



REQUEST FOR QUALIFICATIONS

West Side Level B Reservoir and Tooze Rd. Transmission Main
(Project #1149/1150/1151)

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 March 15 and 18, 2024

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

Subject: Request for Statement of Qualifications (SOQs) from firms to construct civil, structural, mechanical, and electrical improvements associated with the West Side Level B Reservoir and Tooze Rd. Transmission Main 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 West Side Level B Reservoir and Tooze Rd. Transmission Main project.

The estimated project cost is in the range of **\$11,000,000 to \$14,000,000**.

The City's purpose in using this process will be to determine "responsible bidders" for the West Side Level B Reservoir and Tooze Rd. Transmission Main 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 City of Wilsonville is constructing a new seismically resilient reservoir and transmission line to increase overall water storage capacity to support growth and provide an additional water supply in the event of an emergency.

The project supplements four existing water storage tanks currently operated by the City and will be constructed on City-owned property on SW Tooze Road in unincorporated Clackamas County. The water transmission line will connect the new reservoir to the City's existing water system.

See the project 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 West Side Level B Reservoir and Tooze Rd. Transmission Main project. Improvements include installation of a new 3-million-gallon AWWA D110-Type 1 pre-stressed concrete water storage reservoir, associated piping/valves/vaults, electrical and communications systems, onsite stormwater management, access driveway, landscaping and screening, and 4,000 linear feet of 24-inch water transmission line, plus other miscellaneous work as shown on the drawings. Contractor shall have experience in similar municipal water storage tank and transmission main projects.

The estimated project cost range for the improvements is **\$11,000,000 to \$14,000,000**.

Project Schedule Milestones

Request for Qualifications 1st Advertisement:	March 15, 2024
Request for Qualifications 2 nd Advertisement:	March 18, 2024
Clarifications/Complaints/Protests	March 25, 2024, 5 p.m.
Intent to Submit Qualifications Due:	March 29, 2024, 5 p.m.
Statement of Qualifications Due:	April 4, 2024, 2 p.m.
Statement of Qualifications Evaluated:	April 11, 2024
Respondents Notified of Evaluation Results:	April 12, 2024
'Notice of Evaluation' Result Appeal Due:	April 19, 2024, 5 p.m.

Provided no appeal is received:

Solicit Bids from Qualified Respondents:	April 29 and May 1, 2024*
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Bids From Qualified Respondents Opened:	May 23, 2024, 2 p.m.
'Notice of Intent' to Award Construction Contract:	May 24, 2024
Award Construction Contract – City Council:	June 17, 2024
Notice to Proceed:	July 1, 2024
Project Substantial Completion:	August 30, 2025
Project Final Completion:	September 30, 2025

*Bid solicitation and subsequent project milestones are estimates.

Site Location and Site Area

The West Side Level B Reservoir will be constructed at 12771 SW Tooze Rd. This new reservoir will be connected by 4000 LF of new 24-inch transmission main to an existing vault at the intersection of SW Tooze Rd. and SW Westfall Rd. All construction will be located in unincorporated Clackamas County.

Permitting and Franchise Coordination

Clackamas County Approval:

The City will obtain the building, grading, erosion control, and development permits necessary to proceed with the construction as contained within the respective project proposals. The City will submit permit applications and pay associated fees.

The Contractor will be responsible for obtaining the required electrical permit, including the application submittal and payment of associated fees.

Electrical Service Upgrade (Portland General Electric):

The Contractor will be required to construct and install exterior electrical improvements as necessary to upgrade the existing site 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 Water Operating Fund and Water 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	Acceptable	Not 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 March 25, 2024**. 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 April 19, 2024**) 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 March 15, 2024 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, April 4, 2024**. 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 – West Side Level B Reservoir and Tooze Rd. Transmission Main 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 March 25, 2024**.

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 March 29, 2024**. An RFQ Holder's List will be posted on the website by April 1, 2024.

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, if known. 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 known).

Section 2 – Management and Construction Experience

SOQ's shall include examples of previous 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 ten (10) years must have been for contract amounts of **\$6,000,000** 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 general 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.
- 2.9 Reservoir Contractor SOQ (Indicate whether general contractor or subcontractor.)
- 2.10 Reservoir Pre-Stressor SOQ (Indicate whether general contractor or subcontractor.)
- 2.11 Water Main Contractor SOQ (Indicate whether general contractor or subcontractor.)
- 2.12 Earthwork Contractor SOQ (Indicate whether general contractor or subcontractor.)

The same subcontractor SOQs for specific categories of work may be included with the SOQ Application submitted by more than one general contractor Respondent.

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 **\$14,000,000** for the West Side Level B Reservoir and Tooze Rd. Transmission Main 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 _____, 2024.

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.