOQ shall provide a brief description of the Respondent's firm. The description should include the type of contractor, type of work performed, size of the company, and general operating practices. **Include a description or an organization chart showing the roles, responsibilities and reporting relationships of key employees.**

The SOQ should also provide a brief description of the proposed sub-contractors to be used in the project. The information should include the type of work performed and experience working with the Respondent, and reporting relationships.

Section 1 Requirements

- 1.1 Brief description of the General Contractor's firm
- 1.2 Brief description of the proposed sub-contractors (if any).

Section 2 – Management and Construction Experience

SOQ's shall include examples of previous **municipal wastewater pump station** projects of similar scope, type, contract value, and schedule undertaken by the Respondent and completed for local government agencies.

For the Respondent to be considered as a contractor for this project, a minimum of three (3) **publicly funded** projects successfully completed within the last five (5) years must have been for contract amounts of **\$1,000,000** or more for local government agencies. (A Respondent may list additional years of experience in other types of work or as a sub-contractor, but only after listing experience to show that the minimum requirement is met.)

The SOQ shall identify one or more individuals in the Respondent's proposed firm who held responsible positions on each cited example and explains the position. The statement should also include owner, architect/engineering firm references for each project cited, including address, phone, and fax numbers.

For the Respondent to be considered for acceptance as a contractor for this project, the Respondent must demonstrate a minimum of three (3) consecutive years' experience as a general contractor in successfully executing work of the type specified. A Respondent may list additional years of experience in other types of work or as a sub-contractor, but these years must be in addition to the minimum number of years required as a general contractor on work similar to this project and must be listed after the minimum specified experience as a general contractor.

The Respondent shall list the company's and its owner's relevant construction experience. The principal contact person shall be clearly identified in this section, including, address, phone number, fax number, and email address.

Section 2 Requirements

- 2.1 Classes of work.
- 2.2 Anticipated major sub-contractors.
- 2.3 List ten major projects Respondent has undertaken in the last five years.
- 2.4 How many years has Respondent been in business under present name?
- 2.5 How many years' experience in construction work has Respondent had?
- 2.6 Indicate Respondent's principal contact person for this application.
- 2.7 What is the construction experience of all owners, etc., in Respondent's organization?
- 2.6 Indicate contractor's licenses or registration numbers held as required by Oregon Statutes.
- 2.7 What is the construction experience of all owners, etc., in Respondent's organization?
- 2.8 Indicate contractor's licenses or registration numbers held as required by Oregon Statutes.

Section 3 – Equipment List

Section 3 Requirements

- 3.1 List Equipment owned by applicant.
- 3.2 Does applicant intend to rent equipment? If so, provide a general description.

Section 4 – Financial Information and Capacity

***NOTE:** Evidence of bonding capacity and either Minimum or Detailed Financial information must be submitted by the Respondent to be considered for acceptance.*

The SOQ shall include evidence that the Respondent's current surety bonding capacity is equal to or in excess of **\$2,000,000** for the Charbonneau Lift Station Rehabilitation project. This evidence may be in the form of a letter from a licensed bonding company or from an agent representing such a company.

The qualification statement shall indicate the firm's form of business: single entity, joint venture, and association of contractors or other. The qualification statement shall also list other financial interests in the company.

A minimum or a detailed financial report from the Respondent is required for consideration of acceptance for this project. See the "SUMMARY OF PREQUAL COMPARABLE PROJECT REQUIREMENTS" on Page 15 of this RFQ document.

If Minimum Financials are required:

Minimum financial report attachments should include: a Letter of Credit, a bank reference and credit references.

If Detailed Financials are required:

Detailed financial report attachments should include a copy of the Respondent's annual financial statement, audited if available, for the most recent three (3) years, and the quarterly updates since the most recent annual financial statement. If the Respondent is a joint venture, the statement should include similar information for each member of the joint venture. If the Respondent is not a public company, this financial information will be held in confidence and the City Attorney, City's Finance Director, and/or the City Engineer will examine it. If this information is to be held as confidential, please include it in a second sealed envelope clearly marked as such.

Section 4 Requirements

- 4.1 Indicate the total amount of work, expressed in dollars, which the applicant can be bonded for at one time.
- 4.2 Indicate the firm's form of business.
- 4.3 List those individuals, companies or corporations owning 10% or more of applicant's firm.
- 4.4 List any organization, owned or controlled by the applicant, its officers, directors, partners and anyone owning at least 10% interest in the firm, or in which the applicant was or is an officer, director, partner, doing business in Oregon under another name.

- 4.5 List all other personnel in applicant's organization who have a financial interest in or serve as officers or partners in another firm pre-qualified to bid in this or another state.

Section 5 – Public Works Contract Experience

The Respondent shall list the company's experience with regards to fulfilling public works contracts.

The qualification statement should also disclose any unpaid judgments against the Respondent and/or any disputed or unadjudicated claims in excess of \$5,000. If the Respondent is not a public company, this information will be held in confidence and the City Attorney, City's Finance Director, and/or the City Engineer will examine it. If this information is to be held as confidential, please include it in a second sealed envelope clearly marked as such.

Section 5 Requirements

- 5.1 Is your firm currently certified by the State of Oregon as a Disadvantaged Business Enterprise (DBE)?
- 5.2 Have you ever been denied qualification by any state, local or federal agency in this or any other state?
- 5.3 Have you ever been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any State Law or Federal Law?
- 5.4 Has any officer or partner of the applicant ever applied for qualification or Public Works contract with the City of Wilsonville under a different name?
- 5.5 Has the applicant ever failed to complete a state, local or federal public improvement (works) contract?
- 5.6 Has any officer or partner of the applicant ever been found in breach of a local, state or federal contract?
- 5.7 Does the Respondent have any unpaid judgments and/or unadjudicated claims in excess of \$5,000?

Section 6 – Authorized Employee Representative of the Respondent

By submitting a Statement of Qualifications for the Project, Respondent expressly represents that they have taken no exception to any term, condition, obligation or requirement of the RFQ that is not clearly and expressly stated in their SOQ.

Respondents further represent that they are an Authorized Employee Representative of the Respondent and will report immediately to the City in writing any errors, inconsistencies, ambiguities, terms that limit competition, or terms that are otherwise unlawful that they discover in the RFQ.

Section 7 – Affidavit

Fill out appropriate sections.

AFFIDAVIT:

STATE _____)
OF _____)

ss.

County of _____)

I, _____ being first sworn, state that I am _____ (Title) of the applicant herein and that the statements made in this application are true and I acknowledge that any false, deceptive or fraudulent statements on the application or at a hearing will result in the denial of qualification, and may subject me to charges of false swearing or perjury; should there be any subsequent material reduction in applicant's ability to carry out any project for which applicant desires to submit a bid; applicant will give written notice of such change to the designated officer to whom this application is submitted at least ten days prior to the bid opening and that it is understood that such notice may change the eligibility of applicant to submit the bid.

Original Signature Title

Subscribed and sworn to before me this _____ day of _____, 2023.

Original Notary Public Signature

My commission expires _____

SUMMARY OF PREQUAL COMPARABLE PROJECT REQUIREMENTS

Project Range	Engineer's Estimate is between:		Listed projects must be at least*:	Financial Requirement --s	Is BOLI Required ?	Contractor Selection Process
	Low	High				
A	-	5,000	N/A	N/A	No	Solicit contractor direct. No competitive bids required.
B	\$5,000	\$25,000	N/A	N/A	No	Solicit contractors direct to obtain at least 3 informal quotes.
C	\$25,000	\$75,000	N/A	N/A	Yes	Solicit contractors direct to obtain at least 3 informal quotes.
D	\$75,000	\$250,000	\$60,000	Minimum	Yes	Formal pre-qualification & competitive bids.
E	\$250,000	\$500,000	\$200,000	Minimum	Yes	Formal pre-qualification & competitive bids.
F	\$500,000	\$750,000	\$400,000	Minimum	Yes	Formal pre-qualification & competitive bids.
G	\$750,000	\$1,000,000	\$600,000	Minimum	Yes	Formal pre-qualification & competitive bids.
H	\$1,000,000	\$1,500,000	\$800,000	Minimum	Yes	Formal pre-qualification & competitive bids.
I	\$1,500,000	\$2,500,000	\$1,200,000	Minimum	Yes	Formal pre-qualification & competitive bids.
J	\$2,500,000	\$4,500,000	\$2,000,000	Minimum	Yes	Formal pre-qualification & competitive bids.
K	\$4,500,000	\$7,500,000	\$3,600,000	Minimum	Yes	Formal pre-qualification & competitive bids.
L	\$7,500,000	Unlimited	\$6,000,000	Detailed	Yes	Formal pre-qualification & competitive bids.

Notes

Lower limit dropped to 80% of Engineer's Estimate range to allow growing businesses the opportunity to compete for larger projects.