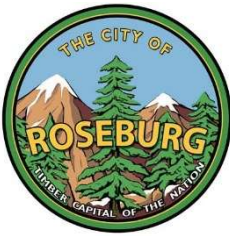


City of Roseburg  
Public Works Department – Engineering Division  
900 SE Douglas Avenue  
Roseburg, Oregon 97470



# REQUEST FOR QUALIFICATIONS

## FOR

# CONSULTING SERVICES

**RFQ NO. PW-26-01, *WATER SYSTEM MASTER PLAN***

**ISSUE DATE:** November 7, 2025

**SUBMISSION DUE DATE:** December 18, 2025, 2:00 P.M. (Pacific Time)

Public Works Director ..... Ryan Herinckx  
City Engineer..... Daryn Anderson, P.E.  
Project Engineer..... Jesten Brenner, P.E.

For More information regarding the Request for Qualifications,  
email [info@roseburgor.gov](mailto:info@roseburgor.gov)



**CITY OF ROSEBURG  
REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES**

**WATER SYSTEM MASTER PLAN  
RFQ NO. PW-26-01**

**NOTICE IS HEREBY GIVEN;** the City of Roseburg is requesting sealed Statement of Qualifications (SOQ) from qualified persons to provide engineering services for the development of a Water System Master Plan. Interested parties will be provided sufficient information to prepare and submit qualifications for consideration by the City. It is the City's intent to select the most advantageous based on the evaluation criteria set forth in the Request for Qualifications (RFQ) packet. A copy of the RFQ packet may be downloaded from the City's website at [www.cityofroseburg.org](http://www.cityofroseburg.org).

All SOQs must be submitted by paper or electronically via email. SOQs received in paper format must be sealed, clearly marked Engineering Services - RFQ No. **PW-26-01**, 2:00 p.m., **Thursday December 18, 2025**, and received in the City Manager's Office at Roseburg City Hall by the above specified date and time. SOQs received electronically via email must be sent to Amy Nytes, City Recorder at [bids@roseburgor.gov](mailto:bids@roseburgor.gov), and be clearly marked in the subject line of the email Engineering Services - RFQ No. **PW-26-01**, 2:00 p.m., **Thursday December 18, 2025**, and received by the above specified date and time. Any SOQs received after that date and time, or not submitted in the proper manner, will be returned without further consideration.

The City reserves the right to reject any and all SOQs received as a result of this RFQ, to waive any irregularities and to accept the SOQ deemed to be in the best interest of the City. Preparation and submission of a SOQ is at the Proposer's sole risk and expense.

  
\_\_\_\_\_  
~~Amy Nytes, City Recorder, AIC~~  
Autumn David

**Dated this 7<sup>th</sup> day of November 2025**

**Posted on the City's Website this 7<sup>th</sup> day of November 2025**

**CITY OF ROSEBURG  
REQUEST FOR QUALIFICATIONS FOR  
ENGINEERING SERVICES - RFQ NO. PW-26-01**

**GENERAL REQUIREMENTS AND INSTRUCTIONS TO PROPOSERS**

**1. GENERAL INFORMATION.** These general requirements and instructions have been written to describe the development of a Water System Master Plan for the City of Roseburg, more particularly described in the Request for Qualifications (RFQ) Exhibit “C” for Water System Master Plan development.

This RFQ is intended to provide interested persons (herein referred to as Proposers) with sufficient information to prepare and submit Statement of Qualifications (SOQ) for consideration by the City. It is the City’s intent to select the most advantageous SOQ based on the evaluation criteria set forth in this RFQ.

The City will use a procurement and selection method based upon competitive procedures for qualifications based selection (QBS). Responses to this RFQ will be reviewed, scored, and ranked according to the criteria defined herein, and in accordance with Oregon Administrative Rules 137-048-0220. The most qualified proposers from the initial review will be asked to provide a pricing proposal for a secondary review and subsequent scoring. The secondary review and scoring will account for 15% of the total review score.

The City reserves the right to reject any and all SOQs received as a result of this RFQ prior to the execution of a contract upon a finding that it is in the public interest to do so. Preparation and submission of a SOQ is at the Proposer’s sole risk and expense.

SOQs and all accompanying documents will become the property of the City and will not be returned. See Section 15 of this RFQ, entitled “Public Records”.

This RFQ contains and incorporates the following:

Exhibit “A”	SOQ Form
Exhibit “B”	Contract for Engineering Services, including City’s Standard Contract Provisions
Exhibit “C”	Description of Services
Exhibit “D”	Minimum Qualifications
Exhibit “E”	Evaluation Criteria

**2. FORM OF SOQ.** SOQs are to be based on and submitted in accordance with the instructions contained in this RFQ. The City may change these instructions at any time prior to the Solicitation Closing by addendum as provided in Section 6 of this RFQ. Proposers are responsible for responding to all addenda.

**3. POINT OF CONTACT.** The City Manager's office is the point of contact for this RFQ. With the exception of questions relating to technical aspects of the services to be provided (see following Section 4), all correspondence pertaining to this RFQ should be directed to Amy Nytes, City Recorder, 900 S.E. Douglas Avenue, Roseburg, OR 97470 or [info@roseburgor.gov](mailto:info@roseburgor.gov). The City Manager's Office may be contacted by calling 541-492-6866.

**4. TECHNICAL CLARIFICATIONS, REQUESTS FOR CHANGES.** Questions regarding specific technical aspects of the service requested by this RFQ or seeking clarification concerning this RFQ may be directed to Project Engineer Jesten Brenner PE, or City Engineer, Daryn Anderson PE, by calling 541-492-6730. No oral clarification will be binding on the City. The City will be bound only by this RFQ and any written addendum issued hereunder.

Requests for changes to this RFQ, including requests for changes in any of the exhibits to this RFQ must be submitted in writing to the City Recorder not later than ten calendar days prior to the date of the Solicitation Closing. The request must include a statement of the requested changes and the reason therefore. The request shall be marked as a "Request of Change in RFQ" and specify the RFQ Number set forth in the caption to this RFQ. Written request may be delivered by mail or by confirmed e-mail. The City will respond to all written requests for changes, in writing, within five days of receipt of such request.

If inquiries, comments or requests for changes raise issues that require clarification or a modification to this RFQ, the clarification or modification will be made by written addendum as provided in Section 6 of this RFQ.

**5. SCHEDULE OF EVENTS.** The following schedule of events shall be followed for this RFQ.

Solicitation Starting Date (RFQ Available)	November 07, 2025
Last Date for Addenda to be issued:	December 12, 2025
Submission of Written Submittals Due by:	December 18, 2025, 2:00 p.m.
RFQ Review Period	December 19 - 31, 2025
Short List Announcement; Request Pricing Proposals	January 05, 2026
Pricing Proposals Due By:	January 16, 2026, 2:00 p.m.
Pricing Proposals Review Period	January 17 - 30, 2026
Interviews (as needed)	February 02 - 05, 2026
Completion of Evaluation	February 06, 2026
Public Works Commission Approval	February 12, 2026
Notice of Intent to Award	February 13, 2026
City Council Approval	February 23, 2026
Notice of Award	February 24, 2026

If the City receives a request for change or protest from a Proposer in accordance with the instructions in this RFQ, the City may extend the Solicitation Closing date as necessary to consider whether to issue an addendum. The City also reserves the right

to delay any of the dates set forth above, if it is determined to be in the best public interest to do so. The addendum shall become effective upon execution by the City.

**6. ADDENDUM TO THE REQUEST FOR QUALIFICATIONS.** In the event it becomes necessary to revise any part of this RFQ prior to the Solicitation Closing, an addendum will be provided to all Proposers who have requested and received a copy of this RFQ. Receipt of an addendum must be acknowledged by signing and returning the document with the SOQ. Proposers may protest requirements of this RFQ by submitting a request for change, in accordance with Section 4 of this RFQ. No addendum will be issued less than four (4) business days prior to the date of the Solicitation Closing.

**7. FORMAT OF SUBMITTAL.** SOQs must contain the information specified in Section 8 of this RFQ. SOQs must be submitted with the SOQ form cover sheet attached hereto as RFQ Exhibit "A." A SOQ should provide a concise description of the Proposer's ability to satisfy the requirement of this RFQ, and the contract attached hereto as Exhibit "B", along with the City's Standard Contract Provisions attached as an exhibit to such contract. **The length of the SOQ shall not exceed 50 pages excluding the provided SOQ form cover sheet.**

**8. CONTENT OF SUBMITTAL.** SOQs should demonstrate that the Proposer can furnish the services in a manner that will be cost effective for the City. Those Qualification Submittals which do not contain all information required by this RFQ or are otherwise non-responsive may be rejected immediately; however, the City has discretion to accept a SOQ that does not conform with all RFQ requirements if the City determines that the non-conformance is not substantial or material. If a SOQ is unclear, or appears inadequate, at the City's discretion, the Proposer may be given an opportunity to explain how the SOQ complies with the RFQ. The City also has discretion to permit a Proposer to correct a typographical error or other minor mistake or oversight in its SOQ. Qualification Submittals should contain at least the following items:

**8.1 SOQ Form.** The SOQ form, attached hereto as RFQ Exhibit "A" must be fully completed, submitted and duly executed by the authorized representative of the Proposer, and include the following:

- The Proposer's business name, address, telephone number, e-mail address and federal tax identification number;
- The Proposer's legal form of entity (sole proprietor, corporation, LLC, etc.) and, if applicable, state of incorporation or organization and main office address;
- Name(s) and title(s) of person(s) authorized to submit the SOQ and to execute the contract.

**8.2 Firm Qualifications and Experience.** Proposers should provide a generalized description of the range of relevant activities performed by the proposed team members and shall:

- Describe resources available to perform the work for the duration of the project and other on-going projects;

- Based on your firm's expertise with similar projects, demonstrate how your firm will effectively complete the proposed project.
- Describe similar plans developed or services performed within the last five (5) years which best characterize your firm's capabilities, work quality and cost control.
- For each project mentioned, include the name, and contract information of the person who could provide information about your performance.
- Describe firm's internal procedures and / or policies associated or related to work quality and cost control.
- Describe firm's management and organizational capabilities.
- Prior City experience with Proposer will be considered.

**8.3 Project Understanding and Approach.** Provide details on the approach and methodology for the performance of the scope of services including descriptions for the following:

- A clear and concise understanding of the overall project and its objectives.
- Proposer's approach to overall management and integration of all activities required by the scope of services including the management objectives and techniques that demonstrate how the work requirements will be met.
- Development of a preliminary work plan that outlines the schedule, tasks, and work products as described in exhibit "C".
- Identify points of input and review with City staff. Include an explanation of how a collaborative relationship will be established and best method for communication and included needs or specific regulatory requirements and significant issues and concerns.
- Provide in-depth information about hydraulic modelling, including, but not limited to: program used, design criteria, information needed, calibration, and proposed field work Describe work that will be sub-contracted.
- Provided a project schedule for the proposed scope work and how to manage the project to control costs to meet budget requirements.

**8.4 Key Personnel, Team and Project Management.** The SOQ shall identify the project team and state the full capabilities of the team relevant to the project at hand.

- Describe the proposed project manager's experience on past similar projects and explain the project manager's approach to schedule budget, scope, and change management.
- Provide current workloads of the project team and available resources with location of those resources.
- Identify the project manager and other key personnel; included resumes for the key project team members.
- List any proposed sub-consultants and provide their expertise and other projects your firm has worked together on.

**9. DELIVERY OF QUALIFICATION SUBMITTALS.** In order to be considered, the sealed paper submittal or electronic submittal must arrive at the City Manager's Office before the time and date of the Solicitation Closing as described in this RFQ.

- Paper SOQs must be submitted in sealed envelopes clearly marked with the RFQ number shown in the caption of this RFQ and the time and date of the Solicitation Closing. Proposers who mail SOQs should allow extra mail delivery time to ensure timely receipt of their SOQs.
- Electronic submittals must be sent to the attention of Amy Nytes, City Recorder by emailing [bids@roseburgor.gov](mailto:bids@roseburgor.gov) by the time and date of the Solicitation Closing.

SOQs received after the Solicitation Closing will not be considered and will be returned unopened to the Proposer.

**10. SUBMISSION AND WITHDRAWAL OF SOQS.** Proposers may modify or withdraw their SOQs at any time prior to the Solicitation Closing by providing a written request for modification or withdrawal to the City Manager's office. Requests for withdrawal of SOQs will not be accepted after the Solicitation Closing. A Proposer may also withdraw its SOQ in person prior to the Solicitation Closing, upon presentation of appropriate identification and satisfactory evidence of authority to the City Recorder. The City Recorder shall obtain the signature of the person making the withdrawal.

By submitting its SOQ, the Proposer certifies that it has read and accepts all terms, conditions and requirements of this RFQ, including the terms and conditions of the form of contract in RFQ exhibit "B", and that if Proposer refuses to execute the contract after award, the City will be entitled to seek compensation for its damages, which may include the cost of conducting a new solicitation. All SOQs shall be irrevocable for a period of 60 days from the closing of solicitation.

**11. OPENING OF SOQS.** SOQs received in response to this RFQ will be opened publicly, either in person or virtually, by the City Recorder or designee, immediately after the Solicitation Closing in the City's administrative offices located at 900 S.E. Douglas Street, Roseburg Oregon or virtually. If opened virtually, a link will be published on the City's website at <https://www.cityofroseburg.org/bidding> no less than 24 hours prior to the opening date and time. The names and addresses of all Proposers will be announced and recorded by the City Recorder. No other information will be made available at that time.

**12. MINIMUM QUALIFICATIONS REQUIRED.** SOQs must indicate how the Proposer satisfies the minimum qualifications set forth in RFQ Exhibit "D".

**13. EVALUATION.** The City will evaluate the SOQs in two phases per OAR137-048-0220(3)(c).

**13.1 Initial Evaluation.** The initial phase of the evaluation will be qualifications based. The City will evaluate the SOQs submitted per the evaluation criteria and rating scheme set forth in Section 8 and Exhibit "E". A score ranging from 0 to 85

points will be given to each submittal that meets the minimum submission guidelines.

**13.2 Secondary Evaluation.** After the initial qualification evaluation, the City will proceed with a secondary evaluation and will invite up to three (3) of the highest ranked Proposers (short-list) to submit a cost proposal for Master Plan development. Pricing proposal shall be formatted to provide pricing information for the sections of the report as presented in Exhibit “C” of this RFQ. An example breakdown of the report structure, City provided cost estimate, and preliminary level of effort per section, by percentage, will be provided to the proposers on the short list.

This secondary cost proposal should include the hourly rates of those assigned to the tasks/sections, the amount of hours per task/section per position, and the overall resultant cost. The proposal must meet all conditions as stated in ORS 279C.110(5)(c)(A) and (B). Proposers will also be asked to provide an estimate for the program / license for the City to access and use the hydraulic model developed as part of the master plan development. Estimates shall include programming licenses costs, system training resources, possible outside sources required, and other usual costs.

The cumulative cost, rate schedule, and amount of effort (hours), and modeling cost estimate will be reviewed and up to an additional 15 points will be added to the Proposers’ initial review score.

The information and scope provided in the secondary cost evaluation may not be the final cost/scope of project if that Proposer is selected. The City reserves the option to:

- Adjust the scope of the plan during negotiations per Section 18 of this RFQ OR;
- Proceed with the scope and cost as submitted.

**13.3 Interviews.** The City may ask for interviews with the Proposers who supplied the cost proposals if the City determines that an interview would help the City better evaluate the SOW/ Proposals. An additional 20 points may be awarded to the Proposers based on the interview performance.

**13.4 Selection Committee** The City's review and selection committee shall consist of no fewer than three (3) qualified individuals and shall not favor any particular Proposer. Reviewer qualifications will follow the requirements set forth in OAR137-048-0220(3)(d).

**13.4 Cancellation.** Nothing in this RFQ shall restrict or prohibit the City from canceling the solicitation at any time in accordance with OAR137-048-0250.



**14. SELECTION PROCESS.** The City will select the SOQ deemed most beneficial to the City based on its evaluation process. The Proposer that has the highest overall score after the initial evaluation, the secondary cost proposal evaluation, and interviews (if held) will be selected.

The Notice of the intent to award will be given to all bidders stating the City's selection intentions after the City's Public Works Commission decision. Unless award of a contract is delayed by the City, a written notice of award, specifying the date of selection, will be made not later than the first business day following City Council Approval. Final award will depend upon the execution of an acceptable contract and delivery of evidence of insurance, if required, and may be withdrawn by the City at any time prior to execution of the contract by the City. The selected SOQ will also need approval from the City of Roseburg's Public Works Commission and City Council.

**15. PUBLIC RECORDS.** This RFQ and each original SOQ received in response to it, together with copies of documents pertaining to the award of a contract shall be kept on file as a public record by the City; provided, however, such records shall not be disclosed until after the Notice of Intent to Award the contract has been issued.

**16. RECORDS REVIEW; CONFIDENTIALITY.** After Notice of Intent to Award the resulting contract has been issued, all SOQs shall be available for public inspection except for those portions of a SOQ that the Proposer designates in its SOQ as trade secrets or as confidential proprietary data in accordance with applicable state law. If the City determines such designation is not in accordance with applicable law, the City shall make those portions available for public inspection. The Proposer shall separate information designated as confidential from other non-confidential information at the time of submitting its SOQ. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment are not confidential, and shall be publicly available regardless of a Proposer's designation to the contrary.

**17. PROTEST OF PROPOSER SELECTION, CONTRACT AWARD.**

**17.1 Purpose.** An adversely affected or aggrieved Proposer may seek administrative review of the City's selection of a Proposer or contract award decision as outlined in this Section.

**17.2 Notice of Intent to Award Contract.** The City will provide written notice to all Proposers of the City's intent to award the contract. The City's Notice or intent to award shall not be final until the later of the following:

- a. seven (7) days after the date on which the notice is mailed or otherwise transmitted; or
- b. The City provides a written response to all timely-filed protests that denies the protest and affirms the award.

### **17.3 Right to Protest Award.**

**17.3.1** An adversely affected or aggrieved Proposer may submit to the City a written protest of the City's intent to award within seven days after issuance of the notice of intent to award the Contract.

**17.3.2** The Proposer's protest shall be in writing and must specify the grounds upon which the protest is based.

**17.3.3** A Proposer is adversely affected or aggrieved only if the Proposer is eligible for award of the Contract as the responsible Proposer submitting the best responsive SOQ and is next in line for award, i.e., the protesting Proposer must claim that all higher-scored Proposers are ineligible for award:

- a. because their SOQs were non-responsive; or
- b. the City committed a substantial violation of a provision in the RFQ or of an applicable procurement statute or administrative rule, and the protestor was unfairly evaluated and would have, but for such substantial violation, been the responsible Proposer offering the highest-ranked SOQ.

**17.3.4** The City shall not consider a protest submitted after the time period provided in this RFQ.

**17.4 Authority to Resolve Protests.** The City Manager has the authority to settle or resolve a written protest submitted in accordance with the requirements of this rule.

**17.5 Decision.** If a protest is not settled, the City Manager, or the City Manager's designee, shall promptly issue a written decision on the protest.

**18. EXECUTION OF CONTRACT.** The Proposer selected by the City to provide the requested services will be expected to deliver its proof of all required insurance, and to enter into a written engineering services contract. A sample contract is attached as Exhibit "B". The City also reserves the right to negotiate the scope of the work to be performed as a part of this contract.

**18.1** The matters subject to negotiation shall be limited to the following:

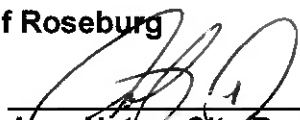
- a. Scope of Services, however, the City may not negotiate a contract price less favorable to the City than the provided Cost Proposal provided.

- b. The manner in which the services are to be performed or the quality or type of materials to be supplied;
- c. The personnel to be committed to the City's contract; and
- d. Any other terms and conditions reasonably related to and expressly authorized for negotiation in the RFP or addenda thereto, or alternative terms and conditions that are reasonable and declared by Proposer within their proposal response to be considered for negotiation.

18.2 The City can, either orally or in writing, formally terminate negotiations with the highest ranked Proposer if the City and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. The City may thereafter negotiate with the second ranked Proposer, and if necessary, with the third ranked Proposer until negotiations result in a contract.

City of Roseburg

By:

  
\_\_\_\_\_  
Amy Nyles, City Recorder, AIC  
Autumn David

**EXHIBIT "A"**  
**RFQ NO. PW-26-01**

**SOQ FORM**

**Legal Business Name:** \_\_\_\_\_

**Form and State of Organization:** \_\_\_\_\_

**Main Office Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Tax Identification Number:** \_\_\_\_\_

**Years in Business:** \_\_\_\_\_

**Addendums Acknowledged:** \_\_\_\_\_

**Representation, Covenant and Warranty of Undersigned and Proposer**

**By signing this SOQ, the undersigned makes the following representations and warranties:**

1. That it is the duly authorized representative of the Proposer for all purposes relative to the submission of this SOQ.
2. That this SOQ constitutes the Proposer's offer to enter into a contract with the City and, if accepted by the City, will be binding and enforceable against the Proposer.

**By causing this SOQ to be executed by the undersigned and delivered to the City, the Proposer makes the following representations and warranties:**

1. Proposer has read and understands the terms and conditions contained in the RFQ, had the opportunity to protest any term or condition that it found unacceptable and to seek clarification of any term or condition that it does not understand, and it accepts and agrees to be bound by the terms and conditions of the RFQ, including, but not limited to the contract conditions.
2. Proposer has not discriminated against minority, women, disabled veterans or emerging small business enterprises in obtaining any required subcontracts.
3. Proposer has not been listed by the Oregon Contractor's Board or the Oregon Department of Administrative Services as a person disqualified or ineligible to bid on or perform work under public contracts.
4. Proposer agrees to meet all requirements contained in the RFQ if it is selected to provide the services requested by this RFQ.

**Authorized Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

**EXHIBIT "B"**  
**RFQ NO. PW-26-01**

**CITY OF ROSEBURG**  
**"EXAMPLE" CONTRACT FOR ENGINEERING SERVICES**

Dated: \_\_\_\_\_

Parties:      City of Roseburg      ("CITY")  
                 A municipal corporation in the State of Oregon  
                 900 SE Douglas Avenue  
                 Roseburg, OR 97470  
  
                 and  
  
                 [Name of Company]      ("CONTRACTOR")

**Additional Independent Contractor Information:**

- A.** Type of Entity: ☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Company ☐ Corporation  
**B.** Address:  
**C.** Telephone:  
**D.** Fax No:  
**E.** Email:  
**F.** Professional License Number  
**G.** Oregon Agency Issuing License  
**H.** Nonresident Contractor: ☐ Yes ☐ No  
(Nonresident means not domiciled in or registered to do business in Oregon)

**SECTION 1. CONTRACTOR AGREES:**

**1.1 Term.** Beginning **Sample time-frame** and continuing thereafter until **Sample termination**, CONTRACTOR shall perform the services required by this Contract unless earlier terminated in accordance with the provisions of this contract or by mutual consent of the parties

**1.2 Activities.** *As outlined in the Exhibit "C" and as negotiated.*

**1.3 Fees.** *Determined after contract is negotiated with selected Proposer*

**1.4 Expenditures.** Extraordinary unbudgeted expenditures, from contracted funds, outside the scope of the work program may be made by CONTRACTOR only with the prior written approval of CITY's City Manager. CONTRACTOR shall promptly pay all

expenses it incurs as a result of this Contract and shall comply with all provisions of state law applicable to this Contract.

**1.5 Insurance Requirements.** At all times during the term of this Contract, at the sole expense of the CONTRACTOR, CONTRACTOR shall maintain continuously in effect the insurance policies described herein. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage the CITY may carry. A copy of each policy or a certificate, and copies of additional insured endorsements, satisfactory to the CITY shall be delivered to the CITY prior to commencement of any work or services provided under this Contract. The certificates shall specify and document all insurance-related provisions within this Contract. A renewal certificate will be sent to the CITY 10 days prior to coverage expiration. Unless specified, each policy shall be written on an “occurrence” form. Policies must be underwritten by an insurance company deemed acceptable to the CITY and admitted to do business in Oregon, or, in the alternative, rated A- or better by AM Best. The CITY reserves the right to reject any insurance carrier with an unacceptable financial rating. There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the CITY. The 30-day notice of cancellation provision must be physically endorsed on the policy. In the event the statutory limit of liability of a public body for claims arising out of a single accident or occurrence is increased above the combined single limits specified in this Contract, CITY shall have the right to require CONTRACTOR to increase the CONTRACTOR’s coverage by an amount equal to the increase in the statutory limit for such claims and to increase the aggregate coverage by twice the amount of the increase in the statutory limit. Failure to maintain any insurance coverage required by this Contract shall be cause for immediate termination of the Contract by the CITY, but termination shall not relieve CONTRACTOR of its obligation to provide and maintain such coverage, and CITY shall be entitled to enforce all liability and indemnity provisions of this Contract following such termination. In addition, all requirements concerning insurance and indemnity shall survive the termination of this Contract. The policy must show the City as an additional insured with respect to activities emanating out of the contract with the following language included: *“The City of Roseburg, its officers, directors and employees shall be added as additional insureds with respects to this contract. Insured coverage is primary and non-contributory”*.

**1.5.1 Commercial General Liability.** Throughout the term of this Contract, CONTRACTOR shall maintain continuously in a broad commercial general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with an aggregate of \$4,000,000, for bodily injury, personal injury or property damage. The policy shall also contain an endorsement naming the CITY as an additional insured, on a form satisfactory to CITY, and expressly provide that the interest of the CITY shall not be affected by CONTRACTOR’s breach of policy provisions. Such policy must be maintained in full force and effect for the duration of this Contract, failure to do so shall be cause for immediate termination of this Contract by CITY. Any additional insured requirements included in this Contract shall both provide completed operations coverage after job

completion and coverage that is primary and non-contributory. Claims Made policies will not be accepted.

**1.5.2 Automobile Liability Insurance.** At all times during the term of this Contract, and at the sole expense of CONTRACTOR, CONTRACTOR shall maintain "Symbol 1" automobile liability coverage including coverage for all owned, hired and non-owned vehicles, equivalent to a combined single limit per occurrence on not less than \$2,000,000 for bodily injury or property damage.

**1.5.3 Professional Liability Insurance.** At all times during the term of this Contract, CONTRACTOR shall maintain and keep in full force, an insurance policy for professional liability in the amount of \$2,000,000. In no instance shall CITY be responsible for any retention amount or deductible that CONTRACTOR may owe as a result of this coverage. CONTRACTOR shall continue professional liability coverage for the duration of the project and three years thereafter; and further, submit certificate of Insurance renewals of such coverage to the CITY.

**1.6 Books and Records.** CONTRACTOR shall keep complete and proper books, records and accounts of all transactions performed as part of this Contract and the approved invoices and work program. The books, records and accounts shall be open to inspection by CITY or its designee during normal business hours, and shall remain open to CITY for such inspection for three months following termination of this Contract.

**1.7 Availability.** CONTRACTOR shall be available for meetings, discussions and program reviews with sufficient notice.

**1.8 Assignment.** The responsibility for performing CONTRACTOR's services under the terms of this Contract shall not be assigned, transferred, delegated or otherwise referred by CONTRACTOR to a third person without the prior written consent of CITY.

**1.9 Compliance with Law and Standard Contract Provisions.** CONTRACTOR shall comply with all federal, state and local laws, including Roseburg Municipal Code Regulations relating to business registration, and with all Standard City Contract Provisions as outlined in the attached Exhibit "A".

**1.10 Health Hazard Notification.** If CONTRACTOR is hired to perform work for the CITY involving the need to control hazardous energy or enter confined spaces will be informed of the CITY's programs and the associated hazards that CITY is aware of. The notification is not designed to take over the CONTRACTOR's safety responsibilities to his or her employees, but to provide appropriate notification under the Oregon OSHA rules.

## **SECTION 2. CITY AGREES:**

**2.1 Fee.** In consideration for the above-described services, CITY agrees to pay CONTRACTOR a flat fee in the amount of \_\_\_\_\_. The Contractor may

elect to receive payments directly to their bank account by completing the attached Vendor Automatic Payment Authorization form.

**2.2 Terms of Payment.** On or about \_\_\_\_\_, CITY shall pay to CONTRACTOR the sum of \_\_\_\_\_ and \_\_\_\_\_ monthly thereafter until the flat fee of \_\_\_\_\_ is paid in full. CONTRACTOR will tender an invoice by the tenth of each month, and CITY shall make full payment on such invoice within thirty days of its receipt.

### **SECTION 3. BOTH PARTIES AGREE:**

**3.1 Budget and Work Plan Approval.** All approved invoices and work programs shall be in writing.

**3.2 Independent Contractor.** CONTRACTOR is an independent contractor. CONTRACTOR shall control the manner in which it performs the services herein, however, the nature of the services and the results to be achieved shall be specified by CITY. CONTRACTOR is not to be deemed an employee or agent of CITY and has no authority to make any binding commitments on behalf of CITY except as expressly approved by CITY's City Manager.

**3.3 Indemnification.** Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this Contract. The extent of the CITY's obligation under this subsection is limited to the CITY's obligation under the Oregon Constitution and ORS 30.260 through 30.300. With respect to professional liability claims, CONTRACTOR to indemnify CITY to the extent caused by the CONTRACTOR'S negligent acts, errors or omissions.

**3.4 Arbitration.** Any controversy regarding the language or performance of this Contract shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 36.400 through 36.425 or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney fees, to either or both parties.

**3.5 Attorney Fees.** If any arbitration, administrative proceeding, action, or appeal thereon, is instituted in connection with any controversy arising out of this Contract, performance of this Contract or failure to perform this Contract, the prevailing party shall be entitled to recover, in addition to costs and disbursements, such sum as the court may adjudge reasonable as attorney fees.



**3.6 Ownership and Use of Documents.** In whatever form they may be produced or stored, any documents prepared in performance of this Contract and any supporting and investigative information that is gathered in the performance of this Contract, upon completion of the work, or upon termination of this Contract, shall be and remain the property of CITY and shall be subject to copyright by CITY at its sole discretion. CONTRACTOR shall be permitted to retain copies, including reproducible copies, of such documents. CONTRACTOR shall treat such documents as if CITY had secured a copyright thereon, and thus will not use the documents in a manner that would constitute copyright infringement. CITY may use the documents prepared hereunder for any purpose, however CONTRACTOR shall have no liability with regard to such documents to the extent they are used or applied outside of the scope of the work unless CONTRACTOR is consulted and offers a professional opinion that the use contemplated is appropriate.

**3.7 Termination.** Notwithstanding any other provision of this Contract to the contrary, CITY may terminate this Contract at any time by giving written notice to CONTRACTOR at least ten days in advance of such termination. Written notice shall be effective upon the date the written notice is actually given to CONTRACTOR. In the event of such termination, compensation shall be based on the services actually performed by CONTRACTOR to the date of termination. If compensation is a total sum, the amount shall be prorated based on the tasks actually performed as of the date of termination.

**3.8 Notices.** Any notice required to be given under this Contract, or required by law, shall be in writing and delivered to the parties at the following addresses:

CITY OF ROSEBURG  
City Manager  
900 SE Douglas  
Roseburg, OR 97470

***Enter Contractor's Name and  
Mailing Address***

**3.9 Applicable Laws.** The laws of the State of Oregon shall be used in construing this Contract and enforcing the rights and remedies of the parties.

**3.10 Merger.** There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this Contract. Any amendments to this Contract shall be in writing and executed by both parties.

**3.11 Electronic Signatures.** This Contract and any amendments may be signed by facsimile, PDF, or other electronic means, each of which will be deemed an original and all of which when taken together will constitute one contract. Facsimile and electronic signatures will be binding for all purposes.

**CITY OF ROSEBURG**

***(INSERT CONTRACTOR'S NAME)***

**Nicole Messenger, City Manager**

**Date:** \_\_\_\_\_

***(Name & Title of Person Signing)***

**Date:** \_\_\_\_\_

**ATTEST:**

**Tax Identification Number**

**Email:** \_\_\_\_\_

\_\_\_\_\_  
**Amy Nytes, City Recorder**

**EXHIBIT "A"**  
**STANDARD CITY CONTRACT PROVISIONS FOR**  
**ENGINEERING, ARCHITECTURAL OR LAND SURVEYING SERVICES**

The following provisions, if applicable, are hereby included in and made a part of the attached Contract for the engineering, architectural or land surveying services between the City of Roseburg and the Contractor named therein as provided for in the Roseburg Municipal Code, the Oregon Revised Statutes and Federal laws, rules, regulations and guidelines:

**1. DISCRIMINATION IN SUBCONTRACTING PROHIBITED; REMEDIES - ORS 279A.110 AND 279A.105:**

**1.1** The Contractor may not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a minority, women, disabled veterans or emerging small business enterprise certified under ORS 200.055.

**1.2** By entering into the Contract, the Contractor certifies it has not discriminated and will not discriminate, in violation of Subsection 1.1 against any minority, women, disabled veterans or emerging small business enterprise in obtaining any required subcontract.

**1.3** If the Contractor violates the nondiscrimination certification made under Subsection 1.2, the City may regard the violation as a breach of contract that permits the City to terminate the Contract or exercise any remedies for breach permitted under the Contract.

**2. PREFERENCE FOR OREGON GOODS AND SERVICES; NONRESIDENT CONTRACTOR REPORT TO DEPARTMENT OF REVENUE - ORS 279A.120:**

**2.1** As used in this Section,

- (a)** “nonresident contractor” means a contractor that is not a resident contractor:
- (b)** “resident contractor” means a contract that has paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding submission of the bid or SOQ for the Contract, has a business address in this state, and stated in the bid or SOQ for the Contract that it was not a “resident bidder” under ORS 279A.120.

**2.2** For the purposes of awarding the Contract, the City will:

- (a) give preference to goods or services that have been manufactured or produced in Oregon if the price, fitness, availability and quality are otherwise equal; and
- (b) add the percentage increase to the bid of a non-resident bidder equal to the percentage, if any, of the preference given to the Contractor in the same state in which the Contractor resides.

**2.3** If the Contractor is a nonresident contractor and the public contract price exceeds \$10,000, the Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract price, terms of payment, length of contract and such other information as the Department may require before the Contractor may receive final payment on the Contract. The City shall satisfy itself that the requirement of this Section has been complied with before it issues a final payment on the public contract.

### **3. PREFERENCE FOR RECYCLED MATERIALS - ORS 279A.125:**

**3.1** Notwithstanding provisions of law requiring the City to award a contract to the lowest responsible bidder or best Proposer or provider of a quotation and subject to Section 3.2, when procuring goods for any public use, the City shall give preference to the procurement of goods manufactured from recycled materials.

**3.2** The City shall give preference to goods that are considered to be made from recycled materials if:

- (a) The recycled product is available;
- (b) The recycled product meets applicable standards;
- (c) The recycled product can be substituted for a comparable nonrecycled product; and
- (d) The recycled product's cost does not exceed the cost of a comparable nonrecycled product by more than five percent, or a higher percentage if a written determination is made by the City.

### **4. PAYMENT OF LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES - ORS 279B.220:** The Contractor shall:

**4.1** Make payment promptly, as due, to all persons supplying to such Contractor, labor or material for the performance of the work provided for in the Contract.

**4.2** Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract.

4.3 Not permit any lien or claim to be filed or prosecuted against the City or any subdivision thereof on account of any labor or material furnished.

4.4 Pay to the Department of Revenue, all sums withheld from employees pursuant to ORS 316.167.

5. **PROHIBITION OF DISCRIMINATORY WAGE RATES BASED ON SEX – ORS 652.220:** The Contractor shall not:

5.1 Discriminate between employees on the basis of a protected class in the payment of wages or other compensation for work of comparable character, the performance of which requires comparable skills;

5.2 Pay wages or other compensation to any employee at a rate greater than that at which the employer pays wages or other compensation to employees of a protected class for work of comparable character, the performance of which requires comparable skills. This section does not apply where:

- (a) Payment is made pursuant to a seniority or merit system which does not discriminate on the basis of a protected class; or
- (b) A system measures earnings by quantity or quality of production, including piece-rate work; or
- (c) Travel is necessary and regular for the employee; or
- (d) Education, training, experience, or any combination of factors account for the entire compensation differential.

5.3 Discriminate in the payment of wages or other compensation against any employee because the employee has filed a complaint in a proceeding, has testified or is about to testify, or because the employer believes that the employee may testify in any investigation, proceedings or criminal action pursuant to ORS 652.210 to 652.235.

6. **SALVAGING, RECYCLING, COMPOSTING OR MULCHING YARD WASTE MATERIAL - ORS 279B.225:** If the Contract will include lawn and landscape maintenance the Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

7. **PAYMENT FOR MEDICAL CARE AND ATTENTION TO EMPLOYEES - ORS 279B.230:**

7.1 Contractor shall promptly as due, make payment to any person, co-partnership association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such Contractor of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted

from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

**7.2** The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under the Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage that complies with ORS 656.126 for their workers. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident shall be included.

**8. HOURS OF LABOR - ORS 279B.235:** This Section does not apply to public contracts for goods or personal property.

**8.1** No person shall be employed for more than ten hours in any one day or forty hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except for contracts for personal services, the employee shall be paid at least time and a half pay for:

- (a) All overtime in excess of eight hours a day or forty hours in any one week, when the work week consists of five consecutive days, Monday through Friday; or
- (b) All overtime in excess of ten hours a day or forty hours in any one week, when the work week is four consecutive days, Monday through Friday; and
- (c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020, or all holidays specified in a collective bargaining agreement.

**8.2** For personal services contracts, employees shall be paid at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

**8.3** The Contractor must give notice to employees who perform work on this Contract, in writing, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, the number of hours per day and days per week that the employees may be required to work.

**9. EXCLUSION OF RECYCLED OILS PROHIBITED - ORS 279B.240:** Lubricating oil and industrial oil may include recycled oils or oils that are not manufactured from virgin materials.

10. **STANDARDS:** By entering into the Contract, Contractor agrees to perform the services hereunder in accordance with generally accepted standards applied by professionals of Contractor's caliber.
11. **CONSEQUENCES FOR FAILURE:** Contractor understands that failure to meet established performance standards may result in consequences including, but not limited to:
- (a) reducing or withholding payment;
  - (b) requiring the Contractor to provide, at Contractor's own expense, additional services identified in the scope of work to meet the established performance standards; or
  - (c) declaring a default, terminating the Contract and seeking damages and other relief available under the terms of the Contract or other applicable law.
12. **COMPLIANCE WITH LAWS:** Contractor shall comply with all federal, state and local laws, rules, ordinances and regulations at all times and in performance of this Contract.



Committed to Continuous Improvement and Quality Customer Service

## Vendor Automatic Payment Authorization

As a City of Roseburg vendor you now have the option to receive payments directly to your bank account. No more waiting for the check to arrive through the mail or need to run to the bank to make the deposit.

**Q. How do I sign up?**

A. Simply complete and return the attached authorization form. You must include a voided check.

**Q. How soon will the Automatic Payment Plan Start?**

A. Once we have your authorization and have verified the banking information, we will begin making future payments to you through the Electronic Funds Transfer (EFT) method.

**Q. How can I be sure that I have received payment from you?**

A. You can request notification of the payment to be sent to you via e-mail or through the postal service at the time the electronic payment is made by selecting the appropriate box on the authorization form. Also, your monthly bank statement will clearly reflect the automatic payment.

**Q. What if I have a question about my payment?**

A. Simply call the City of Roseburg at (541) 492-6710 and ask to speak to the Accounts Payable Department.

**Q. What if I try the Automatic Payment Plan and don't like it?**

A. You can cancel your authorization for automatic payments at any time by notifying us in writing.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470, [Finance@cityofroseburg.org](mailto:Finance@cityofroseburg.org)



## AUTHORIZATION STATEMENT FOR AUTOMATIC VENDOR PAYMENT

We hereby authorize the City of Roseburg to make credit entries to our bank account for payments owed to us by the City.

**Remittance Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Payment Notification Request:**

- ☐ Notify via email once payment is made.  
☐ Notify via postal service.  
☐ No notification necessary.

**Tax ID #** \_\_\_\_\_

(Federal Tax ID if Business, SSN if individual)

**Bank Name** \_\_\_\_\_

**Bank Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Bank Phone Number** \_\_\_\_\_

**Bank Account Number** \_\_\_\_\_

**Bank Routing Number** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_



**EXHIBIT “C”  
RFQ NO. PW-26-01**

**DESCRIPTION OF SERVICES**

**GENERAL:**

This section describes requirements for preparing a Water System Master Plan. The study is being paid from local dollars and is not dependent upon state or federal grant requirements. The services to be provided by the selected engineering firm includes collecting engineering data; undertaking field investigations; preparing a hydraulic model of the water system; preparing the reports and recommendations; and printing and providing necessary copies of engineering reports. City of Roseburg staff members will be available to work closely with the selected engineering firm throughout the project.

**BACKGROUND:**

In 1977 the City of Roseburg purchased the municipal water system from Oregon Water Corporation for the purpose of updating the system to accommodate future growth, to improve the fire protection function of the system, and to better regulate and direct system growth.

In 1979 the City’s first Water System Master Plan was prepared by Robert E. Meyer Consultants. In 1993 the plan was revised as the Water System Master Plan and Capital Improvement Plan by Murray, Smith & Associates, Inc. In 2010 the plan was again revised as the Water System Master Plan by Murray, Smith & Associates, Inc. This is the current guidance document for system growth.

With the current plan now in effect for 15 years, the City desires a new Water System Master Plan. It is anticipated that the new Plan will be similar to the existing 2010 Water System Master Plan but with updates to reflect current plan formatting requirements adopted by the Oregon Health Authority (OHA), reflect recent plan submission and review requirements, and any changes to the system.

The water system master plan shall evaluate the needs of the water system for at least a twenty-year period as required by OAR 333-061-0060(5)(a) and shall outline specific capital improvements needed categorized as short range (1-5 years), medium range (6-10 years), and long range (11-20 years).

The study area shall include all of the area within the Roseburg Urban Growth Boundary (UGB) and areas served by the City that are outside the UGB, including Dixonville and North Newton Creek Water Study area. The City recently completed a UGB swap, which included the incorporation of the Charter Oaks area. A map entitled UGB

Boundary Exchange is available for reference. The map indicates the prior UGB, areas that were withdrawn, and the Charter Oaks expansion area.

The City has a number of resources and studies available to guide the preparation of a new plan. The items listed below are either available for upload directly from the City of Roseburg webpage and or will be made available upon request by the City's Public Works Department staff, listed as follows:

- A. *WATER SYSTEM MASTER PLAN, 2010, by Murray Smith & Associates, Inc.*  
*Available for download on the City of Roseburg Website:*  
<https://www.cityofroseburg.org/departments/public-works/permitsforms>
- B. *NORTH NEWTON CREEK WATER STUDY (Original), 2007, by i.e. Engineering, Inc.* Available on request.
- C. *NORTH NEWTON CREEK WATER STUDY (UPDATED) 2025, by i.e. Engineering, Inc.* Available on request.
- D. *LONG-RANGE WATER SUPPLY PLAN, 2009, by Murray, Smith & Associates, Inc.* Available for download on the City of Roseburg Website:  
<https://www.cityofroseburg.org/departments/public-works/permitsforms>
- E. *WATER TREATMENT FACILITIES PRELIMINARY DESIGN REPORT, 2009, by Murray, Smith & Associates, Inc.* Available for download on the City of Roseburg Website:  
<https://www.cityofroseburg.org/departments/public-works/permitsforms>
- F. *City of Roseburg Transmission Mains Cathodic Protection Study, 2011, by Murray, Smith & Associates, Inc.*
- G. *STANDBY GENERATOR EVALUATION, Revision 1, 2020, by RH2 Engineering, Inc.*  
*Available for download on the City of Roseburg Website:*  
<https://www.cityofroseburg.org/departments/public-works/permitsforms>
- H. *WATER MANAGEMENT & CONSERVATION PLAN, 2020, by RH2 Engineering, Inc.*  
*Available for download on the City of Roseburg Website:*  
<https://www.cityofroseburg.org/departments/public-works/permitsforms>
- I. 1"=100' BASE MAPS of water distribution, pumping and storage systems in PDF format: Available on request.
- J. GIS water map of distribution, pumping and storage systems. All City GIS data is compiled and edited using ESRI ArcGIS Pro 3.1 and 3.2 with ArcGIS Enterprise 11.1 and ArcGIS Online. Piping system attributes include type of pipe (distribution, transmission, service, fire), diameter (in inches), material (steel, cast iron, asbestos cement, PVC, ductile iron, HDPE, polyethylene, etc.). An elevation dataset (excluding Dixonville area) is available featuring 2' contour intervals. All requested datasets will be provided in a File Geodatabase (version 10). Contractor shall verify extent and usability of all City GIS information available.
- K. *PROJECT AS-BUILT FILES showing details of individual water construction projects.* Available on request.
- L. *URBAN GROWTH AREA BOUNDARY SWAP MAP*  
*Available for download on the City of Roseburg Website:*

## **GENERAL DESCRIPTION OF ROSEBURG WATER SYSTEM:**

- A. Population served is approximately 30,000 persons.
- B. One 12 MGD water treatment plant located in Winchester, Oregon.
- C. 21 pump stations, being reservoir-controlled, hydropneumatic, continuous-running, and VFD-demand/pressure controlled.
- D. 13 reservoirs containing 10.7 million gallons. The reservoirs are primarily coated steel and others are glass fused to steel. All with varying ages of coating systems. Most have cathodic protection systems.
- E. Approximately 12,600 metered services ranging from ¾" to 10" in size located in City, UGB, Charter Oaks, and Dixonville areas for residential, commercial / industrial and public uses.
- F. Annual sales of approximately 2,400,000 units (1 unit = 748 gallons).
- G. 11 miles of transmission main 20" to 30" in size (ST-DI), most with cathodic protection.
- H. 189 miles of distribution main 2" to 18" in size (DI, CI, ST, AC, PVC).
- I. SCADA system to monitor system and control pump stations on majority of system.
- J. 7 PRV stations.
- K. Four separate pressure service zones by elevation.

## **WATER SYSTEM MASTER PLAN FORMAT:**

- A. The Water System Master Plan shall formatted to conform to the specific requirements of OAR 333-061-0060(5) and this section. Below are the proposed sections for Water Master Plan Report. The proposers may provide a different format if desired but can use this as a basis for the report and subsequent pricing proposal evaluation.

### **ES. Executive Summary**

- a. Brief description or summary of each section of the report.

### **1. Introduction**

- a. Purpose, objectives, authorization, acknowledgements, etc.

### **2. Existing System Description**

- a. Provide information on the Existing System and should include:
  - i. Service area and history.
  - ii. Water supplies.
  - iii. Water treatment plant.
  - iv. Water distribution system elements.

### **3. Population and Water Demands**

- a. Develop or summarize population figures recommended to be used for sizing facilities for current conditions and future growth.
- b. Review historic and present and projected water demands.

#### **4. Planning Criteria**

- a. Develop and present the water system design and performance goals. Another term for this criteria is the expected level of service that the city, regulators, and customers expect under normal circumstances.
- b. Present the Criteria for distribution, pipe materials, pump stations, storage, and overall resiliency.

#### **5. Water System Regulatory Environment**

- a. Regulatory Review
- b. Current and future drinking water standards / regulations
- c. City policy review

#### **6. Existing System Evaluation**

- a. Analyze the ability of the existing treatment, transmission, distribution, storage, PRVs, and pumping facilities to meet existing and forecasted water demands including fire flows, and prepare specific recommendations for system upgrades to satisfy current and future demands and maintenance requirements.
- b. Review the City's latest ISO grading schedule and develop recommendations to maintain or improve the City's current ISO rating and ability to provide Fire Code requirements. Develop required fire flows by land use for sprinklered and unsprinklered zones for use in system hydraulic modeling.
- c. Dixonville and Charter Oak area systems analysis. Charter Oak area will be a point of focus for additional growth, storage, fire flow and pumping requirements.
- d. New or updated Hydraulic Model of current and proposed improvements.

#### **7. Facility Condition Assessments**

- a. Include a description of the existing system facilities including transmission, distribution, storage, and pumping systems in both condition and performance.
- b. Prepare recommendations for future investments including pipeline replacement programs.
- c. Perform visual inspection of interior and exterior of the City's thirteen (13) reservoirs and provide specific recommendations with planning level estimates regarding recoating, cathodic protection, and miscellaneous improvements.
- d. Evaluate telemetry, cathodic protection systems, and metering systems and identify and summarize deficiencies within the systems.
- e. Evaluate Water Treatment Plant filter media and make recommendations for improvements / replacement as needed.

#### **8. Seismic Risk Assessment and Mitigation Plan**

- a. Prepare a plan to meet the requirements of OAR 333-061-0060 (5)(a)(J).

- b. Summarize the purpose, critical facility definition and evaluation, non-structural item considerations, resiliency/recommendations, and emergency water supply plans.
- c. Provide a summary of findings and additional hazard studies required.

#### **9. Capital Improvement Plan**

- a. Develop a 20-year Capital Improvement Program by compiling short (1 to 5-year) and medium (6 to 10-year) and long (11 to 20-year) range projects derived in the Water System Master Plan. Projects shall be tabulated by:
  - i. Distribution Mains
  - ii. Transmission Mains
  - iii. Pump Stations
  - iv. Reservoirs
  - v. Other Work.
- b. Specifically identified projects shall be scheduled at the rate of \$1,500,000 per year for main replacements and about \$4,000,000 per year for all capital improvements exclusive of the water treatment plan, unless another formula is found and agreed to be of advantage to the City. Estimates for system development shall be divided into components being, (1) The estimated amount to replace, maintain, or preserve an existing facility, and (2) The equitable share of the public cost of capital improvements providing a benefit to developments that create the need for or increase the demands on capital improvements. Estimates may be in category (1), (2), or a combination of both.
- c. Develop typical planning level cost estimates for system maintenance, upgrade and extension components. All estimates shall represent judgments of the engineer for typical present value costing at the time of preparation, shall include allowances for full-project costing including design, bidding, materials, installation, inspection and contingency, and shall be referenced to an ENR Construction Cost Index value.

#### **FURTHER REQUIREMENTS:**

Proposers shall provide allowance for attendance of meetings for general communication with City staff, Public Works Commission, and shall participate in project progress meetings with the City and public. It is anticipated that the following meetings will be required:

1. Project start-up meeting with staff and public.
2. Design criteria review meeting with staff.
3. Work Study with Public Works Commission.

4. 60-70 percent complete status review meeting with staff, Public Works Commission and public.
5. Final draft review meeting.
6. Presentation of final document to Public Works Commission and/or City Council.

A final draft of the plan is expected to be completed within twelve (12) months from notice to proceed, and the final report shall be published within one (1) month of approval of the draft by City.

The Master Plan and the Capital Improvement Plan, including maps and supporting information, shall be published in one bound document. Twenty (20) copies of the final draft document shall be delivered to the City for review by staff, the Public Works Commission and City Council. Twenty (20) copies of the final report shall be delivered to the City for adoption after review. The final report shall also be delivered pdf format in one file for posting on the City's website. The report shall include multi-colored mapping illustrating the existing system and proposed recommended improvements.

As a part of the Water Master Plan, the consultant will develop a working hydraulic network analysis tool to be used to develop recommended improvements to the City transmission, distribution, storage and pumping systems. It is the intent that the City will have access to this network model to update and modify and use.

As a part of the SOQ the consultant is to provide information on the program and software that will be used to develop the hydraulic network so the City can investigate acquiring a means of access to use the hydraulic model internally. If Proposer is selected to provide a cost proposal, the consultant will be asked to provide an estimate for the program / license for the city to access and use the hydraulic model. Estimates shall include programming licenses costs, system training resources, possible outside sources required, and other usual costs. See Section 13.2.

All data files created for the hydraulic network shall be property of the City of Roseburg and shall be transferred to the City at any time in the future upon demand.

**EXHIBIT “D”**  
**RFQ NO. PW-26-01**

**MINIMUM QUALIFICATIONS**

1. Proposer must be licensed pursuant to state law and if awarded a contract pursuant to this RFQ, Proposer must register to do business in the City of Roseburg prior to work being performed under the contract.
2. Proposer must not be disqualified by the City, the Department of Administrative Services or the State Contractor’s Board from working on public contracts.
3. Proposer must have done minimum of two (2) Water System Master Plans for system of relative, similarly sized Communities or Districts in the last 5 years.
4. Proposers must have professional qualifications, experience, competence, and knowledge of inspecting, qualifying, and making recommendations for water system improvements.
5. Proposers must be able to complete a project in a timely manner. Proposers must demonstrate a record of timely past performance.
6. The proposer must have a demonstrated record of financial stability.

**Note:**

**Failure to meet the foregoing minimum qualifications or other requirements set forth in this RFQ may constitute a substantial non-conformance and exclude further consideration.**

**EXHIBIT "E"**  
**RFQ NO. PW-26-01**

**EVALUATION CRITERIA**

Responsive SOQs will be evaluated under the criteria set forth below. For each criterion, the proposal will receive points within the available range for that criterion.

**Initial Qualification Evaluation of ALL Proposers**

1. SOQ Substantially Complies with all RFQ requirements. **Yes**\_\_\_\_ **No**\_\_\_\_ ;
2. Firm Qualifications and Experience **0 - 40 points**
  - Available Resources
  - Similar Project Descriptions
  - Contact and reference material
  - Internal processes and work quality and cost control
  - Statement of Firm's expertise
3. Project Understanding, Approach, and Methods Used **0 - 30 Points**
  - Overall project approach, and methods to achieve specific requirements
  - Proposed work tasks, time frames and narratives
  - Description of work products from tasks
  - Initial work plan
  - City staff coordination methods
4. Key personnel, team, and project management **0 - 15 Points**
  - Project manager's experience, and management approach
  - Extent of team involvement
  - Names roles, and individual experience
  - Team management
  - Proposed Sub-consultants

**Initial Evaluation Total Points = 0 - 85 Points**

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**Secondary Evaluation of Select Proposers**

5. Price and Scope Submittal Evaluation **0 - 15 Points**
  - Hourly rates, time allocated per position per section, modelling software, & overall costs

**Secondary Evaluation Total Points = 0 - 100 Points**

- 
6. Interviews- if determined necessary by City **0 - 20 Points**

**Maximum Points = 0 - 120 Points**