

AUGUST 27, 2024

TO: POTENTIAL RESPONDENTS

FROM: CITY OF WARRENTON

RE: *ADDENDUM #1 - FOR THE EVALUATION OF RAW WATER STORAGE ALTERNATIVES AND DAM CERTIFICATION*

The Request for Proposal (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Statement of Qualifications.

This Addendum consists of 3 pages with no attachments.

PROPOSAL SUBMITTAL DEADLINE

The submittal deadline remains the same and is not changed by this Addendum.

ACKNOWLEDGMENT OF ADDENDUM

Proposers must acknowledge receipt of this addendum by including a statement in the Executive Summary of their proposal.

ADDENDUM INFORMATION

This addendum is issued to modify the Request for Proposals (RFP) to ensure compliance with Oregon Qualifications Based Selection (QBS) law. The addendum removes cost considerations from the evaluation criteria to ensure the selection process is based solely on the qualifications of the proposers.

CHANGES TO THE RFP

4: Proposal Format

DELETE:

- 7. Cost Proposal** (4 pages) - Provide a detailed cost proposal, including a breakdown of costs by task, personnel, and any other expenses. Include hourly rates for all personnel involved and a total not-to-exceed cost for the project.

5. Selection Criteria

DELETE:

The committee evaluating the proposals will base the evaluation on the proposal that will best serve the City of Warrenton, considering both quality and cost.

Each proposal will be reviewed and ranked according to the following criteria:

Criteria	Description	Maximum Points
1	Firm's experience successfully completing similar projects and individual Project Team member experience.	30 Points
2	References indicating successful projects of this type.	20 Points
3	Understanding and approach to the project.	30 Points
4	Cost proposal and budget management.	10 Points
5	Project schedule and ability to meet deadlines.	10 Points

REPLACE WITH:

A committee comprised of representatives from the City will review all proposals to ensure they comply with the requirements outlined in the Request for Proposals (RFP). Proposals that meet these requirements will then be evaluated based on the criteria listed below.

The evaluation committee will use these criteria to score each proposal. The committee may choose to identify finalists and arrange for presentations and/or interviews. If presentations or interviews are conducted, the committee will use them to adjust the initial scores from the written proposals, ensuring that the final scores reflect both the written submission and the presentation or interview performance.

After any presentations or interviews, if any, the committee will make a final selection based on the adjusted scores, ensuring the decision aligns with the best overall interests of the City. The final decision will incorporate all information provided in the proposals, presentations or interviews (if applicable), and references.

Criteria	Description	Maximum Points
1	Firm's experience successfully completing similar projects and individual Project Team member experience.	30 Points
2	References indicating successful projects of this type.	20 Points
3	Understanding and approach to the project.	30 Points
4	Project schedule and ability to meet deadlines.	20 Points

7: General RFP Information

ADD:

Negotiation of Price Agreement

The City reserves the right to negotiate a final contract that serves the best interest of the City, considering both cost-effectiveness and quality. Once a tentative selection has been made by the evaluation committee, City staff will attempt to negotiate a contract with the preferred Proposer. If negotiations are not successful, City staff will proceed to negotiate with other qualified Proposers in order of their ranking, continuing until an agreement is reached or the City decides to terminate the selection process.

Please ensure this addendum is acknowledged in the Executive Summary. For any questions or clarifications, please contact:

City of Warrenton

Twyla Vittetoe, Engineering Technician
Email: Bids@warrentonoregon.us
PO Box 250, Warrenton, Oregon 97146