



# ***OAK LODGE SANITARY DISTRICT***

*Protecting our valuable water resources*

## REQUEST FOR PROPOSALS FOR WATERSHED STRATEGIC PLAN

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TO: Interested Consultants

SUBJECT: Request for proposals for Watershed Strategic Plan

ISSUE DATE: June 26, 2009

ISSUED BY: Oak Lodge Sanitary District

CONSULTANT BRIEFING: July 6, 2009, 1:00 p.m.  
Oak Lodge Sanitary District Administration Building Conference Room  
14611 SE River Rd, Oak Grove, OR 97267  
(Attendance is not required in order to bid)

PROPOSALS DUE: 5:00 p.m., July 16, 2009

NUMBER OF COPIES REQUIRED: Five (5)

DELIVERY ADDRESS: Oak Lodge Sanitary District  
14611 SE River Rd  
Oak Grove, OR 97267-1198

CONTACT PERSON: Brett K. Arvidson, PE  
Manager of Planning and Engineering

TELEPHONE: 503-653-1653, Extension 105

FAX: 503-653-0586

REQUEST FOR PROPOSALS  
OAK LODGE SANITARY DISTRICT WATERSHED STRATEGIC PLAN  
June 26, 2009

The Oak Lodge Sanitary District intends to procure consulting services to assist with the development of a strategic plan for the District's surface water management program (SWM). The intent of the work program is to evaluate the District's current SWM program, identify expected program needs, facilitate a public discussion on how the District can best serve the community interests, then prepare a strategic plan for the District's SWM program. The District anticipates a wide variety of regulatory, funding and planning challenges that must be considered in conjunction with community values. Any resulting financial, regulatory, and technical programs must be guided by the community's vision for their surface water system.

The plan will be presented to the District's Board of Directors for approval. The District will utilize the resulting strategic plan to set priorities, initiate engineering work, capital planning, funding requests, ordinance revisions, and other activities to achieve the community vision.

The District has extensive mapping, modeling, engineering, and water quality data available and does not anticipate the need for engineering services during the development of the SWM strategic plan. The consultant team should include specific expertise to ensure that the process reflects technically sound proposals.

## **Background**

The Oak Lodge Sanitary District is a special district under ORS Chapter 450 providing sanitary sewer and surface water utility services to unincorporated Clackamas County between Milwaukie and Gladstone. The District holds a Phase I MS4 permit and has operated a surface water management utility since 1992.

The District Area encompasses about 3300 acres or approximately 6 square miles and serves 32,000 people. The District has 6 watersheds and approximately 30,000 linear feet of stream corridor. All water eventually drains to the Willamette River.

The District collects approximately \$1 million/year in surface water fees to fund operations, monitoring, capital projects, erosion control, and development review. Despite measurable past success, the District recognizes many challenges facing the surface water management program including:

- An upcoming permit renewal will include increased regulatory requirements.
- An historical lack of rate increases creates a projected financial resource shortage.
- Previous capital priorities need reevaluation and reprioritization to best meet the community's concerns.

- Recent surveys indicate broad public unfamiliarity with the District's SWM program.
- Obsolete ordinances need upgrading to reflect current surface water program needs.
- Public awareness of riparian issues and other environmental concerns has been increasing.
- A recent flood event demonstrated weaknesses in the current infrastructure.
- Inconsistent jurisdictional boundaries lead to public confusion on responsibility for surface water issues.
- There's public confusion about the District's water quality goals compared to quantity and conveyance needs.
- Potentially, changes in land use in the District may require guidance and financing to avoid surface water impacts.

Responding to these wide-ranging challenges starts with the development of a strategic plan to guide surface water management program changes to best serve the residents and property owners of the District.

### **Establish Vision for Districts Program**

Success of the District's surface water program depends on community understanding and support. In order to obtain this support, the District must communicate the need for the program, the benefits to the community, and develop a long term vision for the District's watersheds.

The District anticipates developing a strategic plan that establishes a vision for the District's surface water program. This includes discerning and communicating broad-based community values, priorities and goals. These values, priorities and goals can then be incorporated into a specific action plan.

The District anticipates developing the strategic plan through a public process that engages a wide spectrum of public interests; facilitates a dialog regarding the District's needs; and produces recommendations for follow-up actions.

### **Potential Participants**

District Surface Water Management (SWM) Committee  
District Staff  
District Board  
Affected jurisdictions  
CPOs  
District customers  
Citizens at large  
Other interested parties

## Public Process

The District does not anticipate preparing technical or engineering studies as part of this effort. The consultant team should include expertise to recommend feasible actions, but should focus on communications aspects of watershed strategic planning.

The consultant will recommend and facilitate a public involvement program that produces the following outcomes:

- A review of the District's role in surface water management including ordinances, public perceptions, operational programs, capital plan, funding, legal requirements and other concerns.
- An assessment of the District's program against perceived needs.
- A vision statement that provides a foundation for the District's values, priorities and goals for the program.
- An action plan that includes recommendations for:
  1. Suggested changes in the District's ordinances
  2. An ordinance revision process
  3. Suggested jurisdictional agreements and changes
  4. Suggestions for a public education process
  5. A capital program review process
  6. A rate review and financial implementation process
  7. Suggested operational focus

## Proposal Requirements

The proposals should include the following information:

- A. Proposal Format  
The proposer may utilize any proposal format that addresses the following conditions. A cover letter is encouraged to summarize or highlight major points presented in the proposal. It should also call attention to any deviations from this request for proposals.
- B. Approach to Services:  
Provide a concise statement describing the proposed consultant team's understanding of the District's goals issues, and constraints. Describe how the team would approach the identified issues and constraints including suggested innovations to accomplish the District's plans. Describe the approach to be used in the District's situation and how it has been utilized successfully on projects of similar type and complexity.

The District is interested in knowing how the consultant team will work cohesively, efficiently, and creatively with District staff and other

involved participants. Also describe the process to be utilized in communicating with and obtaining the input of the District staff. In addition, the District wishes to receive, at a minimum, written monthly progress reports. Public presentations will be required as well before the District's Board of Directors.

C. Scope of Work/Schedule:

Provide a general Scope of Work showing anticipated tasks and products associated with the consultant services. Each task shall have a description, objective, anticipated work products, and an estimated cost associated with the task or deliverable.

The District anticipates beginning work in the summer of 2009 and desires to conclude the process in 9 months. The consultant should propose a process schedule and provide the District with a realistic time frame for the process.

D. Organization and Management of Consultant Team:

Describe how the consultant team will be organized to accomplish the goals and tasks of the proposed Scope of Work. Explain the lines of authority, communication methods, and quality control plan to meet the District's needs.

E. Experience and Capabilities of Team Members:

Describe relevant experience and capabilities for accomplishing the team's role(s) identified on an organization chart and the goals and tasks of the District's proposed Scope of Work.

Describe the role, qualifications and time commitment of each key person for each major task. Identify the location of the key personnel and where each major task will be performed. If key people are located outside the Portland Metropolitan Area, indicate, in your best judgment, the amount of time such persons are expected to be available to work in the Portland Metropolitan Area on this project.

F. Experience and Capabilities of Proposing Firm:

Describe the firm's relevant experience and capabilities for accomplishing the objectives and work products in the proposed Scope of Work. Include specific experience keyed to reference lists in Item G below.

G. References:

Provide name of client, contact, telephone number and address for at least three (3) similar clients for whom the firm has completed similar work in the last three years

- H. Resumes:  
Limit resumes of key personnel to no more than one (1) page each.  
Provide license and/or professional registration numbers where applicable.
- I. Supplemental Information:  
Include any other supplemental information in this section which is considered of value to the District in evaluating the proposal.
- J. Brochures and Photographs (optional):  
Proposal teams may include brochures and informational materials as they feel appropriate.

### **Selection Process**

The following procedures are set forth below for the Consultant Selection Process:

- A. Briefing:  
Interested consultant teams may request a short briefing and opportunity with the District's staff to make inquiries as to the Scope of Work and other available information concerning the proposed project. The meeting will be held on July 6 2009, at 1:00 p.m. in the District Administrative Office Building, 14611 SE River Road, Oak Grove, Oregon. District staff may respond to questions at the briefing, but any answers provided with respect to clarification will be valid only to the extent they are published in an addendum to the Request for Proposals.
- B. Communications:  
Except for the briefing meeting, communications and/or questions regarding the RFP document shall be directed to the Manager of Planning and Engineering by mail or courier. Verbal questions will be accepted only as a means of assisting the consultant team in clarifying a written question prior to submittal. Any response to questions shall be valid only upon issuance of a written addendum.

The deadline for receiving questions shall be at the close of business, seven (7) calendar days prior to the date for submission of proposals.

Responses to inquiries will be by addendum delivered by facsimile to all consultant teams simultaneously, followed by a mailed copy. Anonymity of the source of specific questions will be maintained in the written response and information will be communicated such as not to divulge any team's approach to the project. Any other information, which in the sole judgment of the District may be of value to all team members, will be communicated in writing to all consultant teams.

Each consultant team shall designate a single contact person with facsimile number and address to whom all written communication shall be directed.

- C. Receipt of Proposals:  
The proposal and the required submittal will be received at the District office by mail, courier, or in person until the time deadline listed on the title page of this document. Postmarks will not be accepted. Proposed statements received after the deadline will not be considered and will be returned to sender or destroyed at the District's discretion.
- D. Modification and Validity of Proposal:  
Any proposal received prior to the deadline for receipt of proposals may be modified or withdrawn by written request of the proposer to the District, Attention: Manager of Planning and Engineering, up to the official time when all proposals are due. All proposals shall be held to be valid and available to the District in all respects until one such proposal has been accepted by the District and a Consultant Agreement fully executed, or until a proposal has been specifically rejected by the District, whichever shall occur first.
- E. Evaluation of Proposal:  
Upon passage of the closing time for acceptance of Proposals, the District will analyze each proposal to ascertain compliance with the RFP document, completeness of the Scope of Work, and response to other RFP items. The District shall appoint an Advisory Committee to evaluate the proposals and recommended a selection to the Board of Directors.
- F. Request for Clarifications:  
During the course of the technical evaluations of the proposals, questions may arise related to specific proposals. The District may issue a request for clarifications to all proposal preparers. All consultants will be expected to promptly answer these questions in writing. The responses shall be considered addenda to the consultant's proposal and as much a part of the original as if included therein.
- G. Interview:  
The Advisory Committee may conduct interviews with the following purposes: To allow the Advisory Committee to appraise the consultant team's understanding of and sensitivity towards the District's goals and tasks; to provide the Committee with a further opportunity to understand each team's approach to the work program; and to experience first-hand skills, talents, and capabilities of the key individuals who will be working on the project.

The interviews for all consultant teams will occur on the same day on a schedule as yet to be determined. Each consultant team will have up to two hours including set-up, presentation, questions and answers, and summation, to interact with the Advisory Committee. Informality and dialogue between the proposal team and Advisory Committee members is encouraged.

H. Advisory Committee Evaluation and Recommendation:

After reviewing, analyzing, and discussing the proposals, technical evaluations, and interview presentations, the Advisory Committee will make a recommendation to the District's Board of Directors for the selection of the finalist. The recommendation of the Advisory Committee shall not be binding on the District. Once a finalist has been selected by the District, all consultant teams will be notified by the District in writing within five (5) working days.

Following the selection of the finalist, the District will enter into negotiations with the selected consultant team for a detailed Scope of Work and fee basis to plan and develop the Surface Water Management Strategic Plan.

I. Final Report of the Committee:

The District shall prepare a written report which will state the Advisory Committee's reasons for recommending a particular team's proposal. Such report will be considered as the final record of the Committee's decision-making process for its recommendation. Copies will be available to the public upon request. Oak Lodge Sanitary District, its officers, agents, and employees, shall not be bound by the recommendation of the Advisory Committee but shall use any such recommendation in an advisory capacity.

J. Additional Information:

The District shall have no obligation to compensate any team, firm, or individual for any costs or expenditures incurred relative to the preparation and submittal of a detailed proposal document. Submission of a proposal will be entirely voluntary and made with the knowledge of this fact. All proposal documents shall become the property of the District and will not be returned.

The District reserves the right to accept or reject any or all proposal documents or portions thereof which, at the sole discretion of the District, which is determined to serve the best interests of the District.

## **Selection Criteria**

Oak Lodge Sanitary District Watershed Strategic Plan RFP  
June 26, 2009

The following selection criteria will be utilized by the Advisory Committee to evaluate the proposals and presentations and to recommend a consultant team to the District. The Advisory Committee will strive to objectively consider how well each team meets the selection criteria.

The following selection criteria will be utilized by the selection committee to evaluate the proposals and presentations and to recommend a consultant team to the District.

- A. Approach to Service (30 points):
- B. Scope of Work (30 points):
- C. Organization and Management Consultant Team (10 points):
- D. Experience and capabilities of Team members (15 points):
- E. Qualifications and Commitment of Firm/Team (15 points)

The District reserves the right to select a proposal that best suits the needs of the District. The District will negotiate a professional services agreement with the successful proposer.

Proposals are due by 5:00 p.m. PST on July 16, 2009. Please provide 5 copies of the submittal for evaluation. Questions or information regarding this request for proposal should be directed to Brett Arvidson Manager of Planning and Engineering at 503-653-1653, extension 105, or at [bkarvidson@olsd.net](mailto:bkarvidson@olsd.net).