



MEMORANDUM CITY OF TUALATIN

TO: Sherilyn Lombos, City Manager/Purchasing Manager

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

DATE: April 25, 2013

SUBJECT: FY 2013/2014 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:

- Construction Testing
- Geotechnical Services
- Pavement Maintenance
- Site Development
- Parks & Recreation Master Plan

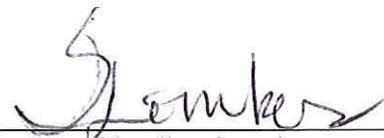
The Tualatin Municipal Code (TMC), Chapter 1-21 contains the City's public contracting rules. TMC 1-21.120(2) covers the process for creating a qualified pool:

- The Request for Qualifications notice was published in the *Daily Journal of Commerce* and posted on the City's web page on February 6, 2013.
- A total of 39 proposals were received from thirty firms by 4:00 pm on March 1, 2013 for the five categories of work listed above.

- The proposals were reviewed by three staff members from various departments in the City and evaluation forms on each proposal were prepared by the reviewers. Staff who reviewed the proposals included the following: Paul Hennon, Carl Switzer, Bert Olheiser, Denice Ambrosio, Tony Doran, Kaaren Hofmann, Jon Sparks, Mike Darby & Dayna Webb.
- 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 Construction Testing, Geotechnical Services, Pavement Maintenance, Site Development and Parks & Recreation Master Plan services for FY 2013/2014.

A handwritten signature in cursive script, appearing to read "Sherilyn Lombos", written in black ink. The signature is positioned above a horizontal line.

Sherilyn Lombos
Purchasing Manager

**FY 2013/2014 QUALIFIED POOL
Engineering & Professional Services**

Construction Testing	Geotechnical Services	Pavement Maintenance	Site Development	Parks & Recreation Master Plan
Northwest Geotech, Inc	GRI	Century West	3J Consulting	Conservation Technix
PSI	Northwest Geotech, Inc	Harper Houf Peterson Righellis, Inc	Cardno	Green Works
	PSI	Otak	Century West	MIG
	Shannon & Wilson		CES NW	Walker Macy
			Hardey Engineering	
			Harper Houf Peterson Righellis, Inc	
			Otak	
			PBS Engineering & Environmental, Inc	
			Westlake	