

REQUEST FOR QUALIFICATIONS

For

Consulting Engineering Services

For

Upper Deschutes Watershed Council

CONTACT:

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1.0 INTRODUCTION

The Upper Deschutes Watershed Council (UDWC) is seeking the professional services of a qualified Consultant to provide engineering and other technical services for the design and construction oversight of irrigation diversion retrofits, irrigation diversion fish screens and stream restoration projects primarily located in the Whychus Creek and Metolius River watersheds in Central Oregon.

The Consultant's work will focus on the retrofit of existing irrigation diversions and other in-stream structures to accomplish a variety of fish passage, fish screening and stream function objectives. Each project will be unique but will generally require careful consideration of stream function, challenging site conditions, landowner constraints, site hydrology, downstream private property and other factors. The projects will also need to meet all the necessary fish passage and screening criteria established by Oregon Department of Fish and Wildlife (ODFW), U.S. Fish and Wildlife Service (USFWS) and NOAA Fisheries.

The UDWC will utilize the responses to this RFQ to select a Consultant that will provide services for multiple projects on a Task Order basis as project services are needed over time. The contract is anticipated to start on January 1, 2010 and will continue for three years. Contract requirements and fee schedule will be reevaluated and the end of each year.

2.0 GENERAL SCOPE OF WORK

2.1 Background

The Whychus Creek and Metolius River watersheds were historically very important spawning and rearing areas for steelhead trout and spring chinook salmon upstream of the Pelton Round Butte Dam complex. As anadromous fish reintroduction begins to bring these species back to these watersheds for the first time in more than 40 years, many local, state and federal partners are working together to improve conditions in these key watersheds.

One of the UDWC's primary restoration efforts is focused on working collaboratively with landowners and other partners to develop fish screening and fish passage at existing diversions in these watersheds to support successful migration, spawning and rearing of resident and anadromous fish. The consulting services secured through this RFQ will be focused primarily on these projects.

2.2 Project Types and Required Services

The contract resulting from this RFQ will be an on-call, indefinite quantity professional services contract. Once the contract is in place, the UDWC will periodically present the Consultant with individual "Task Orders" that detail the scope of work, schedule, deliverables and budget for specific services associated with specific projects. These Task Orders will be developed cooperatively with the Consultant on a case-by-case basis to ensure that they meet the requirements of the UDWC, the Consultant and the project(s).

Sample projects may include, but are not limited to, the following:

- Retrofit of small irrigation diversions (typically 5 cubic feet per second or less) to provide upstream and downstream fish passage or other improvements;
- Retrofit of small irrigation diversions to provide state and federally approved fish screens; and
- Stream channel restoration and enhancement projects (typically associated with specific diversion structures, culverts or other instream features).

Professional services that may be required as part of each Task Order may include, but are not limited to, the following:

- Meetings and site visits with UDWC staff, landowners and representatives with local, state and federal agencies;
- Survey work, including topographic total station site survey, data processing and/or work with existing LiDaR data;
- Hydraulic analysis;
- Alternatives and feasibility analysis;
- Technical review of conceptual and completed designs for stream restoration projects;
- Preparation of comprehensive design drawings stamped and signed by a registered State of Oregon Civil Engineer;
- Preparation of construction cost estimates;
- Assistance in obtaining permits and other approvals as needed to meet regulatory requirements; and
- Construction oversight and management.

3.0 INSTRUCTIONS TO CONSULTANT

3.1 Requirements

The Consultant and/or Consultant team shall consist of qualified engineers, fish biologists, ecologists, hydrologists and / or other natural resource specialists with the professional expertise and local knowledge necessary to complete the types of projects and services described in this RFQ.

Responses to this RFQ should include a sufficient amount of detail for the UDWC to evaluate the Consultant's experience and skills with respect to the types of projects and services described in this RFQ. Responses should be presented in a format that corresponds to the components outlined in Section 3.2 of this RFQ. Responses to each section and subsection should be labeled to indicate which item is being addressed.

Responses should be straightforward and concise. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements, and providing a complete and clear description of the services offered by the Consultant that are relevant to the types of projects described in this RFQ. If a complete response cannot be provided without referencing supporting documentation, the Consultant must provide such documentation with the proposal indicating where the supplemental information can be found.

3.2 Response Format

Responses to this RFQ shall include the following and be presented in the following format:

1) Cover Letter:

Please include a cover letter that expresses the Consultant's interest in the work and commitment to the obligations expressed in the RFQ. The letter should include the original signature of an authorized representative of the Consultant. The cover letter should also include the name(s), title(s), and contact information of contact person(s) for the Consultant.

2) Profile of Consultant Firm / Team:

Please include a profile of the Consultant's company and/or team, including capabilities, expertise, and an organizational chart including the names of key members of the project team that will likely be assigned to UDWC projects.

3) Summary of Individual Expertise:

Please provide brief resume(s) of the key individuals that will be part of the project team. Include person's name, anticipated role(s) in this contract, education, registration, years employed with the Consultant, years of experience in a similar capacity, and summaries of sample projects that illustrate relevant experience.

4) Summary of Experience on Similar Projects:

Please provide a summary of the Consultant's experience with projects that are similar to the types of projects described in Section 2.2, including work with multiple partners (e.g., non-profits, irrigation districts, regulatory agencies, U.S. Forest Service), work in Central Oregon and/or similar river systems, etc. Please include written project summaries, photos and/or other information necessary to illustrate relevant project experience.

5) Fee Proposal and Schedule:

Please prepare a detailed fee schedule of 2010 hourly billing rates and a summary of direct expense charges (e.g., travel, etc.).

6) References:

Please include contact information for at least three professional references that may be contacted by the UDWC during the RFQ review process.

3.3 Submittal Guidelines

Please submit three (3) copies of the response. Late, faxed or email submittals will not be accepted. Consultants submitting responses not in compliance with the minimum requirements will be considered non-responsive. All submitted responses should be signed by the person or persons legally authorized to bind the Consultant to the contract for execution of the services or work. One of the three copies shall be clearly labeled "MASTER".

If discrepancies are found between the copies, or between the original and copy or copies, the original "MASTER" will provide for the basis of resolving discrepancies. If one document is not clearly marked "MASTER," The UDWC reserves the right to use the original as the Master.

Responses shall be submitted in sealed package(s) or envelope(s). Responses will be accepted by the UDWC until **December 14, 2009 at 3:00 PM**. Please deliver to:

Mathias Perle
Project Manager
Upper Deschutes Watershed Council
PO Box 1812
Bend, OR 97709

Express mail packages may be delivered to:

Mathias Perle
Project Manager
Upper Deschutes Watershed Council
700 NW Hill St.
Bend, OR 97701

Consultants submitting responses to this RFQ should allow mail delivery time to ensure timely receipt by the UDWC. Late responses will not be accepted and will be automatically disqualified from further consideration.

4.0 EVALUATION CRITERIA

The UDWC will evaluate the responses to this RFQ using the scoring system described below to identify the Consultant considered to be of best overall value and most likely to succeed in a strong, cost-effective, productive working relationship with the UDWC. The successful Consultant will be one that possess the skills necessary for the services described in this RFQ and offers a cohesive team with recent experience on similar projects.

A 100-point scoring system will be used as follows:

- 1) Presentation of Response (up to 10 points):**
Includes, but is not limited to, professional, concise, and clear presentation of a response that meets the prescribed format.
- 2) Experience and Composition of Consultant(s) Team (up to 50 points):**
Includes, but is not limited to:
 - a. Experience of the team as a whole;
 - b. Experience of the individual team members;
 - c. Experience and familiarity with projects and services similar to those described in this RFQ;
 - d. Experience working under contract to a non-profit organization, such as the UDWC.
- 3) Fee Schedule (Up to 20 points):**
Includes the evaluation of the billing rates and other fees for the Consultant.
- 4) References (up to 20 points):**
Includes the quality of the references with regard to Consultant timeliness, budget, professionalism and quality of work.

The UDWC reserves the right, at its sole discretion, to reject any and all responses received and cancel this RFQ.