



# MEMORANDUM CITY OF TUALATIN

**TO:** Sherilyn Lombos, City Manager/Purchasing Manager

**FROM:** Kaaren Hofmann, Engineering Manager  
Dayna Webb, Project Engineer

**DATE:** August 14, 2012

**SUBJECT:** FY 2012/2013 REQUEST FOR QUALIFICATIONS  
ENGINEERING & PROFESSIONAL SERVICES

---

The Engineering Division creates qualified pools of consultants that can perform certain engineering & professional services for all capital projects that the City will be constructing during the year. This year's Request for Qualifications to create a qualified pool was for the following categories:

- Transportation
- Underground Utilities
- Master Planning
- Right of Way
- Landscape Architecture
- Natural Resources

The Tualatin Municipal Code (TMC), Chapter 1-21 contains the City's public contracting rules. TMC 1-21.120(2) covers the process for creating a qualified pool:

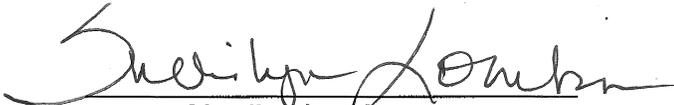
- The Request for Qualifications notice was published in the *Daily Journal of Commerce* and posted on the City's web page on May 21, 2012.
- A total of 73 proposals were received from forty-two firms by 4:00 pm on June 14, 2012 for the six categories of work listed above.

- The proposals were reviewed by staff from various departments in the City and evaluation forms on each proposal were prepared by the reviewers which included the following: Paul Hennon, Carl Switzer, Mick Wilson, Bert Olheiser, Denice Ambrosio, Tony Doran, Kaaren Hofmann & Dayna Webb. We also had two outside agencies participate in the review, City of Tigard and Clean Water Services.
  - Transportation proposals were reviewed by three staff members
  - Underground Utilities proposals were reviewed by three staff members
  - Master Planning proposals were reviewed by three staff members
  - Right of Way proposals were reviewed by two staff members
  - Landscape Architecture proposals were reviewed by two staff members
  - Natural Resources proposals were reviewed by three staff members
- The evaluation forms listed the criteria and possible points upon which the firms were being rated and included:
  - Overall Approach
  - Firm Qualifications
  - Key Personnel Qualifications
  - Municipal Project References
- The evaluation forms are available for review upon request to the Engineering Division.
- Points were awarded to each criteria category with a 100 point score possible on each proposal. All the points on each evaluation form were entered into a spreadsheet and the total points were calculated. The top scoring firms were chosen for the qualified pool.
- Upon acceptance by the Purchasing Manager, the qualified pool list will be in effect for two years unless the time is extended by republishing the invitation to participate in the pool.
- Any applicant that failed to make the qualified pool list may file an appeal with the City Council (TMC 1-21-160).
  - A written notice of appeal must be filed with the Purchasing Manager within three business days after the prospective contractor's receipt of notice of the denial of prequalification.

- Within 30 days after receiving notice of the appeal the City Council will conduct a hearing. The Council will consider:
  - The notice of denial
  - The standards of responsibility which the decision on prequalification was based
  - Any evidence provided by the parties
- The Council will provide a written decision

### RECOMMENDATION

Staff recommends the Purchasing Manager accept this list of firms as the City's Qualified Pool for Transportation, Underground Utilities, Master Planning, Right of Way, Landscape Architecture & Natural Resources services for FY 2012/2013.



Sherilyn Lombos  
Purchasing Manager

**FY 2012/2013 QUALIFIED POOL  
Engineering & Professional Services**

<b>Transportation</b>	<b>Underground Utilities</b>	<b>Master Planning</b>	<b>Right of Way</b>	<b>Landscape Architecture</b>	<b>Natural Resources</b>
AKS Engineering & Forestry	AKS Engineering & Forestry	CH2M Hill	Hanna, McEldowney & Associates	GreenWorks, PC	Mason, Bruce & Girard
CES NW	Century West	MSA	Epic Land Solutions	Group Mackenzie	PBS Engineering & Environmental
CH2M Hill	CES NW	RH2 Engineering	Right-of-Way Associates	Otak	SWCA Environmental
DKS Associates	CH2M Hill				
Kittelson & Associates	Harper, Houf, Peterson Righellis				
MacKay & Sposito	MSA				
Otak	Otak				
T Y Lin International	PACE				
Wallis Engineering	Tetra Tech				