



RFP No. BES114

**PROFESSIONAL, TECHNICAL AND EXPERT SERVICES**

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City of Portland, Oregon  
January 4, 2011

**REQUEST FOR PROPOSALS**

for

**Tryon Creek Wastewater Treatment Plant Facilities Plan Update**

**PROPOSALS DUE:** January 28, 2011, by 4:00 p.m.

Envelope(s) shall be sealed and marked with RFP # and Project Title.

**Submit one (1) original and six (6) complete copies of the Proposal to:**

City of Portland  
Attn: Jim Brown  
Bureau of Environmental Services  
5001 N Columbia Blvd  
Portland, OR 97203

**Refer questions to:**

Jim Brown  
Phone: (503) 823-2484  
Fax: (503) 823-2478  
Email: [james.brown@portlandoregon.gov](mailto:james.brown@portlandoregon.gov)

## GENERAL INSTRUCTIONS AND CONDITIONS

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** – The City of Portland seeks to extend contracting opportunities to Minority Business Enterprises, Women Business Enterprises and Emerging Small Businesses (M/W/ESBs) in order to promote their economic growth and to provide additional competition for City contracts. Therefore, the City has established an overall 20% utilization goal in awarding PTE contracts to ESBs. No goal is set for the use of M/WBE firms, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts.

**CITY SUSTAINABILITY OBJECTIVES** – The City has a history of striving to be more sustainable in its operations and planning. Starting with the City's Sustainable City Principles (1994) the City has established a variety of policies to guide its work on sustainability, including: the Sustainable Procurement Policy, Green Building Policy, Climate Action Plan, and the Stormwater Management Manual (to view these and related City policies, go to the Portland Policy Documents Website: <http://www.portlandonline.com/auditor/index.cfm?c=26818>). As applicable to City procurement, these policies guide the City to buy products and services that reduce the City's negative environmental and social impacts, while maintaining fiscal health in the short and long term. As such, the City seeks to do business with firms that will actively contribute to the City's sustainability objectives.

**ENVIRONMENTAL CLAIMS** – Upon request, the vendor must provide and make publicly available verifiable evidence supporting every environmental claim made about the products or services provided to the City. Environmental claims for which verifiable evidence must be provided include any claim provided on products, product packaging, product or service sales literature and websites, and information provided to respond to this solicitation.

**INVESTIGATION** – The Proposer shall make all investigations necessary to be informed regarding the service(s) to be performed under this request for proposal.

**SPECIAL CONDITIONS** – Where special conditions are written in the Request for Proposal, these special conditions shall take precedence over any conditions listed under the Professional, Technical and Expert Service "General Instructions and Conditions".

**CLARIFICATION OF REQUEST FOR PROPOSAL** – Proposers who request a clarification of the RFP requirements must submit questions in writing to the person(s) shown in the REFER QUESTIONS TO section on the cover of this RFP, or present them verbally at a scheduled pre-submittal meeting, if one has been scheduled. The City must receive written questions no later than the date stated herein. The City will issue a response in the form of an addendum to the RFP if a substantive clarification is in order.

Oral instructions or information concerning the Request for Proposal given out by City bureaus, employees or agents to prospective Proposers shall not bind the City.

**ADDENDUM** – Any change to this RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. The City is not responsible for any explanation, clarification or approval made or given in any manner except by addendum.

**COST OF PROPOSAL** – This Request for Proposal does not commit the City to pay any costs incurred by any Proposer in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the Request for Proposal.

**CANCELLATION** – The City reserves the right to modify, revise or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a contract.

**LATE PROPOSALS** – Proposals received after the scheduled closing time for filing will be returned to the Proposer unopened.

**REJECTION OF PROPOSALS** – The City reserves the right to reject any or all responses to the Request for Proposal if found in the City's best interest to do so. In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been

scored. Proposals may also be rejected if they use subcontractors or consultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

**BUSINESS LICENSE AND REGISTRATION** – Successful Proposer shall obtain a current City of Portland Business License, and be compliant with all State of Oregon registration requirements prior to execution of this contract and commencement of the work.

**WORKERS' COMPENSATION INSURANCE** – Successful Proposer shall be covered by Workers' Compensation Insurance or shall provide evidence that State law does not require such coverage.

**CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER** – Successful Proposers must be certified as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with Procurement Services, City of Portland, prior to contract execution.

**EQUAL BENEFITS PROGRAM** – Successful Proposers must provide benefits to their employees with domestic partners equivalent to those provided to employees with spouses as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with Procurement Services, City of Portland, prior to contract execution.

**LOCAL CONTRACTING** – If the final evaluation scores are otherwise equal, the City prefers goods or services that have been manufactured or produced by a Local Business. The City desires to employ local businesses in the purchase, lease, or sale of any personal property, public improvements or services. The City wants the residents of the State of Oregon and SW Washington to benefit from optimizing local commerce and services, and the local employment opportunities they generate. [[Resolution #36260](#)]

**CONFLICT OF INTEREST** – A Proposer filing a proposal thereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this Request for Proposal has participated in the contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proposer of the same request for proposals, and that the Proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

**CONFIDENTIALITY** – All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposals for which Proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the Proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, ORS 192.502 and/or ORS 646.461 et seq. If the entire proposal is marked as constituting a "trade secret" or being "confidential," at the City's sole discretion, such a proposal may be rejected as non-responsive.

If a request to inspect the proposal is made, the City will notify the Proposer of the request. If the City refuses to release the records, the Proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the Proposer in order for the Proposer to take all appropriate legal action. The Proposer further agrees to hold harmless, defend and indemnify the City for all costs, expenses and attorney fees that may be imposed on the City as a result of appealing any decision regarding the Proposer's records.

The Chief Procurement Officer has the authority to waive minor irregularities and discrepancies that will not affect the competitiveness or fairness of the solicitation and selection process.

**These Professional, Technical and Expert Services Request for Proposal "General Terms and Conditions" are not to be construed as exclusive remedies or as a limitation upon rights or remedies that may be or may become available under ORS Chapter 279.**

# PART I

# CONTRACT REQUIREMENTS

## SECTION A

## GENERAL INFORMATION

### 1. INTRODUCTION

The Bureau of Environmental Services serves the Portland community by protecting public health, water quality and the environment. The Tryon Creek Wastewater Treatment Plant (TCWTP) treats municipal wastewater and is essential for the Bureau to accomplish its mission.

### 2. BACKGROUND

The TCWTP was constructed in 1964 as a conventional activated sludge treatment plant with a design capacity of 5 MGD (Millions of Gallons per Day). In 1976 the plant was modified and expanded to a design capacity of 8.3 MGD.

The plant is physically located within the City of Lake Oswego and is owned and operated by the City of Portland. The TCWTP treats wastewater from both City of Portland and City of Lake Oswego collection systems. Operational and capital improvement expenses are divided between the City of Portland and the City of Lake Oswego based upon a 1984 Wholesale Sewage Treatment and Disposal Agreement.

As the City of Lake Oswego is an equal partner in the development of the TCWTP and related collection system facilities, the City of Lake Oswego will be an equal partner with the City of Portland in the development of this Facilities Plan Update.

The previous Facilities Plan for the City of Portland Tryon Creek Wastewater Treatment Plant was completed in 1999. The plan now needs to be updated and re-written to reflect the following:

- Work that has been accomplished since 1999, both facilities constructed and facilities designed or currently planned
- Changes in wastewater flows and loads and changes in treatment plant operations
- Present and anticipated future NPDES (National Pollutant Discharge Elimination System) permit requirements
- The recommendations included in the Enhancement Master Plan for the Tryon Creek Wastewater Treatment Plant completed in 2007
- The City of Lake Oswego's current planning effort for redevelopment of the Foothills District with properties adjacent to and including the TCWTP.
- Community and neighborhood concerns and values along with stakeholder input
- The City of Lake Oswego's Wastewater Collection System Master Plan Update

### 3. SCOPE OF WORK

The City of Portland, Bureau of Environmental Services is seeking proposals from individuals, firms, teams or consultants, hereafter called "Proposer(s)," with demonstrated experience in wastewater treatment plant facility planning for plants similar in size to the Tryon Creek Wastewater Treatment Plant, and proposes to engage the successful Proposer for the following services:

Update the Tryon Creek Wastewater Treatment Plant Facilities Plan. Required services and deliverables are included in Section B of this Request for Proposals.

The Facilities Plan Update will be submitted to Oregon Department of Environmental Quality (DEQ) and shall follow the DEQ Guidelines for Facilities Plan Preparation. The Guidelines can be viewed at <http://www.deq.state.or.us/wq/rules/div052/guidelines/facplanrpts.pdf>.

### 4. PROJECT FUNDING

The estimated cost for the services described herein is \$750,000. The Proposer's proposal shall include the Proposer's true estimated cost to perform the work irrespective of the City's budgeted funds for this work.

**5. TIMELINE FOR SELECTION**

The following dates are proposed as a timeline for this project:

Written proposals due at 4:00 p.m.	January 28, 2011
Interviews, if deemed necessary	February 2011
Contract negotiation with successful Proposer	March 2011
Notice to proceed – work begins	June 2011

**The City reserves the right to make adjustments to the above noted schedule as necessary.**

**SECTION B**

**WORK REQUIREMENTS**

**1. TECHNICAL OR REQUIRED SERVICES**

The successful Proposer shall perform the tasks listed below for this project, and shall be expected to work closely with designated City personnel to accomplish these goals:

a. Project Management

Develop and maintain project schedule and budget. Submit monthly invoice for progress payments and monthly subcontractor payment and utilization report. Meet with City project team at a project kickoff meeting to review project schedule, milestones and project approach. Meet with City Project Manager bimonthly to review status of each task currently in progress.

b. Land Use Regulations

Evaluate the land use regulations applicable to development on the TCWTP site within the City of Lake Oswego. Determine the applicable site development restrictions such as: property line, Tryon Creek and Willamette River setbacks; environmentally sensitive lands; building height limitations; noise limits; architectural and aesthetic requirements; and screening and landscaping. Identify whether variances to the development requirements can be obtained and mitigation required for such variances. The evaluation should include a discussion of the City of Lake Oswego's Framework Plan for Redevelopment of the Foothills District, a planning effort currently underway. Provide a Technical Memorandum with the findings of these evaluations.

c. Collection System Existing Conditions

The collection system for the TCWTP includes systems owned and operated by both the City of Lake Oswego and the City of Portland. The City of Lake Oswego has contracted with a consultant for a Wastewater Collection System Master Plan Update. A copy of the consultant's report will be provided to the Contractor.

The City of Portland will furnish the Contractor with a Technical Memorandum that describes the TCWTP collection system existing conditions for the City of Portland system. Combine the information contained in the furnished Wastewater Collection System Master Plan Update and Technical Memoranda into a draft section of the Facilities Plan Update that addresses existing collection system conditions with an emphasis on system deficiencies that contribute peak flows to the TCWTP as a result of system Infiltration and Inflow (I/I). It is anticipated that the Technical Memoranda furnished by the City of Portland and the applicable sections of the City of Lake Oswego's Wastewater Collection System Master Plan Update will be Appendices in the final Facilities Plan Update document.

d. Treatment Plant Existing Conditions

Evaluate the condition of the TCWTP utilizing plant operating records, design documents, site visits, and interviews with plant operations and maintenance staff.

Determine existing design capacity, current performance, and peak capacity for each unit process.

Evaluate existing physical condition of the plant and identify projects that are required to bring the plant to reliable condition.

Using the report Seismic Evaluation of Water and Sewer Facilities, 1995, Dames and Moore, survey the existing facilities and provide an update to recommendations contained therein for seismic retrofits to TCWTP facilities.

For each identified deficiency repair project, estimate the following: project cost, replacement value of the asset being repaired, the remaining service life of the asset if not repaired, the service life of the asset if new or repaired, and the likelihood and consequences of reaching the end of the asset service life with or without repairs. Utilizing this data, the City will prioritize repairs utilizing an asset management approach.

Provide Technical Memoranda to present the findings of these evaluations.

#### e. Wastewater Flows and Loads

The City will furnish Technical Memoranda prepared by/for the City of Portland and the City of Lake Oswego with current wastewater flows and modeling projections of future wastewater flows to the TCWTP.

Utilize plant Discharge Monitoring Reports to characterize plant wastewater and to develop projected loads to the TCWTP based on the furnished flow projections. Provide a technical memorandum with a summary of projected TCWTP flows and loads. Present the flow and load projections in increments of 10 years: Current to 2020, 2021 to 2030 and 2031 to 2040.

Provide a Technical Memorandum with a summary of projected flows and loads to the TCWTP.

#### f. Basis of Planning

Update Chapter 3 - Basis of Planning from the 1999 TCWTP Facilities Plan. Modify the chapter contents to reflect the current DEQ Guidelines for Preparation of Facilities Plans and Environmental Reviews. Revise the chapter to reflect current criteria and reasonably expected basin standards for effluent discharge limitations including nutrient removal requirements and ammonia toxicity.

Develop a rating system for evaluation of the developed alternatives based on asset management principles. The system should be based upon the BES 2010 CIP Criteria Scoring Considerations document. Provide a Technical Memorandum with the criteria and scoring system to be used for rating and selection of alternatives.

#### g. Collection System Alternatives Development

The City of Lake Oswego will furnish the Contractor a copy of their Wastewater Collection System Master Plan Update.

The City of Portland will furnish the Contractor with a Technical Memorandum that evaluates alternatives for the City of Portland's collection system.

Combine the provided information into a draft section of the Facilities Plan Update that summarizes collection system alternatives. The summary should focus on the estimated cost and resulting peak flow reductions for alternatives that reduce system I/I. It is anticipated that the City furnished Technical Memoranda and applicable section of the City of Lake Oswego's Wastewater Collection System Master Plan Update will be Appendices in the final Facilities Plan Update document.

#### h. Liquid Stream Alternatives Development

Identify and develop alternatives for each liquid stream unit process to treat flows and loads to the TCWTP for the each 10 year interval of flow and load projections: present to 2020, 2021 to 2030 and 2031 to 2040.

Alternatives should include unit processes to meet nutrient removal requirements identified in Task f.

The collection system alternatives developed in Task g will include alternatives that reduce I/I and peak flow to the treatment plant. Develop alternatives for up to three Peak Flow scenarios for each 10 year planning interval. The scenarios will be low I/I reduction, medium I/I reduction and high I/I reduction.

Develop a BioWin process model of the TCWTP for use in development of alternatives.

Evaluate operational measures that can be utilized to maximize secondary treatment and reduce diversions of peak flows. Possible measures include: equalization using available tankage, protection of biomass inventory (with process modifications such as step-feed operation), and improving biomass settling characteristics.

Evaluate the possible use of chemical addition during wet weather events to enhance settling characteristics.

Evaluate structural modifications to the plant required to reduce diversions.

Evaluate alternatives for treatment of a diverted flow stream in excess of the unit process capacity. Assess technologies such as supplemental biological treatment or physical/chemical treatment that can provide additional treatment to peak wet-weather diversions.

Provide a Technical Memorandum presenting the results of the evaluations.

#### i. Disinfection Alternatives Development

Identify and develop alternatives (specifically UV disinfection) for effluent disinfection for each of the 10-year intervals of flow projections: present to 2020, 2021 to 2030 and 2031 to 2040. Provide a Technical Memorandum with the results of the alternatives evaluation.

#### j. Effluent Disposal Alternatives Development

Identify and develop alternatives for effluent disposal for each of the 10-year intervals of flow projections: present to 2020, 2021 to 2030 and 2031 to 2040.

The 1999 Facilities Plan recommended an effluent pumping station to transport peak flows when Willamette River levels are high. The 1999 Facilities Plan also recommended a passive overflow pipe to the Willamette River to address high river levels. Develop and evaluate alternatives for a passive effluent disposal system for peak flows and high river levels. Estimate the frequency and duration of emergency outfall use and the volume of effluent that the emergency outfall would convey.

Provide a Technical Memorandum with the results of the alternatives evaluation.

#### k. Biosolids Alternatives Development

Identify and develop alternatives for management of biosolids for each of the 10-year intervals of loading projections: present to 2020, 2021 to 2030 and 2031 to 2040.

Provide a Technical Memorandum with the results of the alternatives evaluation.

#### I. Treatment Plant Enhancements Alternatives Development

The City of Lake Oswego actively involved the public in the development of the Enhancement Master Plan for the TCWTP, 2007, CH2M Hill. Rather than replicate the work performed on the Enhancement Master Plan, the Facilities Plan Update will adopt the near-term improvements included in the Enhancement Master Plan.

Incorporate the improvements identified in the 2007 Enhancement Master Plan in the Facilities Plan update.

#### m. Biogas Utilization Alternatives Development

Identify and develop alternatives for beneficial reuse of the biogas in the anaerobic digesters. Provide the findings of the evaluation in a Technical Memorandum.

#### n. Develop and Evaluate Complete Alternatives

Combine the alternatives from Tasks g through m into at least three complete alternatives for TCWTP Facilities and collection system improvements. Select the preferred complete alternative using the criteria established in Task f Basis of Planning. Present the findings of the alternatives evaluation in a Technical Memorandum.

#### o. Public Involvement

Prepare draft promotion materials for two, two hour long Open House sessions on two separate dates at the TCWTP. One session each day will be a morning session and the other will be an evening session to allow for full public participation.

City of Portland Public Involvement Coordination Staff and City of Lake Oswego Staff will finalize draft promotional materials and will coordinate direct mailings to adjacent property owners and tenants and the placement of advertisements in the Lake Oswego Review and other neighborhood publications.

For the first Open House date, prepare exhibits for the alternatives developed in Task g through m for viewing and questions by the public. Compile received comments.

The second two Open House sessions will occur after the Draft Facilities Plan Update has been issued and will include posterboard exhibits with the recommended plan. Compile public comments received during the open house.

#### p. Prepare Facilities Plan Update Document

Compile the work completed in prior tasks into a draft update of the Tryon Creek Wastewater Treatment Plant Facilities Plan and provide the City with 15 bound copies for review and comment.

After receipt of City review comments, revise and finalize the Facilities Plan document.

## 2. WORK PERFORMED BY THE CITY

The City has assigned a project manager to oversee the successful Proposer's work and provide support as needed. Specific duties the City will perform include:

- Furnish available, pertinent data, drawings, documents, studies and reports, as outlined under Part I, Section B.1. and Part I, Section C.(3.).
- Furnish Technical Memoranda with projections of the flows to be received from the City of Portland and City of Lake Oswego service areas.

- Provide a calibrated MIKE URBAN model of the Lake Oswego collection system for use in evaluating the infiltration and inflow reduction capital projects and associated costs.
- Participate in alternatives development and evaluation workshops
- Provide review and comment on draft technical memoranda and the draft facilities plan document.
- Finalize Public Involvement materials for promotion of Open House events. Advertisement and direct mailing of Public Involvement promotional materials.
- Provide the venue for Open House events, workshops and meetings.

**3. DELIVERABLES AND SCHEDULE**

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports. The successful Proposer is encouraged to provide any deliverables in accordance with the City’s Sustainable Paper Use Policy. The policy can be viewed at: <http://www.portlandonline.com/omf/index.cfm?c=37732>.

Deliverables and schedule for this project shall include:

- a. Kickoff meeting agenda and minutes.
- b. Workshop Materials and Workshop Agenda as applicable for evaluation tasks
- c. Technical Memoranda as identified in Part I, Section B.1. Technical or Required Services
- d. Public involvement materials including posterboard presentations for workshops
- e. 15 bound copies of a Draft Facilities Plan Update
- f. 20 bound copies of the Final Facilities Plan Update
- g. Electronic media copies of all modeling files (BioWin, etc), Word documents, spreadsheets, exhibits, figures, and drawings utilized in the preparation of the Facilities Plan.
- h. Submit a Monthly Subconsultant Payment and Utilization Report by the 15<sup>th</sup> of each month (reference Part II, Section C.5 of the RFP).

All deliverables and resulting work products from this contract will become the property of the City of Portland.

**4. PLACE OF PERFORMANCE**

Contract performance will take place primarily at the successful Proposer’s facility. On occasion and as appropriate, work will be performed at City facilities, a third-party location or any combination thereof.

**5. PERIOD OF PERFORMANCE**

The City anticipates having the successful Proposer begin work immediately upon contract execution with submittal of final deliverables to the City occurring by June 30, 2012.

**6. PUBLIC SAFETY**

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The Proposer shall anticipate delays in such places and include the cost of delay in the proposed cost. The successful Proposer’s employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. City project managers have discretion to require the successful Proposer’s employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

**7. INSURANCE**

The successful Proposer(s) shall agree to maintain continuous, uninterrupted coverage of all insurance as required by the City. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without a 30-day written notice, or a 10-day written notice for non-payment from the successful Proposer or its insurer(s) to the City.

**Workers’ Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide Oregon workers’ compensation coverage for all their subject workers (firms with one or more employees, unless exempt under ORS 656.027).

**General Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that the City of Portland, and its agents, officers, and employees are Additional Insureds but only with respect to the successful Proposer’s services to be provided under this Contract.



**Automobile Liability Insurance** with a combined single limit of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

**Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 per claim, incident, or occurrence. This is to cover damages caused by negligent acts, errors or omissions related to the professional services to be provided under this contract. If insurance coverage is provided on a "claims made" basis, the successful Proposer shall acquire a "tail" coverage or continue the same coverage for three years after completion of the contract, provided coverage is available and economically feasible. If such coverage is not available or economically feasible, contractor shall notify City immediately.

**Certificates of Insurance:** As evidence of the insurance coverages, the successful Proposer shall furnish acceptable insurance certificates to the City at the time signed contracts are returned to the City. The certificate will specify all of the parties who are Additional Insureds and will include a 30-day cancellation clause and a 10-day non-payment clause as identified above. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The successful Proposer shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

## SECTION C

## ATTACHMENTS

### 1. INDEX

Exhibit A First Tier Subconsultant Disclosure Form (submit with proposal)

### 2. SAMPLE CONTRACT

The Professional, Technical and Expert Services Contract is the City's standard contract and will be used as a result of this selection process. A sample contract can be viewed at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=27067> .

### 3. PROJECT DATA

The following reference materials and documents are available for download at <https://ftp01.portlandoregon.gov/>

Login Name = "**bes-esdesign**"

Password = "**tumbleweed**"

Documents include the following:

#### Reports:

TCWTP Discharge Monitoring Reports, January 2001 through August 2010

TCWTP Facilities Plan, June 1999, CH2M Hill

TCWTP Enhancement Master Plan, October 2007, CH2M Hill

TCWTP Biogas-to-Energy Project Feasibility Study, 2004, BioContractors Inc.

Energy Report for TCWTP, March 1999, Thomas/Wright Inc

Tryon Creek Interceptor Infiltration and Inflow Study, November 1984, BES

Executive Summary - Seismic Evaluation of Water and Sewer Facilities, July 1995, Dames and Moore

Tryon Creek Interceptor Service Area Sewer System Evaluation Study, June 1985, BES

TCWTP Primary Clarifier Condition Survey and Report, July 2010, Berger Abam

#### Technical Memoranda:

TCWTP Secondary Clarifier Expansion Project, June 2006, CH2M Hill

TCWTP Aeration Basin Modifications Revised Preliminary Design Report, April 2000, Brown and Caldwell

#### Plans:

TCWTP Expansion Contract Documents - Part II Plans, May 1976, CH2M Hill

TCWTP Aeration Basin Modifications Project As-Built Drawings, 2004

#### Other Documents:

BES 2010 CIP Criteria Scoring Considerations

## PART II

## PROPOSAL PREPARATION AND SUBMITTAL

### SECTION A

### PRE-SUBMITTAL MEETING/CLARIFICATION

#### 1. PRE-SUBMITTAL MEETING

There will be no pre-submittal meeting or site visit scheduled for this project.

#### 2. RFP CLARIFICATION

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email or fax, to the person listed below. **The deadline for submitting such questions/clarifications is 7 days prior to the proposal due date.** An addendum will be issued no later than 72 hours prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

Jim Brown  
Bureau of Environmental Services  
5001 N Columbia Blvd  
Portland, Oregon 97203

E-mail: [james.brown@portlandoregon.gov](mailto:james.brown@portlandoregon.gov)  
Phone: (503) 823-2484  
Fax: (503) 823-2478

### SECTION B

### PROPOSAL SUBMISSION

#### 1. PROPOSALS DUE

Sealed proposals must be received no later than the date and time, and at the location, specified on the cover of this solicitation. The outside of the envelope shall plainly identify the subject of the proposal, the RFP number and the name and address of the Proposer. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and at the location specified. Proposals received after the specified closing date and/or time shall not be considered and will be returned to the Proposer unopened. The City shall not be responsible for the proper identification and handling of any proposals submitted to an incorrect location.

#### 2. PROPOSAL

Proposals must be clear, succinct and not exceed **20** pages, excluding the *First Tier Subconsultant Disclosure Form*. Additionally, section dividers, title page, and table of contents do not count in the overall page count of the proposal. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the City's Sustainable Paper Use Policy and sustainable business practices in general, the City encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

#### Public Record

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposal for which Proposer requests exception from disclosure consistent with Oregon Law.

Proposer shall clearly mark any part of the proposal that it deems confidential and not subject to public disclosure. Any portion of a proposal that the Proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501, ORS 192.502 and/or ORS 646.461 et seq. If the entire proposal is marked as constituting a "trade secret" or being "confidential," at the City's sole discretion, such a proposal may be rejected as non-responsive.

### 3. ORGANIZATION OF PROPOSAL

Proposers must provide all information as requested in this Request for Proposal (RFP). Responses must follow the format outlined in this RFP. Additional materials in other formats or pages beyond the stated page limit(s) may not be considered. The City may reject as non-responsive, at its sole discretion, any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposal responses shall be organized in the following manner:

1. Cover Letter
2. Project Team
3. Proposer's Capabilities
4. Project Approach and Understanding
5. Diversity in Employment and Contracting Requirements
6. Proposed Cost
7. A completed First Tier Subconsultant Disclosure Form (refer to Part II.C.5)

## SECTION C

### EVALUATION CRITERIA/PROPOSAL CONTENT

#### 1. COVER LETTER

By submitting a response, the Proposer is accepting the General Instructions and Conditions of this Request for Proposal (reference second page of the RFP) and the Standard Contract Provisions of the Professional, Technical and Expert Services contract.

The Cover Letter must include the following:

- RFP number and project title
- name(s) of the person(s) authorized to represent the Proposer in any negotiations
- name(s) of the person(s) authorized to sign any contract that may result
- contact person's name, mailing or street addresses, phone and fax numbers and email address

**A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.**

#### **BUSINESS COMPLIANCE**

The successful Proposer(s) must be in compliance with the laws regarding conducting business in the City of Portland and the State of Oregon before an award may be made. The Proposer shall be responsible for the following:

##### **Certification as an EEO Affirmative Action Employer**

The successful Proposer(s) must be certified as Equal Employment Opportunity Employers as prescribed by Chapter 3.100 of the Code of the City of Portland prior to contract award. Details of certification requirements are available from Procurement Services, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: <http://www.portlandonline.com/omf/purchasing>

##### **Non-Discrimination in Employee Benefits (Equal Benefits)**

Proposers are encouraged to submit the Equal Benefits Compliance Worksheet/Declaration Form with their response. If not submitted, you will be contacted and required to provide this form prior to contract award; otherwise your proposal may be rejected. If your company does not comply with Equal Benefits and does not intend to do so, you must still submit the Form. The Equal Benefits Compliance Worksheet/Declaration Form can be obtained from the following web site: <http://www.portlandonline.com/omf/purchasing>

- Fill out the form properly. You may call Procurement Services at 503-823-6855 to ensure you correctly complete the form. You may also call the contact listed on the front page of this solicitation document for assistance.
- There are five options on the Worksheet/Declaration Form from which to select. They range from full compliance (Options A, B, C), to one that requires advance authorization by the City (Option D – Delayed Compliance), to Non Compliance. Select the option that is true of your company’s standing at the time you submit your proposal. You cannot change your answer after you submit the Worksheet/Declaration Form.
- Option D is only used if you have an official waiver from the City. Waivers are only issued by Procurement Services.
- The Form provides the City with your declared Equal Benefit status. However, the City issues the final determination of your Equal Benefit status for purposes of contract award.

If information on your form is conflicting or not clearly supported by the documentation that the City receives, the City may seek clarification to ensure we properly classify your compliance.

**Business License**

The successful Proposer(s) must be in compliance with the City of Portland Business License requirements as prescribed by Chapter 7.02 of the Code of the City of Portland and be registered to do Business in the State of Oregon prior to contract award. Details of compliance requirements are available from the Revenue Bureau License and Tax Division, 111 SW Columbia Street, Suite 600, Portland, Oregon 97201, (503) 823-5157, website: <http://www.portlandonline.com/omf/index.cfm?c=29320>.

The successful Proposer must also be in compliance with registration regulations for the State of Oregon. Details are available at: [www.filinginoregon.com](http://www.filinginoregon.com).

If your firm currently has a business license, is EEO certified, and registered in the State of Oregon, include in the Cover Letter your firm’s City of Portland Business License number as well as the Equal Employment Opportunity (EEO) expiration date, and State registration number.

**2. PROJECT TEAM**

Describe the education background, directly related work experience, professional development, and demonstrated performance record of the proposed key personnel: project principal, project manager and key project team members, including any subconsultants in such a way that indicates the team’s ability to perform the work. Include the following:

- Approximate number of people to be assigned to the project.
- Extent of company’s principal member’s involvement.
- Team qualifications and experience on similar or related projects:
  - qualifications and relevant experience of prime consultant
  - qualifications and relevant experience of sub-consultants, if any
  - project manager's experience with similar projects
- Names of key members who will be performing the work on this project, and:
  - their responsibilities on this project
  - current assignments and location
  - experience on similar or related projects
  - unique qualifications
  - percentage of their time that will be devoted to the project

**3. PROPOSER'S CAPABILITIES**

Describe your team's capabilities to perform the work, including that of any subconsultants. Include the following:

- Describe similar projects performed within the last five years, which best characterize team's capabilities, work quality and cost control.
- Describe similar projects with other government agencies.
- Describe team's resources available to perform the work for the duration of the project and other on-going projects.
- Describe team's internal procedures and/or policies associated or related to work quality and cost control.
- Describe team's management and organizational capabilities.

**4. PROJECT APPROACH AND UNDERSTANDING**

Describe your proposed approach to this project demonstrating a clear understanding of the work. This description should specifically include the following:

- Describe the proposed work tasks and activities, the methodology that will be used to accomplish them, and identify the team members who will work on each task.
- Describe the proposed work products that will result from each task or activity.
- Identify points of input and review with City staff.
- Identify the time frame estimated to complete each task.
- Any other idea or issues that should be considered that would benefit the project.

**5. DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS**

The City is committed to increasing contracting opportunities for State of Oregon certified minority, women and emerging small business (M/W/ESB) enterprises. The City values, supports and nurtures diversity, and encourages any firm contracting with the City to do the same, maximizing M/W/ESB business participation with regard to all City contracts. As such, the City has established an overall 20% utilization goal in awarding PTE contracts to State of Oregon certified emerging small business (ESB) enterprises. No goal is set for the use of minority (MBE) and women business (WBE) enterprises, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts. The City has assigned at least 15% of the total points available on this solicitation to this criterion to determine the award of this contract.

All Proposers shall address the following in their proposals:

- a. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB). Provide a copy of the State of Oregon certification letter confirming receipt of application, or a copy of the approval letter certifying your firm as a State of Oregon M/W/ESB (a copy of this letter does not affect the page-limit identified under Part II, Section B.2 of this document).
- b. Identify your current diversity of workforce and describe your firm's commitments to providing equal employment opportunities. Include in your response:
  - Number of total employees and description of type of work performed.
  - Number of minorities and women within your current workforce, broken out by ethnicity and positions held.
  - Any underutilization of minorities or women within your workforce and your firm's efforts to remedy such underutilization.
  - Any plans to provide innovative mentoring, technical training or professional development opportunities to minorities and women in your workforce in relation to this project, or plans to employ minorities and women to work on this project.
  - Description of the process your firm uses to recruit minorities and women.
- c. Have you subcontracted or partnered with State of Oregon certified M/W/ESB firms on any project within the last 12 months? If so, please describe the history of the firm's subcontracting and partnering with certified M/W/ESB firms. Include in your response:
  - List of State of Oregon certified M/W/ESB firms with which your firm has had a

- contractual relationship during the last 12 months.
  - Any innovative or successful measures that your firm has undertaken to work with M/W/ESB firms on previous projects.
  - Any mentoring, technical or other business development services your firm has provided to previous or current M/W/ESB subconsultants or partners, or will provide in relation to this project.
- d. Are you subcontracting any element of your proposal? Describe your firm's plan for obtaining maximum utilization of State of Oregon certified M/W/ESB firms on this project. Include in your response:
- Subcontracting opportunities your firm has identified in the scope of this project.
  - Efforts made relating to outreach and recruitment of certified M/W/ESB firms. Did your firm advertise contracting opportunities in the *Daily Journal of Commerce*, *Skanner*, *Oregonian*, *Observer*, *El Hispanic News*, *Asian Reporter*, and/or other trade publications? Did your firm conduct any outreach meetings? Did your firm use the State's OMWESB certification list, or other source, as a basis for direct outreach? What were the actual results of any of the above efforts?
  - Any proposals received from certified M/W/ESB firms. If any such proposals were rejected, provide reasons for rejection.
  - Other efforts your firm used or proposes to use in relation to this project.
- e. If your firm will be utilizing State of Oregon certified M/W/ESB firms on this project, please list those firms and detail their role within your proposal. In addition, **all Proposers must submit Exhibit A - First Tier Subconsultant Disclosure Form 1** with their proposal, which requires Proposers to identify the following:
- The names of **all** subconsultants to be used on this project with subcontracts greater than or equal to \$10,000.
  - The names of all State of Oregon certified MBE, WBE and ESB firms. If firms have more than one certification (i.e., ESB and MBE, and/or ESB and WBE) note that on the form so that proper credit can be given for the ESB goal and for tracking MBE and WBE utilization.
  - The proposed scope or category of work for each subconsultant.
- If Proposers will not be using any subconsultants that are subject to the above disclosure requirements, Proposers are required to indicate "**NONE**" on the First Tier Subconsultant Disclosure Form 1.

The City expects thoughtful consideration of all of the above Diversity in Employment and Contracting criteria in the preparation of proposals. The City will enforce all diversity in workforce and M/W/ESB commitments submitted by the successful Proposer, and the successful Proposer will be required to submit a completed Monthly Subconsultant Payment and Utilization Report to ensure that subconsultants are utilized to the extent originally proposed and submitted in its proposal. The successful Proposer will not be permitted at any time to substitute or add a subconsultant without the prior written approval of the Chief Procurement Officer. ALL subconsultants, including M/W/ESB firms, and first tier subconsultants shall be reported on the Monthly Subconsultant Payment and Utilization Report as well as contract amounts and payments. For reference, a copy of this form may be obtained at: <http://www.portlandonline.com/shared/cfm/image.cfm?id=119851> .

## 6. PROPOSED COST

The proposed cost shall be the Proposer's true estimated cost to perform the work irrespective of the City's anticipated cost.

The cost proposal shall specifically identify the following:

- Number of hours each staff member will work on each task
- Hourly rates (both direct rate and billable rate)
- Multiplier used to calculate billable rate
- Subconsultant markup percentage

### **BES Multiplier Policy**

The multiplier applied to salaries shall not exceed 3.1. The multiplier shall include the following non-reimbursable expenses: fringe benefits, payroll bonuses, autos and other defined perquisites, telecommunications, facsimile services, overhead expenses including but not limited to local and long distance telephone, parking, delivery/courier, general business and professional liability insurance, advertising costs, postage, internal copying, lease of office equipment, mileage and other local travel costs, information technology (including computer time and CAD services and other related highly specialized equipment), all other direct costs not identified as reimbursable, other indirect costs and profit.

### **Standard Reimbursable Costs**

The following costs will be reimbursed without mark-up.

- Out-of-Town Travel. Travel (transportation, lodging and per diem) of Consultant and/or experts when specified in the contract or requested by BES, directly attributed to specific tasks and when to a location outside a 100 mile radius of Consultant's project office. Travel costs will be reimbursed in accordance with the City's Travel Expense Guidelines, which are based on the General Services Administration (GSA) per diem rates.
- Photocopying/Reproduction Costs. Reproduction of required drawings, reports, specifications, bidding documents, in excess of the number required as part of the contract excluding the cost of reproduction for Consultant's or sub's own use.

### **Subconsultant Costs**

Compensation for subconsultants shall be limited to the same restrictions imposed on the Consultant. The maximum markup on subconsultant services shall not exceed 5%. Consultants are not guaranteed the maximum mark-up will be allowed, it may be less or none at all. The actual rate will be determined during contract negotiations.

### **Adjustment of Hourly Rates Due to Inflation**

Annual adjustment of hourly rates will be considered upon written request from the Consultant. Approval of a request for rate increases is solely within the City's discretion and under no circumstances is the City obligated to approve such a request.

Rate increases are subject to the following limitations:

- No increases will be granted before the one-year anniversary of the contract;
- No more than one increase shall be granted per contract year;
- Rate increases may not exceed the then-current average inflation rate for the Portland Metropolitan Area (as determined from the US Department of Labor statistics);
- Rate increases shall not be retroactive..

Other than the impact of inflation as described above, hourly rates may not be increased.

# PART III

# PROPOSAL EVALUATION

## SECTION A

## PROPOSAL REVIEW AND SELECTION

### 1. EVALUATION CRITERIA SCORING

Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

Criteria		Maximum Score
a.	Cover Letter	0
b.	Project Team	20
c.	Proposer's Capabilities	20
d.	Project Approach and Understanding	25
e.	Diversity in Employment and Contracting	15
f.	Proposed Cost	20
Total Points Available		100

### 2. PROPOSAL REVIEW

An evaluation review committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the criteria and point factors listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in the evaluation process.

The successful Proposer shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals.
- b. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
- c. The committee will require a minimum of 10 working days to evaluate and score the written proposals.
- d. A short list of Proposers, based on the highest scores, may be selected for oral interviews if deemed necessary. The City reserves the right to increase or decrease the number of Proposers on the short list depending on the scoring and whether the Proposers have a reasonable chance of being awarded a contract.
- e. If oral interviews are determined to be necessary, the scores from the written proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following the oral interviews.

All communications shall be through the contact(s) referenced in Part II, Section A.2 of the RFP. At the City's sole discretion, communications with members of the evaluation committee, other City staff or elected City officials for the purpose of unfairly influencing the outcome of this RFP may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

For contracts over \$100,000, the evaluation committee's recommendation for contract award will be submitted to the Portland City Council for approval. The City has the right to reject any or all proposals for good cause, in the public interest.

**NOTE: In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been scored. Proposals may also be rejected if they use subcontractors or subconsultants who are involved in litigation with the City. Proposers who are concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.**



**3. CLARIFYING PROPOSAL DURING EVALUATION**

At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

**SECTION B**

**CONTRACT AWARD**

**1. CONSULTANT SELECTION**

The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue on, in the same manner, with remaining proposers until an agreement is reached. A consultant selection process will be carried out under Portland City Code Chapter 5.68.

**2. CONTRACT DEVELOPMENT**

The proposal and all responses provided by the successful Proposer may become a part of the final contract. The form of contract shall be the City's Contract for PTE Services.

**3. AWARD REVIEW AND PROTESTS**

REVIEW:

Following the Notice of Intent to Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret or confidential and meeting the requirements of ORS 192.501, 192.502 and/or ORS 646.461 et seq., will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

PROTESTS OF CONTRACT AWARDS:

Protests may be submitted to the Chief Procurement Officer only for formal solicitations resulting in contract(s) individually valued at or above the Formal Solicitation Process Dollar Threshold (reference [www.portlandonline.com/omf/index.cfm?c=44169&a=74585](http://www.portlandonline.com/omf/index.cfm?c=44169&a=74585)), and only from those Proposers who would receive the contract if their protest was successful.

Protests must be in writing and received by the Chief Procurement Officer within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the date the City's [Notice of Intent to Award](#) was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was mis-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest, and a statement of the form of relief requested. Protests received later than specified or from other than the Proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The Chief Procurement Officer may waive any procedural irregularities that had no material effect on the selection of the proposed contractor, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal or require the bureau to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to the evaluation committee, the Chief Procurement Officer shall issue a notice canceling the Notice of Intent to Award.

Decisions of the Chief Procurement Officer are final and conclude the administrative appeals process.

**4. KICK-OFF MEETING**

If requested by the City, the successful Proposer shall begin work by attending an orientation meeting to take place within 7 days following execution of the contract. The successful Proposer shall then develop and maintain a comprehensive schedule for all elements of the project.

## EXHIBIT A

### CITY OF PORTLAND PROFESSIONAL TECHNICAL & EXPERT (PTE) SERVICES FIRST TIER SUBCONSULTANT DISCLOSURE FORM

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#### **CITY PTE DISCLOSURE REQUIREMENTS**

The City's disclosure program was adopted to document the use of subconsultants on City projects over \$100,000; particularly Oregon certified Minority, Women and Emerging Small Businesses (M/W/ESBs).

This Request for Proposal requires submission by the Proposer of the First Tier Subconsultant Disclosure Form. When the contract amount of a first-tier subconsultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000, the Proposer must disclose the following information about such subconsultants:

- 1) The subconsultant's contact information and Employer Identification Number (EIN or FED ID#)
- 2) State of Oregon M/W/ESB designation  
*(Verify certification status with the Office of Minority, Women and Emerging Small Business at <http://www4.cbs.state.or.us/ex/dir/omwesb/>)*
- 3) The proposed scope or category of work that the subconsultant will be performing
- 4) The amount of the subconsultant's contract

If the Proposer will not be using any subconsultants that are subject to the above disclosure requirements, the Proposer is required to indicate "**NONE**" on the accompanying form.

**ATTACHMENTS:**    Form 1: City of Portland PTE First Tier Subconsultant Disclosure Form

**CITY OF PORTLAND  
PTE FIRST TIER SUBCONSULTANT DISCLOSURE FORM  
(FORM 1)**

This Request for Proposal requires submission by the Proposer of the First Tier Subconsultant Disclosure Form. When the contract amount of a first tier subconsultant furnishing services, labor or labor and materials would be greater than or equal to \$10,000, the Proposer must disclose the following information about that subconsultant.

Proposer Name: \_\_\_\_\_

Proposer's Total Cost: \_\_\_\_\_

RFP Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

SUBCONSULTANT INFORMATION (Please Print)	M/W/ESB	SCOPE/TYPE OF WORK	SUBCONTRACT AMOUNT
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$
Firm Legal Name: Phone #: Fax#: <b>FED ID OR EIN (No SS#):</b>			\$

**NOTE:**

- 1) If the Proposer will not be using any subconsultants that are subject to the above disclosure requirements, the Proposer is required to indicate "NONE" on this form.
- 2) All subconsultants with contracts \$10,000 or over must be listed on this form. Leave M/W/ESB column blank if firm is not confirmed certified through the *State of Oregon Office of Minority, Women and Emerging Small Business*: <http://www4.cbs.state.or.us/ex/dir/omwesb/>.
- 3) Do not enter social security numbers on this form. The City will do a follow-up to collect this info.