

ADDENDUM #1
Issue Date: October 10, 2024

Green Area Water & Sanitary Authority
Request for Proposals (RFP)
Water & Sanitary Master Plan Updates
and Engineer of Record Services

Make note of the following changes and additions to the request for proposals document. ~~Strike-Through~~ indicates “DELETE” and **RED TEXT indicates “INSERT”.**

Revisions include the following:

4.2.3 – Engineer of Record Services

The Authority’s goals for the Engineer of Record (EOR) services include:

- Provide ongoing technical support to the Authority Board of Directors and staff as needed.
- Function as an extension of Authority staff to coordinate, support and respond to planned and unplanned events in a manner that helps sustain ongoing reliability, efficiency and effectiveness of the Authority’s water and sanitary systems.
- Successfully manage implementation of capital improvement projects identified in the water and sanitary capital improvement plans.

It is the intent of GASWA to enter into an initial three (3) year agreement for EOR services with the option to renew for up to an additional two (2) years. The projects and assignments authorized under the EOR work element will vary in size and scope. This work is anticipated to include both general engineering and support services and project-specific assignments. Within this structure, anticipated assignments may include:

Please review the attached supplemental information, which is intended to communicate pertinent details to all document holders and interested parties. **It does not alter the procurement document requirements in any manner:**

- I. Q & A from questions submitted by email and pre-proposal conference as identified in Item II below.
 - II. Sign-in sheet from the mandatory pre-proposal conference held Thursday, October 1, 2024, at 2:00 PM at the GAWSA office, 4336 Old Highway 99 S, Roseburg, OR 97471.
 - III. PowerPoint Presentation slides from mandatory pre-proposal conference.
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Section 4.2.2 – Wastewater Collection System Master Plan Update

Q1: Item #6 in relation to Infiltration and Inflow states: “evaluate existing available data to assess the significance of existing infiltration and inflow”. Can data from the 2006 Wastewater Collection System Master Plan be trusted to provide accurate information?

A1: The data contained in the 2006 Wastewater Collection System Master Plan should be used as a starting point. Additions have been well documented, however there is no current flow study. Estimated services to “identify recommended improvements and program strategies to reduce I&I as needed” should be included in the proposal response.

Section 4.2.3 – Engineer of Record Services

Q2: In Section 4.2.3, the last paragraph states the following:

“The EOR shall provide all services to the Authority in a timely manner, without unreasonable delays and must be readily accessible for in-person meetings, if requested. In general, EOR services are not a remote work assignment and the EOR’s office must be located within an **acceptable travel time to the Authority’s office.**”

What is considered an acceptable travel time to the Authority’s office?

A2: We are asking proposers to describe how they will provide services within a "reasonable travel time".

Reference Section 5.2 - Proposal Content

Item 2 - Qualifications of Proposer:

c. Overview of Proposer’s capabilities and experience related to:

- Preparation of water system master plans
- Preparation of sanitary collection system master plans
- Planning, design and cost estimating for water system and sanitary collection system improvement projects
- Delivery of engineer of record services for comparable sized public agencies
- **Anticipated availability and travel time (under typical conditions) for key team members to attend in-person, on-site meetings with Authority staff**
- Other areas the proposer feels are critical to the success of the project

This is where we anticipate proposers will address the issue of "acceptable travel time".

How proposers do this is up to them. This is a minor element of the overall "Qualifications of Proposers" criteria, which is weighted at 15 points (reference section 6.3 Proposal

Evaluation Criteria). It is not a "pass or fail" question.

Q3: What is the time frame for the EOR services? The RFP was not clear on how long the contract would be for.

A3: See revision to 4.2.3 – Engineer of Record Services included in this addendum.

Reminder: Be certain to note receipt of this and any subsequent addenda on the RFP “Proposer Certifications & Representations” form (Appendix B). Acknowledgment of this addendum is a mandatory requirement. Responses received without acknowledging all addenda may be considered non-responsive.

Greg James
Project Advisor
Senior Consultant
SDAO

Green Area Water & Sanitary Authority

Mandatory Pre-Proposal Conference Attendance

Tuesday, October 1, 2024, 2:00 PM

Proposal Name: **Water & Sanitary Master Plan Updates
and Engineer of Record Services**

As outlined in the solicitation document, attendance at the pre-bid conference is a **mandatory condition of responding**. PRINT YOUR INFORMATION BELOW.

*Please Identify the representative to add to the notification list relating to future communications pertaining to this solicitation.

- | <u>Company Name & Address</u> | <u>Phone #
Cell #</u> | <u>*Representative(s) & E-mail Address</u> |
|--|--|--|
| 1) <u>THE DYER PARTNERSHIP</u>
<u>759 W. CENTRAL AVE</u>
<u>SUTHERLIN, OR 97479</u> | <u>(541)784-5095</u> | <u>TYLER J MOUTARE, tmoutare@dycorp.com</u> |
| 2) <u>WATER SYSTEMS CONSULTING</u>
<u>4640 S MACADAM</u>
<u>SUITE 110</u>
<u>PORTLAND, OR 97239</u> | <u>(503)387-7300</u> | <u>JASON RICE jrice@wsc-inc.com</u>
<u>Pat Finn pfinn@wsc-inc.com</u> |
| 3) <u>Adkins Engineering and Surveying</u>
<u>1435 Esplanade Ave</u>
<u>Klamath Falls OR 97603</u> | <u>541-884-4666</u>
541-884-4666 | <u>Sandy King</u>
<u>sking@adkinsengineering.com</u> |
| 4) Anders Rasmussen
<u>SHN</u>
<u>803 Main St, Ste 401</u>
<u>Klamath Falls OR 97603</u> | <u>541-827-7855</u> | <u>Anders Rasmussen</u>
<u>arasmussen@shn-engr.com</u> |
| 5) <u>SHN</u>
<u>275 Market Ave</u>
<u>Coos Bay, OR 97420</u> | <u>(503)4222827</u> | <u>Luc Friedenfels</u>
<u>L.Friedenfels@SHN-Engr.com</u> |

Green Area Water & Sanitary Authority

Mandatory Pre-Proposal Conference Attendance

Tuesday, October 1, 2024, 2:00 PM

**Proposal Name: *Water & Sanitary Master Plan Updates
and Engineer of Record Services***

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	<u>Company Name & Address</u>	<u>Phone # Cell #</u>	<u>*Representative(s) & E-mail Address</u>
6)	CIVIL WEST 486 E STREET CROSS BAY OR 97420	707-484-302	Will Dawson Wdaws@civilwest.com
7)			
8)			
9)			
10)			



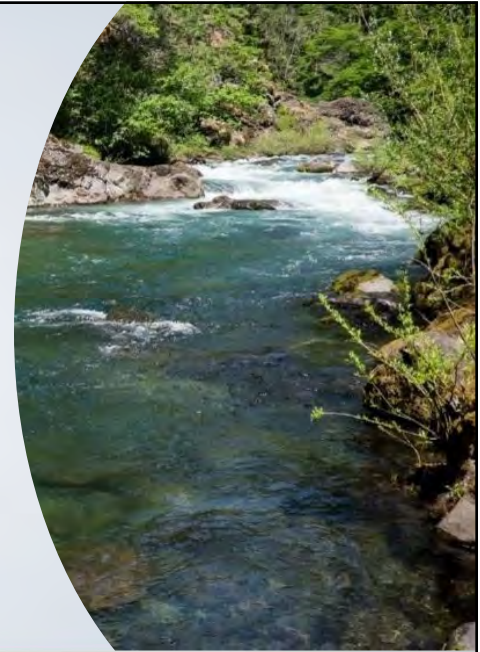
Request for Proposals Water & Sanitary Master Plan Updates and Engineer of Record Services

Pre-proposal Meeting

October 1, 2024 @ 2:00 PM

David Campos - General Manager

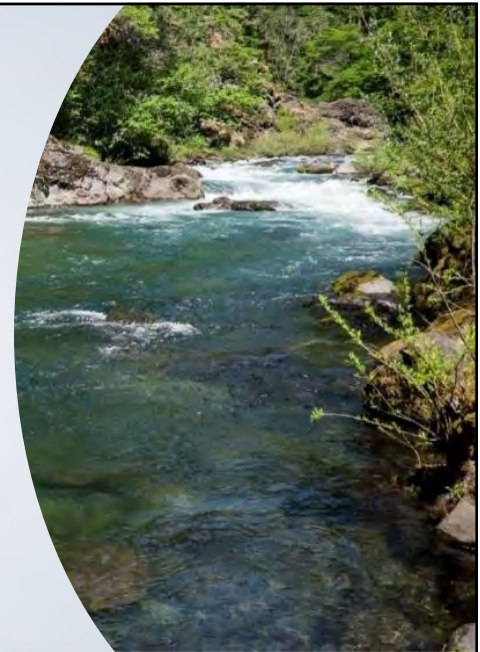
Greg James, SDAO Project Advisor



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Today's Topics



- Introductions
- Meeting Instructions
- Project Background
- Anticipated Scope of Work
- Proposal Requirements
- Q&A / Discussion



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Today's Topics


- Introductions
- **Meeting Instructions**
- Project Background
- Project Vision
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Meeting Instructions

- This is a Mandatory Meeting
 - At least 1 representative from each Proposer
 - Prime consultant only ... subs need not attend
 - **Everyone must sign in**
- Meeting is informational – does not change requirements of the RFP
 - Any changes to RFP will be made by addendum
- Notify Project Advisor of interest to receive updates & addenda
 - Indicate on sign-in sheet or via email to gjames@sdao.com
- GAWSA will issue an addendum including:
 - Pre-Proposal meeting sign-in list & presentation handouts
 - Summary of Q&A
- Contact gjames@sdao.com with specific questions regarding RFP



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Meeting Instructions

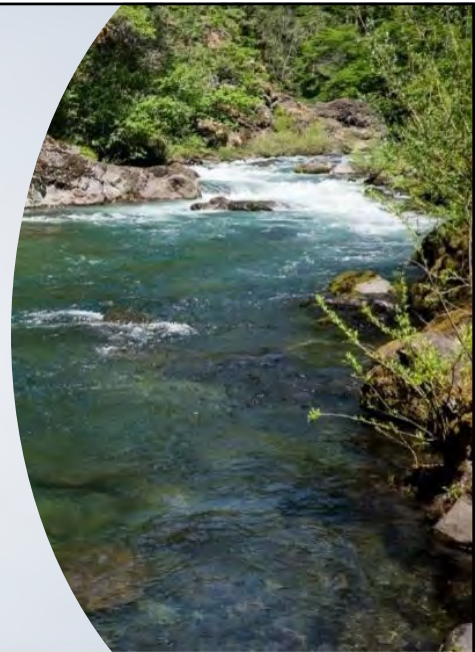
- Optional Authority Representative Meeting
 - Each project team, at its option, may request one (1) meeting with Authority representatives, prior to submitting a proposal
 - The meeting must be scheduled through the Authority's Project Manager and **must occur no later than fourteen (14) calendar days prior to the Proposal Due Date (by October 9th, 2024)**
 - Time allotted for this meeting is one (1.0) hour for each team
 - All other contact with Authority representatives, including Board members, and staff is prohibited.
- Notify Project Manger to Request Authority Representative Meeting
 - Via email to Dave Campos at dcampos@gawsa-or.org



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- Introductions
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Green Area Water & Sanitary Authority

- In 2020, voters in the Roberts Creek Water District (RCWD) and Green Sanitary District (GSD) service areas approved the formation of the Green Area Water & Sanitary Authority (GAWSA) to replace the two districts.
- GAWSA now seeks engineering services to prepare updates to the water and sanitary master plans previously prepared for RCWD and GSD to ensure that infrastructure and resources are available to provide stable, high-quality water and sanitary services well into the future.
- The Authority also intends to identify an Engineer of Record to provide ongoing design and implementation support for capital improvement projects identified in the plan updates.



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Today's Topics

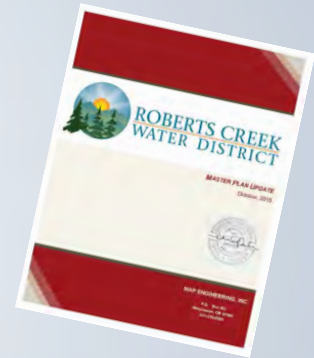
- Introductions
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Water System Master Plan Update

- Prepare a comprehensive update to the RCWD Master Plan Update (MAP Engineering October 2015)
- Identify the anticipated cost and priority for water system improvements needed to correct current and future deficiencies and establish a plan for implementation of water system improvements over a 20-year planning period.
- Satisfy applicable planning requirements for a public water system as established by the Oregon Health Authority Drinking Water Program (OHA-DWP) and the Oregon Water Resources Department (OWRD), including a seismic risk assessment and mitigation plan (ref OAR 333-061-0060(5)(J)).



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Anticipated Scope of Work

The WSMP Update shall encompass all elements of the GAWSA water system, including but not limited to water supply, treatment, transmission, storage, distribution, and regulatory compliance.

Anticipated tasks within the work element for the WSMP Update include:

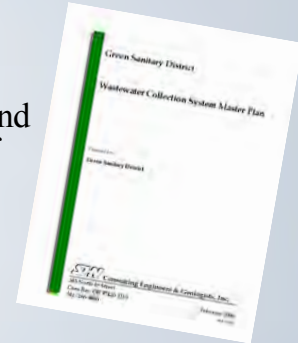
- Policy and Performance Criteria
- Population Projections and Demand Forecasts
- Documentation of Existing System
- Hydraulic Model Development and Calibration
- Evaluate Distribution System Performance
- Water Supply Planning
- Water Quality and Regulatory Compliance
- Seismic Risk Assessment and Mitigation Plan
- Capital Improvement Plan



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Wastewater Collection System Master Plan Update

- Prepare a comprehensive update to the GSD Wastewater Collection System Master Plan Update (SHN Consulting Engineers & Geologists, February 2006)
- Identify the anticipated cost and priority for wastewater collection system improvements needed to correct current and future deficiencies to establish a plan for implementation of the system improvements over a 20-year planning period.
- Identify projected flows and loadings to the Authority's jointly owned wastewater treatment plant to facilitate planning for future improvements to the treatment plant.
- Satisfy applicable planning requirements for a public wastewater collection system as established by the Oregon Department of Environmental Quality (ref OAR Chapter 340).



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Anticipated Scope of Work

The WCSMP Update shall encompass all elements of the GAWSA wastewater collection system, including but not limited to sanitary sewers, pump stations, force mains, related facilities, regulatory compliance for the collection system, and identification of the Authority's share of projected flow and loading to the Authority's jointly owned wastewater treatment plant. The WCSMP Update excludes planning for improvements to the existing wastewater treatment plant.

Anticipated tasks within the work element for the WCSMP include:

- Policy and Performance Criteria
- Population Projections and Demand Forecasts
- Documentation of Existing System
- Hydraulic Model Development and Calibration
- Evaluate Collection System Performance
- Infiltration and Inflow
- Regulatory Compliance
- Capital Improvement Plan



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Engineer of Record Services

- Provide ongoing technical support to the Authority Board of Directors and staff as needed.
- Function as an extension of Authority staff to coordinate, support and respond to planned and unplanned events in a manner that helps sustain ongoing reliability, efficiency and effectiveness of the Authority's water and sanitary systems.
- Successfully manage implementation of capital improvement projects identified in the water and sanitary capital improvement plans.

The projects and assignments authorized under the EOR work element will vary in size and scope. This work is anticipated to include both general engineering and support services and project-specific assignments.



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Anticipated Scope of Work

General Engineering and Support Services

- The projects and assignments authorized under the EOR work element will vary in size and scope. This work is anticipated to include both general engineering and support services and project-specific assignments.
- These assignments are anticipated to be routine and administrative in nature, have a poorly defined scope, and may have little to no advance notice
- General Engineering and Support Services will be provided on a time and materials basis. At the time the service is requested, to the extent practicable, the EOR shall provide the General Manager a preliminary estimate of the time and resources required to complete the assignment. The authorization of such an assignment will be subject to informal (e.g., email) advance approval by the General Manager or their designee



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Anticipated Scope of Work

Project-Specific Assignments

These assignments are anticipated to have a defined scope of work, are relatively larger in scale, or for any other reason the Authority makes a project-specific assignment. .

Project-Specific Assignments will be provided on a task order basis. Upon request from the General Manager the EOR shall prepare a detailed written proposal describing the scope of work, schedule, and cost proposal. Authorization of Project-Specific Assignments will be subject to written advance approval by the Board of Directors, General Manager, or their designee. The EOR will track project costs for the task order with an independent project number separate from General Engineering services.

The EOR shall provide all services to the Authority in a timely manner.



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Anticipated Scope of Work

Budget

- The Authority's professional services budget for preparation of updates to the water and sanitary system master plans is approximately \$175,000
- Proposers are encouraged to suggest changes to scope of work to achieve CU's anticipated budget and goals for the project
- The Authority's professional services budget for EOR services will be established on a task order basis for each Engineer of Record project assignment authorized by the Authority.



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Anticipated Scope of Work

Schedule

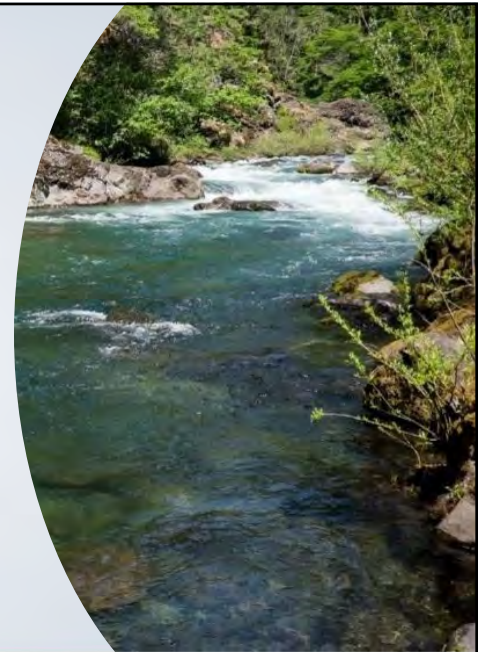
- The Authority intends that updates to the water and sanitary master plans will be complete within nine (9) months following issuance of notice to proceed by the Authority. In addition, the Proposer shall provide a preliminary draft list of capital improvement projects, as outlined in Section 4.2, Scope of work, by no later than May 1, 2025, to assist the Authority's budget and rate planning.
- The schedule for EOR services will be established specific for each assignment or task order and subject to the terms established in the final Professional Services Agreement.



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Proposal Requirements

- Procurement Schedule per RFP
 - Deadline to submit questions: October 8, 2024 at 5:00 PM
 - **Proposals must be received by October 23, 2024 at 2:00 PM**
 - Goal for board approval of contract award at November 14, 2024 meeting
- Proposal Format and Content per RFP Section 5
- **Include six (6) printed copies & one (1) digital copy on USB drive per RFP Section 3.1**
- Submit in sealed envelope or package to:
David Campos, General Manager
Green Area Water & Sanitary Authority
4336 Old Highway 99 S,
Roseburg, OR 97471



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Proposal Requirements



- DO NOT INCLUDE FEE PROPOSAL in Proposal Response
- Evaluation criteria and maximum points per RFP
- Interviews of up to three highest-ranked firms scheduled at GAWSA's discretion, minimum 3 days notice prior to interview(s)
- Fee Proposal to be submitted by highest ranked finalist ONLY within 3 days of Notice of Intent to Negotiate per RFP Section 6.5



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Q&A / Discussion

GAWSA – Project Manager
David Campos, General Manager

- dcampos@gawsa-or.org

SDAO – Project Advisor (for questions on RFP, proposal, process)
Greg James, Senior Consultant

- gjames@sdao.com
- 541-914-1116



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