



City of Tualatin

REQUEST FOR QUALIFICATIONS

Water Supply Financial Comparison

The City of Tualatin is evaluating its long term water supply options. To support that evaluation, the City is seeking a financial comparison of two or more water supply scenarios. The goal is to project future water rates under each scenario to be able to compare rates over future years based on capital investment and cost of service. The intent of this study is to leverage cost estimates already available from previous studies and to look at (3) system redundancy and reliability and (4) develop criteria for nonfinancial comparisons such as implementation risks, responsiveness to demands and environmental impact.

The City of Tualatin is requesting qualifications for consulting services to provide this water supply financial comparison. A draft scope of work has been provided for your use in developing your statement of qualifications.

GENERAL INFORMATION

The City of Tualatin is a suburban city in Washington and Clackamas Counties with a population of approximately 26,000 residents and 20,000 jobs. City boundaries encompass approximately eight square miles. Tualatin operates under a Council-Manager form of government with a mayor and six council members elected at large. The City Manager, appointed by the City Council, is responsible for the administrative operations of the City.

The City of Tualatin reserves the right to reject any and all proposals, and has the right, at the City's sole discretion, to accept proposals it considers most favorable to the City.

It is the City's intent to contract with a qualified individual and/or firm for this work. Consultants selected to perform work under contract with the City would use the City's standard Personal Services Agreement and secure a City Business License upon award of contract.

SELECTION PROCESS

A selection committee will review the written proposals, interview candidates if necessary, and decide on the appropriate consultant for this work.

EVALUATION CRITERIA

Each submittal should provide the following information for consideration by the City:

Overall Approach (30 points)

Describe your firm's approach to this project, including your ability to provide efficient & effective services.

Describe your firm's ability to collaborate, facilitate and resolve issues in a timely and professional manner.

Firm Qualifications (20 points)

Describe your firm's capability and experience in providing the requested services and any specific areas of expertise your firm provides.

Describe your firm's management and organizational capabilities. Describe your internal procedures and/or policies for quality assurance and cost control.

Describe your firm's ability and skills in establishing and maintaining effective working relationships with public officials and the general public (open houses, City Council meetings, etc).

Key Personnel Qualifications (30 points)

Describe your key personnel's capability and experience in providing consulting services, specific areas of expertise and unique qualifications. This shall include principal in charge, day to day project manager, project team members and any sub-consultants included in your project team. Present your Teams commitment to complete the project with no changes to your identified staff members. Identify applicable registrations or certifications to perform the professional services offered by the proposal.

Municipal Project References (20 points)

Include a minimum of 4 references from similar projects that your firm has completed within the last five years.

SUBMISSION REQUIREMENTS

An individual or firm may submit a Statement of Qualifications for the services requested in this Request for Qualifications. Submit 4 copies of your Statement of Qualifications clearly marked "Request for Qualifications – Water Supply Financial Comparison". No proposal shall be longer than 7 pages in length; this includes cover pages/letters, resumes, product examples, brochures, etc. Late proposals will not be considered. There will be no formal bid opening. Statements of Qualifications shall be submitted by 4:00 pm, Friday, September 10, 2014 to:

Kaaren Hofmann, PE
Engineering Manager
City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, OR 97062