

**MORROW AND UMATILLA COUNTY DRINKING WATER
INVESTIGATION**

REQUEST FOR PROPOSALS

**ENGINEERING SERVICES RELATED TO THE DRINKING WATER
INVESTIGATION IN MORROW AND UMATILLA COUNTIES,
INCLUDING METHODOLOGY DEVELOPMENT, WATER TESTING,
DATA MANAGEMENT, DATA ANALYSIS, AND INFRASTRUCTURE
ALTERNATIVES ANALYSIS**

PROPOSAL DUE DATE AND TIME FEBRUARY 2, 2024, 2:00 P.M.



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ABSTRACT

Morrow County secured \$1.700 million in Congressionally Directed Spending (CDS) for a joint Morrow County and Umatilla County water quality research and alternatives analysis project to address nitrate contamination of private (domestic) wells in the region. ~\$1.3m is available for the services solicited under this RFP.

Morrow County is requesting Proposals from a qualified professional engineer or related firms to prepare a Drinking Water Investigation Study to include: Work Plan and Quality Assurance Project Plan; Outreach and Communications; Field Data Collection and Laboratory Coordination; Data Management and processing; Data evaluation and characterization; Alternatives analysis and Recommendations; and Action plan. Interested parties should submit a proposal that includes all the information described in this RFP.

CONTACT

Interested bidders should submit their proposals to **Morrow County c/o Tamra Mabbott** at P.O. Box 40 / 215 NE Main Ave. Irrigon, OR 97844 no later than 2:00 p.m., February 2, 2024, **via hand delivery, email, U.S. Postal Service, FedEx or UPS.**

Contact Tamra Mabbott, County Planning Director, for information regarding this process by email at tmabbott@co.morrow.or.us or by phone at (541) 922-4624. If proposers have questions regarding this solicitation, questions shall be submitted in writing to Ms. Mabbott. All responses will be issued by email.

1. INTRODUCTION AND BACKGROUND

1.1 Introduction

Nitrate pollution in groundwater is particularly concentrated in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA), which encompasses approximately 562 square miles in northern Morrow and western Umatilla Counties, including the communities of Echo, Stanfield, Hermiston, Umatilla, Irrigon, and Boardman. Around half of the land area is under cultivation, and the region's shallow alluvial soils allow infiltration of irrigation water, often carrying high concentrations of nitrate. In 1990, the Oregon Department of Environmental Quality (DEQ) declared a Groundwater Management Area in the Lower Umatilla Basin because nitrate concentrations exceeded 7 mg/L (70 percent of the federal standard) in many groundwater samples in the area. As part of the declaration, DEQ identified five sources of nitrate contamination including irrigated agriculture, onsite septic systems, land application of wastewater, confined animal feedlots (CAFOs) and pollution from the washout lagoon at the Umatilla Army Depot.

The intent of the LUBGWMA declaration was to identify sources of nitrate pollution and select and implement practices to reduce concentrations to below 7 mg/L. Despite efforts to implement the first LUBGWMA Local Action Plan (adopted in 1997) and the second Local Action Plan (adopted in 2020), the long-term average nitrate concentration continues to exceed the 7 mg/L trigger level at 45 percent of the 31 wells monitored quarterly by DEQ since the 1990s as part of the LUBGWMA well network. Data shows that nitrate concentrations continue to exceed the 10 mg/L drinking water standard at 30 percent of these wells. Following a domestic well water emergency declaration by Morrow County in June 2022, additional well testing has been conducted with support from the Oregon Health Authority (OHA).

Nitrate concentrations in a substantial number of domestic wells in Oregon’s Morrow and Umatilla Counties (Counties) exceed the federal limits for safe drinking water, threatening public health. The primary drinking water standard for nitrate levels is 10 milligrams per liter (mg/L), but recent testing of over 600 domestic wells found concentrations over 10 mg/L in a substantial number of wells tested, including some with concentrations over 50 mg/L. There are approximately 3,300 active domestic wells in the two counties within the designated Groundwater Management Area providing drinking water to rural households. As of November 10, 2023, Oregon Health Authority has tested over 1,600 groundwater wells in both counties. The proposed project will include additional well sampling, outreach to domestic well users surrounding access to safe drinking water, and evaluation of opportunities to connect domestic well users to public water systems and other alternatives that provide safe drinking water to affected residents.

Elevated nitrate levels in drinking water can cause methemoglobinemia or “blue baby syndrome” in infants, increased risk of thyroid disorders and gastric and bladder cancers in adults, and increased risk of miscarriage, birth defects, and low birth weight. Infants under six months of age are at high risk if they drink formula mixed with water high in nitrates. In addition, groundwater with high nitrate concentration discharging to surface water can promote algal blooms, which can lead to higher levels of disinfection by-products in treated drinking water from surface water sources. Additional health risks from disinfection by-products include cancer, reproductive health risks, liver and kidney problems, and central nervous system disorders.

In 2023, Morrow County submitted the EPA Grant Application which included a Scope of Work. The information gleaned from this initial analysis (and water test results from the past 18 months) will be used to identify wells and areas within the LUBGWMA that are in need of clean drinking water. The second part of this project will be to identify both public and private solutions to the drinking water supply contamination issues.

Morrow County will award a contract to the individual or firm which best meets the needs of the County. Morrow County reserves the right to cancel this procurement or reject any and all proposals received in accordance with ORS 279b.100 or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the County. Interested individuals or firms must meet the submittal requirements identified in this RFP.

1.2 Background

Morrow and Umatilla Counties are located in north-central Oregon east of the Cascade Mountains. The Counties are bordered to the north by the beautiful Columbia River. Morrow County contains 2,049 square miles, and its government consists of three County Commissioners, District Attorney, Assessor/Tax Collector, Clerk, Sheriff, Surveyor, Justice Court, Juvenile, Treasurer, Parole and Probation officers, Fair, Emergency Management, Public Health, Public Works, Planning, Veteran’s Services, Public Transit (“the loop”) and Administration. The population of Morrow County is 12,303 (2021 Census). The principal industries in the County include: agriculture, food processing, data centers, wind generation, utilities, livestock, and recreation. Morrow County has approximately 150 employees in 18 departments. Umatilla County abuts the eastern boundary of Morrow County and has a population of 79,988 (2021 Census), and 3,231 square miles of land.

The scope of work detailed in this RFP was developed through discussions at a scoping meeting held on January 27, 2023. Attendees included Planning Department and Public Health Department

staff from Morrow and Umatilla counties, Oregon Health Authority (OHA) staff, and a County Commissioner from each county.

The county's EPA grant expires September 30, 2026. Work is expected to be completed by August 1, 2026.

2. GENERAL

2.1 Schedule of Events

Request for Proposals Issued:	December 21, 2023
Voluntary Pre-Proposal Meeting:	January 4, 2024
Deadline for Proposer's written questions:	January 5, 2024
Final RFP amendment (answers to questions)	January 12, 2024
Deadline for Proposals:	February 2, 2024
Review/Selection Committee Meets:	February 12, 2024
Interview Finalists, if needed:	February 20 or 22, 2024
Umatilla-Morrow County Joint Session (to be scheduled):	March 2024

The Schedule of Events is subject to change. The County will notify all respondents if there are any changes to the schedule.

2.2 Proposal Deadline

Proposals may be sent to the Administrative Contact. Faxed proposals will not be accepted. All proposals received after the date and time indicated above will not be opened or considered.

2.3 Administrative Contact: Tamra Mabbott, Morrow County Planning Director

E-Mail: tmabbott@co.morrow.or.us

Mailing Address:

County Planning Director
P.O. Box 40 /
215 NE Main Ave.
Irrigon, OR 97844

2.4 Right to Retain

Morrow County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Morrow County and the Proposer selected.

2.5 Cost of Preparing Proposal

Morrow County will not pay any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

3. SCOPE OF WORK

3.1 Grant Application Description of the Scope of Work

The goal of the project is to characterize the nitrate concentrations in Morrow and Umatilla Counties through additional well sampling, outreach to domestic well users, and evaluation of opportunities to connect well users to public water systems and identify other alternatives for providing safe drinking water to affected residents.

Work to be accomplished includes characterizing the nitrate contamination issues in domestic groundwater wells. Information gained will be used to understand the extent and severity of the problem to develop potential solutions. Impacted wells will be evaluated for short-term and long-term management options. The objective of the project is to understand the spatial extent of the nitrate contamination and identify where connection to public/community water systems is feasible. Wells will be tested with the potential for follow-up sampling based on the initial results. Data collected through the project will be integrated with relevant data from previous sampling events into a usable database and GIS for ongoing tracking, analysis, and for a *preliminary planning-level engineering analysis to evaluate alternatives* for well owners impacted by the nitrate contamination.

The project will also educate domestic well users, and the community at large, about regional nitrate hazards, impacts on domestic wells, and opportunities to participate in well sampling under the project. To identify areas where a connection to public/community water systems is feasible, a database of sampled wells and geographic information system (GIS) layer(s) showing spatial analysis of nitrate levels will be developed. Community members will be made aware of nitrate contamination issues and how to protect their health through bilingual outreach materials.

To evaluate alternatives, and the feasibility of making connections to existing community water systems, an alternatives analysis using selected evaluation criteria along with an action plan (preliminary engineering report) will also be developed for community members and the county governments involved. This will allow them to develop plans to mitigate nitrate contamination and, if possible, expand public water systems to areas of the county that are accessible. The next stage of the project will be to coordinate with local cities about implementing potential solutions.

3.2 Detailed Scope of Work

This detailed scope of work was drafted by the County's team and approved EPA in early-2023 and has been updated by the County Staff and Ducote Consulting for inclusion with this RFP.

3.2.1: Task 1 –Work Plan and Quality Assurance Project Plan (QAPP)

Objective

The purpose of this task is to prepare a work plan and QAPP that presents the scope of the project and formally documents the data quality objectives and methods to meet EPA grant requirements, and ensure that the data meets the purpose of this funding to identify clean drinking water supply for domestic well users impacted by elevated nitrate concentrations in groundwater. The QAPP will also clarify what the data is not intended to be used for (e.g., LUBGWMA objectives, characterization of other possible contamination in the region). The QAPP development process will include a review of data objectives from previous and on-going monitoring to understand if/how that data may be used to support this project.

Scoping Consideration

- County role: Issue and administer contract with consultant; review workplan and QAPP
- Consultant/contractor role: Complete all technical activities for this task.
- Agency roles: input and review of QAPP.

- The analyte list would most likely align with OHA programs, because this funding is focused on protection of public health for drinking water supply.
- The goal is to sample all domestic wells in the project area; however, available funding, level of participation, and schedule constraints will require prioritization of which wells are sampled. Thus, the scope will need to establish how wells are selected and prioritized for sampling.
- Volunteer participation in this program will require outreach and response time; and a liability waiver for the sampling activities. Specific wells will be identified based on ability to characterize extent of contamination, and to determine “operable units” for evaluating alternatives to provide clean drinking water. A baseline network of wells may be sampled at the beginning of the project, but as outreach efforts are conducted, the project may increase the network of wells. The QAPP will account for this process.
- To finalize this scope, the contractor will need to determine the utility of existing data and what levels of follow-up data collection are needed.

Proposed Activities

1. Coordinate with agencies (EPA, OHA, Oregon Department of Environmental Quality [DEQ], Oregon Department of Agriculture [ODA], county public health departments) and select stakeholders for input and coordination on existing data and data objectives.
2. Compile and review relevant QAPPs, planning documents, and data developed by OHA, DEQ and ODA related to characterizing nitrate in groundwater for the region.
3. Review available databases (OWRD, OHA, county) to identify and map in GIS the location of domestic wells in the project area.
4. Develop work plan, data quality objectives, and finalize methods (field data collection, lab analytical methods, data analysis methods). This includes the methods to identify wells for sampling.
5. Develop the criteria for defining the inventory of wells for sampling/monitoring (this will feed into Task 4).
6. Prepare QAPP document and complete required review and approval process.

3.2.2 Task 2 – Outreach and Communications

Objective

The purpose of the outreach and communications task is twofold: (1) Educate domestic well users and community at-large about nitrate contamination issues and impact to domestic wells, and specifically about the purpose of the sampling activities and goal of the counties to provide clean drinking water; and (2) optimize the well sampling network to meet the QAPP objectives by increased participation and cooperation from well owners/users.

Scoping Considerations

- County role: Issue and administer contract with consultant; coordinate with consultant on development of communications materials and conducting direct outreach with community members; coordinate development of domestic well GIS database and mapping.
- Consultant/contractor role: Complete all technical activities for this task.
- Agency roles: Support the development of GIS database for domestic wells and associated information.

- A baseline network of wells will be sampled at the beginning of the project, but as outreach efforts are conducted, the project may increase the network of wells. The QAPP will account for this process.

Proposed Activities

1. Leveraging results from Task 1.4, develop database to track well information and communications with previously sampled domestic wells/homes and potential well locations for sampling.
2. Develop outreach materials in partnership with Morrow and Umatilla County public health departments.
3. Conduct outreach activities at community events and through door-to-door or residence-specific methods throughout duration of the project.
4. Coordinate with project team to update sampling location network as interested residents are identified.
5. Review preliminary results of the project with stakeholders to obtain input on preferred alternatives.

3.2.3 Task 3 – Field Data Collection and Laboratory Coordination

Objective

The purpose of this task is to implement the field data collection efforts and coordinate with analytical lab(s) as defined in the QAPP.

Scoping Considerations

- County role: Issue and administer contract with consultant; coordinate with domestic well GIS database for use in field data collection efforts.
- Consultant/contractor role: Complete all technical activities for this task, except where field data collection is conducted by another party.
- Agency roles: OHA may be conducting sampling of wells as part of their scheduled efforts (voucher program).
- The consultant will be responsible for field data collection. Consultant will encounter Spanish-speaking households and should have a plan for translation of both vital documents and when conducting site visits on private property.
- Level of effort assumes that the base monitoring will be “one time sampling event” with targeted follow-on sampling based on initial results. The baseline data could be used by agencies to wrap into their longer-term data collection program.
- Final contract will include a “cost per sample” estimate based on the considerations above.

Proposed Activities

1. Coordinate with laboratory(s) to provide analytical lab services consistent with the QAPP.
2. Coordinate field staff to prepare for and conduct field sampling efforts over multiple sampling events consistent with QAPP.
3. Coordinate with database manager to transfer sampling results to database/GIS (see Task 4).

3.2.4 Task 4 – Data Management and Processing

Objective

The purpose of this task is to manage and process all data collected under this project and to integrate relevant data from previous sampling events into a coherent and usable database/GIS for on-going tracking, analysis and communications and coordination. Answer to this question should consider the long-term data management objectives and capacity of the counties. This will affect the selection of software platform, and other capabilities for use of the data.

Scoping Considerations

- County role: Issue and administer contract with consultant; potentially develop and manage/host the monitoring database and integrate the domestic well GIS database and mapping.
- Consultant/contractor role: Complete all technical activities for this task, except where other entity is responsible for data management.
- At the end of the project, the contractor will be responsible for turning over all GIS information and testing data to Morrow County. Contractor is not responsible for managing the data after the project has concluded.

Proposed Activities

1. Develop a database management plan in coordination with county Planning and Public Health departments, agencies and consultant.
2. Work with field data collection entity (from Task 3) for quality assurance/quality control and transfer data to database.
3. Work with data evaluation consultant (from Task 5) to assist with processing and analyzing the data for analysis.
4. Conduct on-going maintenance of the database during the project.

3.2.5 Task 5 – Data Evaluation and Characterization

Objective

The purpose of this task is to evaluate the data collected and analyzed from Tasks 3 and 4 to characterize the extent and levels of nitrate concentrations (and other parameters as identified in the DQO/QAPP). The outcome of this task is a delineation of the areas where extension of (or development of new) community/public water systems may be feasible to address the need for clean drinking water supply to domestic well users, or where other options may be needed (e.g., deepening wells or in-home water treatment). The data analysis will include geographic extent of the impacted wells relative to planning criteria (UGB, water service boundaries, etc.)

Scoping Considerations

- County role: Issue and administer contract with consultant
- Consultant/contractor role: Complete all technical activities for this task.

Proposed Activities

1. Coordinate with database manager to utilize and review analytical data.
2. Analyze water quality data to delineate the extent of elevated nitrate zones relative to domestic wells. Prepare nitrate concentration maps that illustrate the distribution of nitrate in groundwater.
3. Develop planning criteria to evaluate potential for domestic wells to connect to community water system (UGB, water service boundaries, etc.).

4. Develop “cluster” analysis for potential grouping of wells for service.
5. Coordinate with alternatives analysis consultant (Task 6) to transfer data and mapping information for alternatives analysis.

3.2.6 Task 6 – Alternatives Analysis and Recommendations

Objective

The purpose of this task is to complete a preliminary planning-level engineering analysis to identify, develop, and evaluate alternatives to provide clean drinking water to the domestic well users identified in Task 5 as being impacted. The alternatives include but are not limited to: extension of existing community systems, development of new community systems, regional treatment, individual residential treatment, drilling of deeper wells that are not impacted by nitrate contamination, installation of in-home nitrate treatment units, and other alternatives to be developed by engineering consultant. The alternatives analysis will include a preliminary technical feasibility and economic analysis.

Scoping Considerations

- County role: Issue and administer contract with consultant
- Consultant/contractor role: Complete all technical activities for this task.

Proposed Activities

1. Review delineation of impacted domestic well users and planning criteria layers from Task 5.
2. Develop evaluation criteria (e.g., life-cycle costs, schedule/timing, resiliency/reliability, land use consistency, etc.).
3. Review domestic well “clusters” or “drinking water service project” area and define alternatives for providing drinking water supply for each area. This includes defining the necessary infrastructure and permitting to connect wells to an existing system, to a new system, or to drill deeper basalt wells for individual homes or community water supply.
4. Complete an alternatives analysis using the evaluation criteria (including economic analysis).

3.2.7 Task 7 – Action Plan

Objective

The purpose of this task is to develop a preliminary engineering report presenting the recommended alternative(s) to provide clean drinking water to the impacted domestic well users in the project area. This can include near-term actions to immediately provide drinking water, as well as the longer-term actions for planning community water systems. The preliminary engineering report will document preliminary engineering design and cost estimates, permitting, and legal and administrative requirements for each drinking water service project.

Scoping Considerations

- County role: Issue and administer contract with consultant.
- Consultant/contractor role: Complete all technical activities for this task.

Proposed Activities

1. Categorize each drinking water service project into near-term actions for emergency drinking water service, and longer-term actions (e.g., connecting to or developing a new community water system).
2. Obtain input from stakeholders on alternatives (see Task 2).
3. Finalize preliminary engineering designs, cost estimates, permitting and administrative requirements.
4. Prepare preliminary engineering report documentation (either as a single report with individual project documentation, or a series of smaller individual project reports).

3.3 Proposed Innovative Approaches or Deviations from the Scope of Work

Proposers shall explain and identify any areas where they believe the County’s goals would be better suited with different or revised tasks. The Scope of Work in Section 3.2 was developed in conjunction with Morrow County Planning Department, Public Health Department staff from Morrow and Umatilla counties, Oregon Health Authority (OHA) staff, GSI Water Solutions, and both a Morrow and Umatilla County Commissioner.

3.4 Proposer shall be responsible for meeting all deadlines agreed upon in the contract.

4. REQUIRED SUBMITTALS

4.1 Quantity of Proposals

Interested bidders should submit their proposals to **Morrow County, c/o Tamra Mabbott, County Planning Director** at P.O. Box 40 / 215 NE Main Ave. Irrigon, OR 97844 no later than 2:00 p.m., **February 2, 2024**. Consultants mailing proposals should allow for normal delivery time to ensure timely receipt. Electronic copy proposals preferred. Electronic proposals shall be in PDF format included as attachment(s) in an email sent to tmabbott@co.morrow.or.us. The email subject line should contain the phrase “RFP – Drinking Water Study Proposal – (Proposer’s Company Name).” As for any electronic Proposals submitted, only those proposals received at this email address by the due date and time will be considered. It is highly recommended that the Proposer confirms receipt of the email with the Administrative Contact noted above. If submitting electronically, allow adequate time in case hard copies must be mailed (in the event the email is blocked or the size exceeds allowable transmission limits).

If submitted electronically, submit one electronic proposal via email to the email address of the Administrative Contact. If a hard copy is submitted, a signed original plus six (6) copies **and** one (1) electronic PDF copy on a flash drive or similar of the proposal must be included. Proposals should contain the submittals listed in this section and any other information not requested that illustrates qualifications and content from the Proposer.

Contact Tamra Mabbott, Morrow County Planning Director for information regarding this process by email at tmabbott@co.morrow.or.us or by phone at (541) 676-2529. If Proposers have questions regarding this solicitation, questions shall be submitted in writing to Ms. Mabbott. All responses will be issued by email.

4.2 Required Submittals

It is the Proposer’s sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive.

If any part of a proposal is claimed exempt from disclosure, the Proposer must separately submit the material along with the Proposal and have it clearly marked as “Proprietary Information, Confidentially Requested.”

4.2.1 COVER LETTER

A cover letter should not be more than two (2) pages long and should include as a minimum the following:

- a. A statement of the Proposer’s understanding of the objective of the services to be performed;
- b. A statement of the Proposer’s experience and ability to accomplish the Scope of Work;
- c. A positive commitment to perform the services within the time period specified; and
- d. The names of persons authorized to represent the Proposer, their title, mailing address, email address, and telephone number (if different from the individual who signs the transmittal letter).

4.2.2 COVER LETTER REQUIREMENTS

- a. Name of Proposer (individual or firm);
- b. Address;
- c. Federal Employer Identification Number;
- d. Length of time in business;
- e. Whether Proposer is a local, regional or national firm;
- f. Location of the office from which the work is to be done (hereafter referred to as the “local office”);
- g. If the Proposer is a firm, description of the organization, size, structure and office locations(s). Identification of principal supervisory and managerial staff assigned;
- h. Indicate, if appropriate, Opportunity/Affirmative Action Policy, if the firm has one;
- i. Brief description of the Proposer’s experience;
- j. The Proposer shall include a statement describing their roles and responsibilities of in the drafting and completion of the study provided in response;
- k. Resumes of consultants likely to be assigned to the project. The description should include: Professional and educational background of each consultant, position in firm, years and types of experience, supervision to be exercised, and prior experience of the individual consultants with respect to the required experience listed above;
- l. Identification of any complaints to liability carriers, legal action, including lawsuits, administrative complaints, etc., in the past five years;
- m. Any other information that would assist in the evaluation of the Proposer for this contract.
- n. Identify other regional clients and list any potential conflicts of interest.

4.2.3 CUSTOMER SUPPORT

Morrow County operates on Pacific Standard Time (PST) and has primary hours of operation Monday through Friday from 8:00 a.m. to 5:00 p.m., with some departments having extended hours of operation. Morrow County business offices are closed on weekends and U.S. holidays. Please identify how Proposer will provide customer support during the study and assessment.

4.2.4 REFERENCES

Provide a minimum of three (3) government references (preferably local government agencies).

4.3 The Proposer shall provide six (6) hard copies of the Proposal, unless submitted electronically.

5. SUBMISSION

Hard copy proposals preferred. Six (6) hard copies are requested and are to be sent to the Administrative Contact.

Electronic proposals shall be in PDF format included as attachment(s) in an email sent to tmabbott@co.morrow.or.us. The email subject line should contain the phrase “RFP – Drinking Water Study Proposal – (Proposer’s Company Name).” As for any electronic Proposals submitted, only those proposals received at this email address by the due date and time will be considered. It is highly recommended that the Proposer confirms receipt of the email with the Administrative Contact noted above. If submitting electronically, allow adequate time to verify receipt in case hard copies must be emailed (in the event the email is blocked or the size exceeds allowable transmission limits).

6. EVALUATION

The status of review and evaluation are as follows:

6.1 Selection and Evaluation Process

An internal, staff-led committee from both Morrow County and Umatilla County will review proposals and *may* follow up with an interview panel. If the committee requests interviews, it will do so only from the top two proposers after scoring. The committee will provide a recommendation on awarding the contract to a Joint Session of Morrow County Commissioners and Umatilla County Commissioners in March 2024. Morrow County is the fiscal agent and grantee for this grant.

Proposals should be under 20 pages, although resumes and mandatory submission forms included in Exhibit A and B, and certificates of insurance do not count towards the page limit. Proposals will be reviewed and scored in accordance with the following criteria:

Scoring Metric, 100 points total – will determine 1-2 finalists.

1. History working with Morrow County and/or Clients in Eastern Oregon (10 points).
2. Experience with Similar Projects (40 points total), will include reference investigation:
 - a. Water Quality Testing and Data Management (20 points). Explain experience drafting Quality Assurance Project Plans (QAPP). Preference will be given for experience specifically with federal or EPA QAPP document. Explain the experience of your team in managing complex GIS databases and water testing data.
 - b. Alternatives Analysis for Water Supply and Delivery (20 points). Explain your team’s experience drawing from complex water quality testing data to create Preliminary Engineering Reports and evaluating layers of alternatives. Explain your team’s experience dealing with regional co-ops, public, and private potable water supply and delivery systems.

3. Project Understanding & Innovations/Creativity (5 points). Does your team believe there are any innovations or approaches that could be modified to create a more effective and successful project?
4. Proposed Project Approach & Workplan (20 points). How would your team propose to accomplish the scope of work? Explain how your team would accomplish the proposed scope of work within the required schedule and project budget. Provide an estimated breakdown of time expected (by a percentage of your total work) on each task.
5. Project Team Qualifications and Firm Availability (10 points). Explain how your team will have all the necessary subject-matter expertise to effectively and successfully complete the project. Explain which members of your team will perform what duties.
6. Ability to Complete All Tasks (10 points total). Explain how your team, which can include sub-contractors, would accomplish all of the proposed tasks and activities in the RFP:
 - a. Spanish-language field and document translation (5 points)
 - b. Developing the QAPP (2 points)
 - c. Data collection, data management (2 points)
 - d. Alternatives Analysis and Preliminary Engineering (1 point)
7. Minority, Woman-owned, Emerging Small Business/Oregon Certification Office for Business Inclusion and Diversity (COBID) Status (5 points).
 - As needed to determine the best fit between 2 finalists: Interviews, only scored if interviews are requested by the Ranking Sub-Committee (10 points).

6.2 Proposal Validity Period

Each proposal shall be irrevocable for a period of at least ninety (90) days from the proposal opening date.

6.3 Competency of Proposals

To enable Morrow County to evaluate the responsibility and financial stability of a Proposer, the qualifying and accepted Proposer shall upon request furnish such information as reasonably necessary.

6.4 Reservation in Evaluation

Morrow County reserves the right to:

6.4.1 Request “Best and Final Offers” from the two highest scoring Proposers and award to the lowest priced;

6.4.2 Re-assess the proposals and award to the Proposer determined to best meet the overall needs of Morrow County.

6.4.3 Commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all responsible Proposers within the competitive range; and negotiate with a Proposer over:

- The Scope of work;
- The contract price as it is affected by negotiating the Scope of Work; and
- Any other Terms and conditions as determined by Morrow County.

6.5 Investigation of References

Morrow County reserves the right to investigate and to consider the references and past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors and workers. Morrow County may postpone the award or execution of the contract after the announcement of the notice of intent to award to complete its investigation.

6.6 Preferences

Notwithstanding provisions of law requiring the County to award a contract to the lowest responsible bidder or best Proposer or provider, when procuring goods and services for any public use, the County shall apply the applicable preferences described in ORS 279A.120 (Preference for Oregon goods and services) and ORS 279A.125 (Preference for recycled materials).

6.7 Contract Award

The contract will be awarded to the Proposer whose Proposal Morrow County determines in writing is the most advantageous to Morrow County. If a successful contract cannot be completed after award, Morrow County may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with other Proposer(s) for award.

6.8 Proposal Rejections

Morrow County reserves the right to:

- 6.8.1** Reject any proposals not in compliance with all public procedures and requirements;
- 6.8.2** Reject any proposals not meeting the specifications set forth herein;
- 6.8.3** Waive any and all irregularities in proposals submitted;
- 6.8.4** Consider the competency of Proposers in making any award;
- 6.8.5** Reject all proposals;
- 6.8.6** Award any and all parts of any proposals; and
- 6.8.7** Request additional references.

7. APPLICABLE STATUTES AND RULES

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and the Morrow County Contracting Rules. And any applicable Environmental Protection Agency requirements and rules.

7.1 Communications During RFP Process

To ensure a fair and competitive environment, direct communications between Morrow County staff other than the Administrative Contact and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP County process or the award of a contract is strictly prohibited.

7.2 Questions and Requests

Any Proposer requiring further clarification of the proposal procedures contained herein should submit specific questions in writing to:

Name: Tamra Mabbott

Title: County Planning Director

Email: tmabbott@co.morrow.or.us

The email subject line should contain the phrase “RFP – Drinking Water Study Proposal – (Proposer’s Company Name).” A written response will be provided to those questions that are deemed appropriate. The response will be in the form of an addendum and will be sent to all individuals or firms in receipt of this RFP.

7.3 Addenda

Only documents issued as written addenda by Morrow County serve to change the RFP in any way. No other direction received by the Proposer, written or verbal, serves to change the RFP. Addenda will be posted and made available at all electronic and physical locations where this Solicitation Document may be reviewed.

Exhibit A – Proposal Form

Responses to the Morrow and Umatilla County EPA Drinking Water Study - Request for Proposals (RFP) must contain a signed photocopy of this page.

Firm Name: _____

The Undersigned offers and agrees to provide a Drinking Water Study funded by EPA for Morrow County and Umatilla County. The proposer understands that any false statement may disqualify this proposal from consideration or be cause for contract termination.

The proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, financial ability, age or other no-job-related factors.

Lead Engineer PE Number: _____ Expiration Date: _____

Firm organization type:

Resident Firm Non-resident Firm

Corporation Partnership

Sole Proprietor Joint Venture

Other _____

Has your firm ever been disqualified by a government agency from bidding or proposing on a public project? _____? (yes/no)? If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for disqualification and if the disqualification has ended. Use additional sheets if required.

Has your firm ever been terminated from a public contract? _____(yes/no). If the answer is yes, explain the circumstances, project, contracting agency and date. State the reason for termination. Use additional sheets if required.

Has your firm ever been involved in litigation involving a public contract? Has a claim been made against any payment or performance bond taken out by your firm? Has a legal claim been made against your firm for alleged contract breach or substandard performance, or has a claim been made against your firm for dishonesty, fraud, or misappropriation in relation to a contraction contract? _____(yes/no). if the answer is yes, provide a full explanation on a separate sheet entitled "Claims."

Firm Name: _____ Phone _____

Address: _____

By (Print): _____ Title: _____

Signed: _____ Date: _____

This form must be signed in ink and returned with the proposal

Exhibit B - Bidder/Proposer Residency Statement

Pursuant to ORS 279A.120, Oregon’s reciprocal Preference Law, public contracting agencies shall, for the purposes of determining the lowest responsible bidder/proposer and the awarding of a contract, add a percent increase on the bid of a non-resident bidder/proposer equal to the percent, if any, of the preference given to that bidder/proposer in the state in which the bidder/proposer resides.

As defined in ORS 279A.120, “Resident Bidder/proposer” means a bidder/proposer that has paid unemployment taxes or income taxes in this state in the twelve calendar months immediately preceding submission of the bid, has a business address in this state, and has stated in the bid whether the bidder/proposer is a “Resident Bidder/proposer”. A “non-resident Bidder/proposer” is a bidder/proposer who does not meet the definition of a “resident Bidder/proposer” as stated above.

Bidder is Resident ___ or Non-Resident ___ and is a resident of _____ (State) as set forth above.

If a Resident Bidder/proposer, enter your Oregon Business address below:

Certificate of Non-discrimination

Pursuant to ORS 279A.110, discrimination in subcontracting is prohibited. Any contractor who contracts with a public contracting agency shall not discriminate against minority, women or emerging small business enterprises in the awarding of contracts.

By signature of the authorized representative of the bidder/proposer the bidder/proposer hereby certifies to Morrow County Government that this bidder/proposer has not discriminated against minority, women, or emerging small business enterprises in obtaining any subcontracts; and, further, that if awarded the contract for which this bid or proposal is submitted, shall not so discriminate.

Bidder/proposer hereby certifies that the information provided above is true and accurate.

Bidder Company Name _____

Street Address: _____

City: _____ **State:** _____ **Zip Code** _____

Toll Free Telephone: _____ **Telephone:** _____ **FAX:** _____

Federal I.D. or Social Security No.: _____ **Email:** _____

Type or Print Name of Person Signing: _____

Title: _____

Authorized Signature: _____

This form must be signed in ink and returned with the proposal

Exhibit C – Sample Evaluation Form

Morrow-Umatilla Counties Drinking
Water Study – Engineering RFP
Proposal Evaluation Score Sheet

Firm Name: _____

Date: _____

Reviewer: _____

Required Submissions:

Proof of Contractor licensure in Oregon	Yes/No
Conformance with RFP Requirements	Yes/No
Certificate of non-discrimination	Yes/No
Certificate of Compliance	Yes/No
Residency statement	Yes/No

Notes:

Review criteria:

Firm Background

(Info Only) _____

Comments:

1. History Working in the Area/Morrow County (10 points maximum) _____

Comments:

2. Experience with Similar Projects:

- a. Water Quality Testing and Data Management (20 pts): _____
 - b. Alternatives Analysis for Water Supply and Delivery (20 pts): _____
- +
- =
- Total category score (40 pts): _____

Comments:

3. Project Understanding & Innovations/Creativity (5 points maximum) _____
Comments:

4. Proposed Project Approach & Workplan (20 points maximum) _____

Comments:

5. Project Team Qualifications and Firm Availability (10 points maximum) _____

6. Ability to Complete All Tasks

(20 points maximum) _____

- a. Spanish-language field and document translation (5 pts) _____ +
- b. Developing the QAPP (2 pts) _____ +
- c. Data collection, data management (2 pts) _____ +
- d. Alternatives Analysis and Preliminary Engineering (1 pt) _____ =

Total category score (20 pts max): _____

Comments:

7. Minority, Woman-owned, Emerging Small Business/Oregon Certification Office for Business Inclusion and Diversity (COBID) Status (5 points).

Scoring Matrix:

1	History in the Area	
2	Experience with Similar Projects	
3	Project Understanding	
4	Proposed Workplan	
5	Team Qualifications	
6	Ability to Complete All Tasks	
7	MWESB/COBID	
TOTAL:	100 maximum possible	

Additional Notes:

Reviewer's Initials _____ **Date:** _____

Exhibit D - Insurance Requirements

Insurance Coverage. The Contractor shall procure and maintain at its expense during the Period of Performance and hereafter as required below the following insurance from one or more companies authorized to do business in the State of Oregon with a policyholder's rating of not less than A. Except as approved otherwise by the Owner in advance, such insurance shall protect against claims which arise out of or relate to all of the Contractor's services under the Agreement., whether performed by the Contractor or a Contractor or a person or an entity for which either of them may be responsible.

Workers' Compensation Insurance, if required by law, with statutory limits.

Employers' Liability Insurance, if employees are employed for other than secretarial or bookkeeping services, with a limit of not less than \$1,000,000 each accident, \$1,000,000 disease each employee and \$1,000,000 disease policy limit.

Commercial General Liability Insurance, applicable to all premises and operations, including Bodily Injury, Property Damage, Personal Injury, Contractual Liability, Independent Contractors, Products and Completed Operations, Broad Form Property Damage (including Completed Operations, and coverage for explosion, collapse, and underground hazards, with limits of not less than \$2,000,000 per occurrence, \$3,000,000 aggregate applicable specifically to the Project, \$2,000,000 personal and advertising injury and \$2,000,000 Products and Completed Operations.

Business automobile Liability Insurance, applicable to owned, non-owned and hired automobiles, with a limit of not less than \$1,000,000 combined single limit each accident.

Deductibles. The Contractor shall pay all deductibles on all policies required by Paragraph 1.

Waivers of subrogation RE Liability Insurance. The Workers' Compensation and Employers' Liability policies shall be subject to a waiver of subrogation in favor of Owner and its members, partners, officers, directors, agents and employees, and the successors in interest of the foregoing.

Cross-Liability coverage. The Commercial General Liability and Automobile Liability policies shall provide cross-liability coverage as would be achieved under the standard International Organization for Standardization ("ISO") separations of insured's clause.

Additional Insured. The Commercial General Liability and Automobile Liability policies shall name the Owner and its members, partners, officers, directors, agents and employees, and the successors in interest of the foregoing, as additional insureds, using ISO additional insured endorsement CG 20 10 11 85 or a substitute providing equivalent coverage. Such coverage provided to the additional insureds shall (a) be primary and noncontributory with respect to any insurance or self-insurance retention of the additional insureds, including but not limited to any Excess Liability coverage maintained by the additional insureds, (b) provide the same types and extents of coverage as the coverage provided to the primary insured, and shall not be limited to the "vicarious liability" of the additional insureds, (c)

waive all rights subrogation against the additional insureds, (d) cover all additional insureds that are a partnership or joint venture, if any, as “Named Insureds,” as expressly stated in endorsements and be maintained for the same durations as the coverage provided to the primary insured, including but not limited to the continuation of the Products and Completed Operations coverage until three (3) years after final payment to the Owner’s prime contractor on the Project, and shall not be limited to the “ongoing operations.” Notwithstanding the foregoing, this Paragraph shall not be construed to require the Contractor to provide insurance coverage for the additional insureds in a way or to an extent that results in a violation of ORS 30.140.

Duration of Coverage. The insurance coverage required shall be written on an occurrence basis, except the Professional Liability Insurance. The Professional Liability policy shall provide for a retroactive date of placement prior to or coinciding with the commencement of the performance of the professional services under the Agreement. All other policies shall be in effect as of the date of commencement of the services under the Agreement. All other policies shall be in effect as of the date of commencement of the Contractor’s services under the Agreement. All policies shall be maintained and remain in effect until one (1) year after the final payment to the Owner’s prime contractor on the Project and thereafter when the Contractor is assisting or advising the Owner regarding the correction of defective or non-conforming Work, provided that the Professional Liability Policy shall remain in effect until three (3) years after final payment to the Owner’s prime contractor on the Project. The Contractor shall notify the Owner of any claims against the Professional Liability policy, in which event the Owner shall have the right to require the Contractor at its expense to obtain additional Professional Liability Insurance to restore the required coverage available for the Project.

Proof of Insurance. The Contractor shall file with Owner, upon execution of the Agreement, certificates of insurance acceptable to the Owner as well as copies of all insurance policies, with all riders and endorsements, all separate exclusions, conditions and waivers, and all other amendatory documents attached, evidencing the insurance required by this Exhibit C. If any of the required coverages are to renew during the period when such coverage is to remain in effect or are required to remain in force after final payment to the Owner’s prime contractor on the Project, an additional certificate evidencing continuation of such coverage shall be submitted upon renewal or with the Contractor’s final invoice.

Effect of No or Insufficient Insurance. The Contractor’s failure to comply with the requirements of this Exhibit B shall constitute a material breach of the Agreement entitling the Owner to terminate the Agreement for cause. In the alternative, the Owner in its sole discretion may purchase the insurance required of, but not obtained or maintained, by the Contractor pursuant to this Exhibit C and charge such costs thereof to the Contractor. The Owner’s rights under this Paragraph shall be in addition to, and without waiver of, its other rights and remedies under the Agreement or applicable law.

Limitation of This Exhibit. Nothing in this Exhibit B shall negate, abridge or reduce the Contractor’s responsibilities or liabilities under the Agreement or applicable law, the meaning and effect of the provisions of this Exhibit B being limited to setting out the Contractor’s express obligations with respect to insurance.

Exhibit E – RFP Response Checklist

Have you remembered to:

- o Review all instructions and scope of work to ensure your proposal response complies?
- o Review all attachments and exhibits to ensure your proposal response complies?
- o Review licensure and insurance requirements to ensure your proposal complies?
- o Format your response according to the proposal format?
- o Prepare your scope of work in accordance with the review criteria points?
- o Fill out, sign in ink, and attach the Certification of Compliance?
- o Fill out, sign in ink, and attach the Bidder/Proposer Residency Statement?
- o Fill out, sign in ink, and attach the Certificate of Non-discrimination?
- o Initial any/all changes and corrections in ink?
- o Mark the envelope as indicated in the RFP?
- o Address the envelope or email as indicated within the RFP?

– SAMPLE ADVERTISEMENT –

MORROW COUNTY

REQUEST FOR PROPOSALS FOR

ENGINEERING SERVICES RELATED TO THE DRINKING WATER INVESTIGATION IN MORROW AND UMATILLA COUNTIES, INCLUDING METHODOLOGY DEVELOPMENT, WATER TESTING, DATA MANAGEMENT, DATA ANALYSIS, AND INFRASTRUCTURE ALTERNATIVES ANALYSIS.

Morrow County is requesting Proposals from a qualified professional engineer or related firms to prepare a Drinking Water Investigation Study, to include: Work Plan and Quality Assurance Project Plan; Outreach and Communications; Field Data Collection and Laboratory Coordination; Data Management and processing; Data evaluation and characterization; Alternatives analysis and Recommendations; and Action plan. Interested parties should submit a proposal that includes all the information described in this RFP.

Copies of the entire RFP can be found on Morrow County’s website under RFPs:

<https://www.co.morrow.or.us/rfps> Interested bidders should submit their proposals to Morrow County c/o Tamra Mabbott at P.O. Box 40 / 215 NE Main Ave. Irrigon, OR 97844 or tmabbott@co.morrow.or.us no later than 2:00 p.m., February 2, 2024, via hand delivery, email, U.S. Postal Service, FedEx or UPS.